ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 3, 2017– 7:00 P.M.
CITY HALL

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

G. Citizens Input

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items

K.11 – Request for Approval of the Reimbursement of Property Taxes to Athens Township for PID 01.006.0505

All 'K. Business Items' will be renumbered accordingly

L. Consent Agenda

M. Other Communications

Adjournment

A Community For Generations.

Isanti

K.11.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Community Development Director

Date: January 3, 2017

Subject: Request for Approval of the Reimbursement of Property Taxes to Athens Township for PID 01.006.0505.

Background

It was brought to staff's attention that Ordinance No. 661 did not address MN State Statute 414.036 City Reimbursement to Town to Annex Taxable Property. This statute requires the annexing municipality to reimburse the township for lost property taxes for a minmum of two years.

Staff received the 2017 proposed taxes statement from the Isanti County Auditior for PID 01.006.0505, which states that the proposed property taxes payable to Athens Township are expected to be $92.04.

Staff is requesting to send a letter to Athens Township indicating reimbursement for two years following the year in which the City of Isanti Could first levy on the annexed property in the amount of $92.04 each year. The letter requests acknowledgement and agreement of the payments by Athens Township. The Office of Administrative Hearings requires proof of a repayment agreement in order to continue processing the annexation of PID 01.006.0505.

Attachments:

- Resolution 2017-XXX
- Letter to Athens Township
- 2017 Proposed Property Tax Statement for PID 01.006.0505 from the Isanti County Auditor
- Ord. No. 661

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING THE PAYMENT OF PROPERTY TAXES FOR PID 01.006.0505 TO ATHENS TOWNSHIP FOR 2018 AND 2019

WHEREAS, the City of Isanti adopted Ordinance No. 661 annexing PID 01.006.0505 on December 20, 2016; and,

WHEREAS, Minnesota State Statute 414.036 requires the annexing municipality to reimburse the township for property taxes for a minimum of two years; and

WHEREAS, the proposed 2017 tax statement from the Isanti County Auditor indicates the proposed property taxes payable to Athens Township are $92.04; and

WHEREAS, the City of Isanti will pay Athens Township $92.04 (101-41910-310) per year for the two years following the year in which the City of Isanti could first levy on the annexed property;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. In the first year following the year in which the City of Isanti could first levy on the annexed area, an amount equal to $92.04; and

2. In the second year, an amount equal to $92.04.

3. Such payments shall be made out of fund source 101-41910-310 (Annexation Payments).

This Resolution was duly adopted by the Isanti City Council this 3rd day of January 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk
(SEAL)

A Community For Generations.

Isanti

January 3, 2017

Athens Township
145 261st Ave NW
Isanti, MN 55040

RE: Property Tax Reimbursement for Cox Property (PID 01.006.0505)

To Whom It May Concern:

Pursuant to Minnesota State Statute 414.036, with respect to the property taxes payable on the Property hereby annexed (property description attached), the City shall hereby make a cash payment to Athens Township in accordance with the following schedule:

1. In the first year following the year in which the City of Isanti could first levy on the annexed area, an amount equal to $92.04; and

2. In the second year, an amount equal to $92.04.

Please acknowledge receipt of this letter and agreement to the payments by signing below and returning to:

City of Isanti
PO Box 428
Isanti, MN 55040-0428

Sincerely,

Roxanne Achman, AICP
Community Development Director
CITY OF ISANTI

ATHENS TOWNSHIP

_____

By:_____

Its:_____

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

The foregoing was acknowledged before me this _____ day of _____, 2017, by _____, Its _____of the Township of Athens, on behalf of the Township of Athens.

_____
Notary Public

Isanti County

Chad Struss
555 18th Ave SW
Cambridge, MN 55008-9918
763-689-1781
www.co.isanti.mn.us

TAXPAYER(S):

COX BRENNAN

:5504052496:

REBECCA COX
BRENNAN COX
27498 POLK ST NE
ISANTI MN 55040-5249

Property Information

PIN: 01.006.0505 **Property address:**

Property description:

Acres: 41.99 THAT PT OF THE NE/4 LYING ELY ROW LINE OF RR EXCEPTING THEREFROM THAT PT OF SAID NE/4 DESC AS: COMM AT THE NE CNR OF SE/4 OF NE/4; THENCE S 208.7' FOR POB TO THE

PROPOSED TAXES 2017

THIS IS NOT A BILL. DO NOT PAY.

Step 1 — **VALUES AND CLASSIFICATION**

Taxes Payable Year	2016	2017
Estimated Market Value:	$0	$132,800
Homestead Exclusion:	$0	$0
Other exclusions/deferrals:	$0	$43,400
Taxable Market Value:	$0	$89,400
Class:		Ag Hstd

Step 2 — **PROPOSED TAX** **$382.00**

Step 3 — **PROPERTY TAX STATEMENT**
Coming in March 2017

The time to provide feedback on PROPOSED LEVIES is NOW
It is too late to appeal your value without going to Tax Court.

Proposed Property Taxes and Meetings by Jurisdiction for Your Property

Contact Information	Meeting Information		Actual 2016	Proposed 2017	Percent Change
tate General Tax	No public meeting		N/A	$0.00	
SANTI CO ADMINISTRATOR 63-689-3859 55 18TH AVE SW AMBRIDGE MN 55008 el.: 763-689-3859 Veb.: www.co.isanti.mn.us	RICHARD G HARDY PERFORMING ARTS CENTER 430 8TH AVE NW CAMBRIDGE, MN 55008 DECEMBER 1, 2016 7:00 PM		N/A	$182.41	
THENS TOWNSHIP 83 261ST AVE NE SANTI MN 55040 el.: 763-444-8097	BUDGET SET AT YOUR ANNUAL TOWN MEETING IN MARCH 2016		N/A	$92.04	
SD 911 SCHOOL BOARD 25A MAIN ST N AMBRIDGE MN 55008 el.: 763-689-6188	RICHARD G HARDY PERFORMING ARTS CENTER 430 8TH AVE NW CAMBRIDGE, MN 55008 DECEMBER 1, 2016 7:00 PM	Voter approved levies Other local levies	N/A N/A	$70.49 $36.43	
pecial Taxing Districts			N/A	$0.63	
ax Increment Tax	No public meeting		N/A	$0.00	
OTAL excluding any special assessments			N/A	$382.00	N/A

ORDINANCE NO. 661

AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE CITY OF ISANTI TO INCLUDE CERTAIN UNINCORPORATED PROPERTY (41.99 ACRES) OWNED BY BRENNAN AND REBECCA COX AND ABUTTING UPON THE LIMITS OF THE CITY OF ISANTI IN ATHENS TOWNSHIP PURSUANT TO MINNESOTA STATUTES 414.033, SUBD. 2(3), AND TO ZONE SUCH PROPERTY AS RECREATIONAL COMMERCIAL

WHEREAS, a certain petition dated October 31, 2016, requesting that the property as hereinafter described be annexed to the City of Isanti, Minnesota, was duly presented to this Council on the 15th day of November 2016; and,

WHEREAS, said property to be annexed is described as follows:

> That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows: Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,
>
> Except the Northerly 243.75 feet of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet,
>
> And, also excepting all that part thereof contained within the right-of-way of Polk Street Northeast.

WHEREAS, said petition was signed by all owners of the property; and,

WHEREAS, said property is unincorporated and abuts the City of Isanti on its Southerly boundary; and,

WHEREAS, said property is less than 120 acres; and,

WHEREAS, said property is not presently served by public sewer and water facilities or public sewer and water facilities are not otherwise available; and,

WHEREAS, the property to be annexed may be annexed by ordinance pursuant to Minnesota State Statutes Section 414.033, Subd. 2(3); and,

WHEREAS, the property shall be designated as a "RC" Recreational Commercial District under and pursuant to the Zoning Ordinance 445, Section 3, Subd. 3(b) and upon the City's zoning map, subject to amendment as provided by said ordinance; and,

WHEREAS, said property is proposed to be developed for recreational commercial purposes; and

WHEREAS, to facilitate said development, the property owner has requested city services be extended to said property at such time that they become available; and

WHEREAS, notice of public hearing was given to those parties specified in Minnesota Statutes 414.033, subd. 2b; and

WHEREAS, a public hearing was duly held by the Isanti City Council on the 20th day of December 2016; and

WHEREAS, provisions of Minn. Statute 414.033, subd. 13 are not applicable in that there will be no change in the electric utility service provider resulting from the annexation of the territory to the municipality.

NOW THEREFORE, THE CITY OF ISANTI DOES HEREBY ORDAINS AS FOLLOWS:

1. The City Council hereby determines that the property as hereinafter described is or is about to become urban or suburban in nature in that the conditions set forth in MN SS section 414.033, Subd. 2(3) apply, and said property is being developed for recreational commercial purposes which need or will need city services, including public sewer and water facilities, and that none of property is now included within the limits of any city.

2. **Territory annexed.** The corporate limits of the City of Isanti are hereby extended to include the following described territory, said land abutting the City of Isanti and being 120 acres or less in area, and is not presently served by public sewer and water facilities or public sewer and water facilities are not otherwise available, and the City having received a petition for annexation from all the property owners of the land, to wit:

   That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows: Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,

Except the Northerly 243.75 feet of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet.

The above described property consists of a total of 41.99 acres, more or less. Copies of the corporate boundary map showing the property to be annexed and its relationship to the corporate boundaries and an appropriate plat map are attached hereto.

3. **Population.** There are no people residing on the above described land.

4. **Property Taxes.** Pursuant to Minnesota Statutes 414.033, subd. 12, property taxes on annexations effective after August 1 of a levy year shall be payable to the Township of Athens, Minnesota for 2017. Thereafter, for property taxes payable in 2018, the property taxes shall be payable to the City of Isanti.

5. **Zoning.** Pursuant to Ord. No. 445, Section 3, Subd. 3(b), the property shall be designated as "RC" Recreational Commercial District.

6. **Filing.** The City Clerk is directed to file certified copies of this ordinance with the Chief Administrative Law Judge, the Township, the County Auditor and the Secretary of State.

7. **Effective date of annexation.** This ordinance takes effect upon its approval by the Chief Administrative Law Judge pursuant to Minnesota Statutes 414.033, subd. 7.

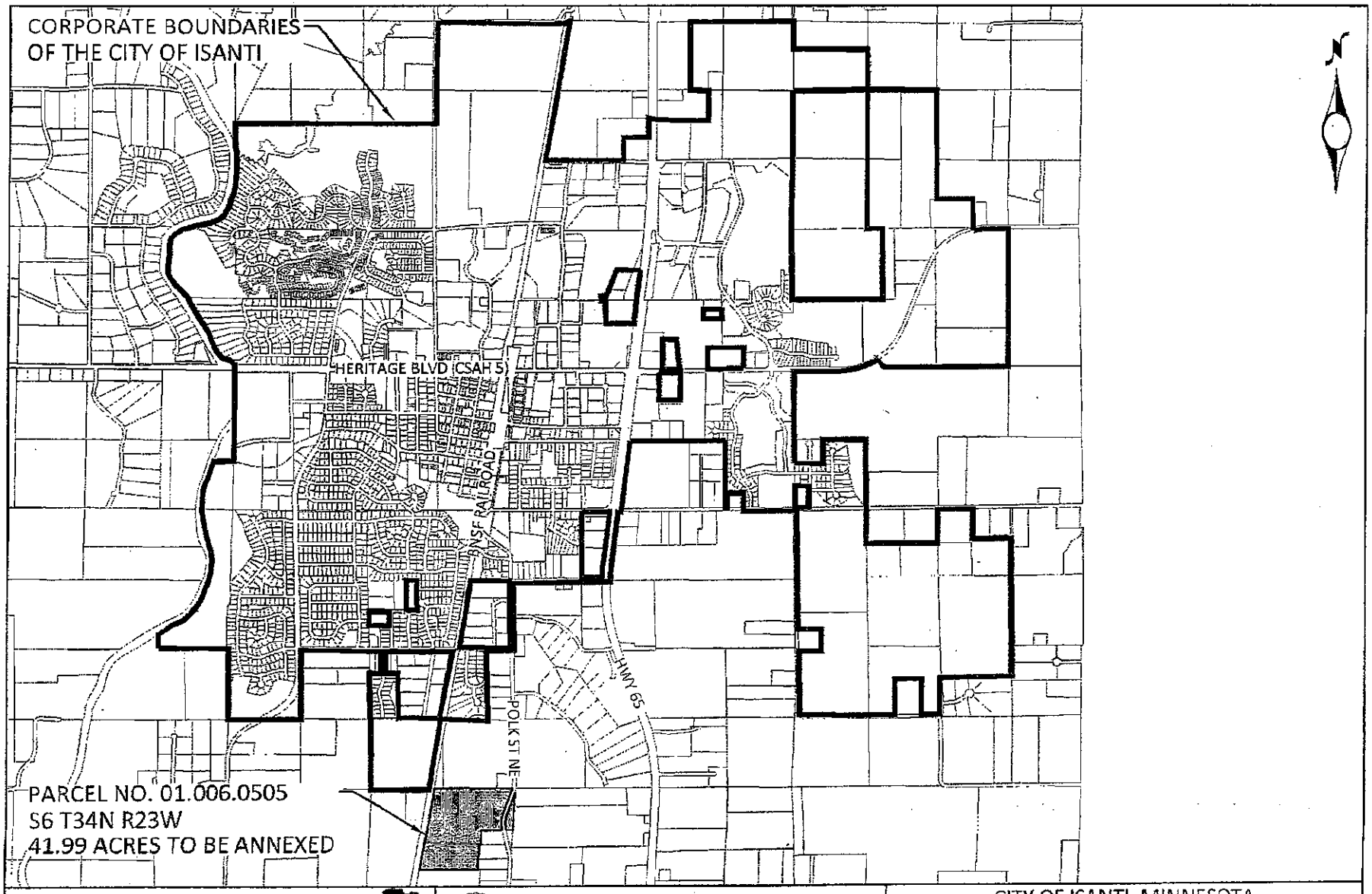
Passed and Adopted by the City Council of Isanti, Minnesota this 20th day of December 2016.

George A. Wimmer, Mayor

Attest:

Lindsey Giese
Human Resources / City Clerk

(SEAL)



A Community For Generations
Isanti

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com

CITY OF ISANTI, MINNESOTA
PARCEL NO. 01.006.0505 ANNEXATION
LOCATION MAP

DECEMBER, 2016

12/14/2016 11:31 AM
© Bolton & Menk, Inc. 2016, All Rights Reserved
H:\ISANTI\13111162\Parcel No 01006505 Annexation\FIGURE.dwg

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 3, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order-
B. Pledge of Allegiance
C.1. OATH OF OFFICE
Council Member – Ross Lorinser
Council Member – Steve Lundeen
C.2. Roll Call

D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. December 20, 2016 – Regular Meeting of the City Council
2. December 20, 2016 – Closed Session Meeting of the City Council

G. Citizens Input

H. Announcements

1. **CITY OFFICES CLOSED** *(In Observance of Martin Luther King Jr. Day)*	Monday, January 16, 2017
2. City Council Meeting	Tuesday, January 17, 2017 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, January 17, 2017 *(Immediately following the City Council Meeting)*
4. City Council Goal Setting Session	Monday, January 23, 2017 at 8:00 a.m.
5. Park, Recreation, & Culture Board Meeting	Tuesday, January 24, 2017 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution for Approval of a Wine License and Sunday Sales for Genevieve's, LLC dba Café Genevieve's *(Genevieve Saniti, Café Owner)*
2. Interview Applicant for the Vacant Term Seat for the Park, Recreation and Culture Board (*Mayor Wimmer*)
    a. Ordinance Amending City Code Chapter 8-6, Planning Commission to Change Composition
    b. Resolution Designating Committees and Representatives for City Commissions and Advisory Boards for 2017

<u>City Administrator Don Lorsung</u>
3. Consider Designating an Official Newspaper and Appointing Depositories and Professional Services for Year 2017
    a. Open Bids for the Designation of the City's Official Newspaper

b. Resolution Designating an Official Newspaper, Appointing Depositories and Professional Services and Setting City Council Meetings for Year 2017

4. Resolution Authorizing Signatures for the Purpose of Accessing and Maintaining City Funds and Investments
5. Ordinance to Repeal and Replace City Code Chapter 119 Open Burning in its Entirety
6. Consider Ordinance to Amend City Code 325-8 Taking Water Without Authority; Violations and Penalties
7. Resolution Adopting the City of Isanti Residential Rain Garden Incentive Program Materials
8. Resolution Approving Amendment to the Rum River BMX Association Agreement to Allow Sublease with Full Tilt Bike Company LLC and Special Event Vendors
9. Resolution Accepting Quote for Publication of the City of Isanti Newsletter for Years 2017-2018
10. Resolution Approving Staff to Submit Applications for Grants to Activities in PR&C for 2017

Economic Development Director Sean Sullivan

11. Consider Resolution Approving Execution of Repayment Agreement with Real Deal Homes, Inc.

City Attorney Clark Joslin

12. Review Conflict of Interest Policy
    a. Resolution Approving the City of Isanti Conflicts of Interest Policy

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $218,524.96 and Payroll in the Amount of $89,613.08 and Fourth Quarter Payroll for Council/Boards/Commissions in the Amount of $11,081.81
2. Resolution Approving to Sell the Forfeited 2004 Chevrolet Cavalier at Public Auction
3. Resolution Adopting Fees within the City of Isanti for 2017
4. Ordinance to Amend the Code for the City of Isanti, Chapter 160, Fees
5. Resolution Approving Amendments to Personnel Policy Section 14. Outside Employment and Section 10. Leaves
6. Resolution Authorizing the Acceptance of the Labor Agreement Between the City of Isanti and Law Enforcement Labor Services, Local 217
7. Resolution Accepting Police Reserve Officer Daniel Smith II Letter of Resignation

M. Other Communications

Adjournment

F.1.

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 20, 2016 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present:	Mayor George Wimmer, Councilmembers: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen
Members Absent:	None
Staff Present:	City Attorney Clark Joslin, City Administrator Don Lorsung, Human Resources/City Clerk Lindsey Giese, Community Development Director Roxanne Achman, Assistant City Engineer Jason Cook and Police Chief Gene Hill
Others Present:	Rob Doohen, James Harris, Diane Bjorklund, Craig Bjorklund, Bruce Yerigan, Kristine Yerigan

D. Adopt Agenda

The agenda was amended to include the addition of items K.3 and K.11.
Motion by Lorinser, second by Collison to adopt the amended agenda. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

1. Employee Recognition – John Jacobi was recognized for Five Years of Service to the City of Isanti
2. Recognition of Karen Fedoryshyn for the Winning Entry in the *Tot Lot* Renaming Contest. The new name is *Isanti Hills Neighborhood Park.*

F. Approve City Council Minutes

1. December 6, 2016 – Regular Meeting of the City Council

Motion by Lundeen, second by Lorinser to approve Council Minutes of December 6, 2016 as presented. Motion carried unanimously.

G. Citizens Input

James Harris, 459 3rd Ave N, approached the podium in regards to a questionnaire. He asked why the Council would not answer the questions, stating he has been given different reasons. Mayor Wimmer explained that each person on the Council may or may not participate and they may each have their own reasons. The Mayor further responded he personally did not think it would be productive to respond to the questionnaire.

H. Announcements

1. **CITY OFFICES CLOSED**	Friday, December 23, 2016 *(Beginning at Noon)*
(In observance of the Christmas Holiday)	Monday, December 26, 2016 *(All day)*
2. **CITY OFFICES CLOSED**	Monday, January 2, 2017
(In observance of the New Years' Holiday)	
3. City Council Meeting	Tuesday, January 3, 2017 at 7:00 p.m.
4. Economic Development Authority Meeting	Tuesday, January 3, 2017 *(Immediately following the City Council Meeting)*

5. Planning Commission Meeting — Tuesday, January 17, 2017
(Immediately following the City Council Meeting)

The meeting date was changed due to the discussion which took place in regards to K. 3 below.

I. Council Committee Reports

Councilor Lundeen reported that during a Fire District Meeting last Wednesday, it was brought to his attention that recently due to a methane fire at Ever Cat Fuels, three or four sets of turn-out gear were ruined. These cost about $7,000. Ever Cat stated they are going to pay for the gear and they are also working with the Fire District to find grants to get special equipment to fight these specialty types of fires. The Mayor stated he is aware of only two fires in the past seven years. The Mayor requested that if the Council was going to be stating who has had a fire, we do it each and every time, so as not to point fingers. Councilor Lundeen stated that this was a specialty fire, which was why he brought it up, and stressed that Ever Cat Fuels has stepped forward and is working together with the Fire District to get the specialty equipment needed.

J. Public Hearings

1. **Ordinance Approving the Annexation and Zoning Request from Brennan and Rebecca Cox of Parcel No. 01.006.0505 into the City of Isanti and for such property to be Zoned Commercial Recreation**

Bruce Yerigan, property owner of 1426 Fourth Avenue SW, approached the podium to express his opposition to the annexation of this property for commercial use. He questioned the City's interest in doing so. It is his belief that it is his property which adjoins to it which actually allows this property to be annexed. He also questioned if annexed, if there is a plan to extend utilities and water through, and would there be an opportunity for a liquor license to be granted with that zoning classification? He explained when he purchased his property, they he had a preliminary plat on the property. The City had said they were interested in extending that preliminary plat beyond the termination date and when they approached the City to do that before it expired, the City decided then not to extend that agreement. Mr. Yerigan questioned why the City would approve annexing more property (which has to jump over his), when they were not interested in extending the plat. He also stated that according to his recollection one of the issues with his plat was the township road was coming to his property.

The Mayor addressed Mr. Yerigan's concerns. He explained the usage of this property would be zoned commercial/recreation. That the Cox's are looking to have a retreat/event center which would host corporate retreats, weddings and a number of other similar types of events. Mr. and Mrs. Cox have petitioned to come into the City of Isanti. They could apply for a City liquor license once they are in the City, and they would have to comply with the rules and regulations for the liquor license. The Mayor also explained they would not have utilities and water extended initially. The City does not extend utilities unless more areas would be developed, and there would be a need to have utilities extended. If that occurs, each individual developer would need to extend the utilities. There are many variables/options in how and when it would be extended. So, at this point, the City is not planning the property to be on city water and sewer. The Mayor explained the City has a number of properties within the City which are not on City sewer and water. The Mayor further expressed that the City looks at this as a favorable property to bring into the City and the property owner has petitioned to do so.

Mr. Yerigan questioned why the City views it as benefit to bring in a property that would not be hooked to City water and sewer, asking the Council what it is that is favorable? Mayor Wimmer answered yes, and explained that Isanti is very much an event type city. That this property and the proposed commercial/recreation use would be beneficial to the area. Mr. Yerigan questioned whether there were any

other facilities within the City that could be used for the same purpose? The Mayor responded the City does not currently have any commercial/recreation zoned property in the City of Isanti. But it will help the City by drawing people into the area. Mr. Yerigan asked if this is a new zoning classification. The Mayor explained it is nothing new being created, this zoning has been in the comp plan since approximately 2008. Mr. Yerigan finished by stating he wanted it to be on record that he is opposed to the City annexing this property for that use. He is concerned that the noise, assuming with an event center there would more than likely be some sort of music etc., the possibility of a liquor license and what it all means to the residents around that area which is now a rural setting.

Craig Bjorklund, 27072 Polk Street, approached the Council at the podium. Mr. Bjorklund informed the Council that he owns the land just south of the proposed annexed property. He expressed concern of the road system. He questioned, if approved, what would be done with the road? Mr. Bjorklund stated where you enter there is a curve, there is no turn lane, and no acceleration lane. Based on the proposed use of the property, he felt there could be hundreds of cars in and out of there. Since that road has been tarred, there have been a lot of children riding bike and playing in the road. He said that families use that road to walk their dogs, etc. He does not believe the road where you enter is going to be able to handle the traffic. He asked what restrictions does the City have with moving forward? The Mayor explained it is a township road and we don't control those roads, just as we don't control State or County roads. Mr. Bjorklund questioned how many commercial properties are on township roads. The Mayor believed this to be the first. He added that townships also have commercial properties on township roads. Mr. Bjorklund stated that the City would be jumping over residential and Isanti Township to put something in that we don't even have the right roadways to service. If you are going to put something in like this, it needs to have turn lanes, and acceleration lanes. The Mayor reiterated that it is the property owner that is petitioning to come into the City, not the City trying to grab this property and that it is a good project. Mr. Bjorklund commented that it is probably a good project, but it is not in the right location. He does not believe safety has been looked at with the project.

Kristine Yerigan, property owner of 1426 Fourth Avenue, approached the podium. She asked how far away the nearest commercial property is to this proposed annexed property? Mayor Wimmer estimated it would be up near Railroad, probably the VFW. Ms. Yerigan commented that it seems like the zoning is disorderly. The Mayor explained it is recreational/commercial the intensity of use is different. He further explained that we have not received any negative input from Athens Township itself, unlike other townships input when we annexed other property. Ms. Yerigan requested to have someone further explain commercial/ recreational zoning. She wanted clarification on what is allowed and what is not allowed. Roxanne Achman, Community Development Director for the City of Isanti, explained that a commercial/recreational district is a park with additional amenities. For instance, we would allow animals on property zoned for commercial/recreation. It is not something we would want right in our commercial business district, only something we would want in a commercial/recreational district. There is the ability to have businesses, not elaborate businesses, but smaller businesses that are related to the recreational use. Ms. Yerigan asked if the zoning allows campers, or could there be overnight stays. Ms. Achman did not think they had that in the zoning code. The Mayor explained it would depend on if there were structures that would allow overnight stays. The Mayor added that they cannot say the zoning will never change, but that is not the intention of this project.

Bruce Yerigan, approached the podium again. He pointed out that the commercial property they own in Isanti (brought up previously in the discussion) was built before there were any houses around it. He said there were houses built around it after the fact, in this commercial zoning area (industrial). There was enough concern with what they were allowed to do in their building, that they had to spend several thousands of dollars to fight to keep their zoning in a commercial area. Mr. Yerigan stated there was such a

concern about disruption for the residential neighborhood, that the city actually changed the zoning. He pointed out that if there is a concern about noise into residential area, what benefit would it be to the city to add this commercial property into a residential neighborhood.
Councilor Lorinser explained that to his knowledge, the zoning was changed in the last comp plan because the industrial district moved to the north end of the City, and that we didn't want to continue to add industrial businesses to that area. In his recollection, it had nothing to do with the noise of the businesses. The businesses that were already there, can be there and continue to operate status quo. Lorinser explained that we just didn't want to have that area expand because we have an industrial district to the north. The Mayor explained again that the recreational/commercial is vastly different than just a commercial area. A majority of the area will be an open, natural area. In regards to the noise, there are noise ordinances that would still apply. That a special event permit would be needed if they wanted to go beyond the designated hours of the noise ordinance. Mr. Yerigan also agreed with Mr. Bjorklund in the safety issue of the roads and thought that the Council should take that into consideration as well.

Diane Bjorklund, 27072 Polk Street, approached the podium. She also expressed her opposition to the annexation of this property. She attended every meeting at Athens Township and she did not believe that there was anyone from the city in attendance of those to hear what was going on. She stated that it is not wanted in the area. That it is a residential area and there are a lot of kids that use those roads to ride their bikes, walk, rollerblade, etc. She believes that if anyone on the Council lived there, that they wouldn't want it, and she does not want it. She did not have a problem with them annexing the property, she has a problem with what they are proposing to do on the property. She understands why the city wants to bring it in, that it's more tax money. The usage is the problem she is concerned with. Councilor Bergley asked Ms. Bjorklund if she knew how many attended the Athens Township Meeting. She answered "Quite a few, it got very hot and heated." Councilor Lorinser commented that it is surprising to hear because Athens Township has said nothing to Isanti.

Mr. Yerigan approached the podium again and said he was told from the Athens Township Board Representatives that they had limitations as to what they can even say at a City Council Meeting to oppose it. Mayor Wimmer replied that was not even remotely accurate. Years ago, when there was an annexation issue with Isanti Township, every single board member was here and were vehemently opposed to it. He added it was the only time in ten years he had to use his gavel. The City was jam packed with township people. So, that is not an accurate statement.

Mayor Wimmer then closed the public hearing.

Councilor Lundeen asked how this would affect the surrounding property, would they be annexed in too? The Mayor responded it would be up to the individual property owners. If they would like to petition to be annexed into the city, they would be welcome to do so. Lundeen thought it would create a donut hole (being surrounded by township properties). The Mayor explained it would not, if it were, we could not annex it. That this property is connected to the City. Councilor Bergley wanted to confirm by voting on this, we are only voting to annex this property into the city, it has nothing to do with roads, usage, etc. Lorinser added that as the property is developed we would look at items such as safety. That we do not know at this point if it would be a several cars to a lot of cars, we don't have that information yet. Lorinser reiterated that we are not going to put the public's safety at risk for traffic coming in and out of that business, and that it will be dealt with when further proposals come in. Mr. Yerigan then repeatedly interrupted and was escorted out of the meeting. Councilor Lorinser continued stating that the safety will be dealt with through the normal process of approval of requested uses and permits. We will not allow mass traffic to go out to that property being uncontrolled and will make sure there is safe travel on that road.

Motion by Lorinser, second by Collison to approve the annexation and zoning request from Brennan and Rebecca Cox of Parcel No. 01.006.0505 into the City of Isanti and for such property to be zoned commercial recreation. Motion carried unanimously.

K. Business Items

1. **Report on Library Link and Extension of Agreements for 2017** ***(Barbara Misselt, Library Director)***
   a. **<u>Resolution 2016-359</u> Approving Partnership Agreements Between the City of Isanti and the East Central Library and the Isanti Area Friends of the Library**

Barbara Misselt reported on the Library Link Site which provides a link to the library services at East Central Regional Library. Isanti's outreach librarian is Tim Olson. On Wednesdays, he is Isanti; Mondays, Braham; and Tuesdays, Onamia. He also does bi-weekly service to Giese, Duquette, Jacobson, Hill City and McGrath. This is a specialized service. People can call in and tell him their request for a specific book or similar, and he will bring it the next time he's at their location. The operations are funded by the Cities, Counties and the State. The citizen volunteer group called "The Friends" also provide support. An annual evaluation to determine the continued value of the service is a requirement of the Agreement. The most recent evaluation demonstrates there has been a slight increase in usage. In 2016, Isanti has averaged about 25 visits per day. In 2015 we averaged 23 visits per day. We provide books, but also provide information and answers questions. Mr. Olson has answered 279 of those 'hard' questions in 2016. The Mayor wanted to reiterate that communication regarding changes needs to be between ECRL and "the Friends" and it is not a City Staff issue. Mayor also stated that the agreement with Library Link has been very successful and beneficial. Councilor Bergley stated he visits at least monthly and agrees Tim is very helpful. Councilor Lorinser added that this is a perfect example of multiple entities looking outside the box to make something happen. This is a product due to lack of funding for a building in Isanti, and then progressed to the idea of a link site. Now there are eight communities serviced with a library.

Motion by Lundeen, second by Bergley to approve Resolution 2016-359 as presented. Motion carried unanimously.

2. **Discussion on the Third Amendment to the Joint and Cooperative Agreement for the Cambridge-Isanti Bike Walk Trail** ***(Mayor Wimmer)***

Mayor Wimmer informed the Council that the reason this topic was brought back is because Cambridge has decided not to vote to approve the amendment they had asked us to work on, and that our attorney had put together. It is the Mayor's belief that they want to see what the County is doing with their trail. At this point he is asking the Council to rescind our approval of support and then just leave our bike-trail committee the way it is, and to not look at it again until they have already approved it.

Motion by Lorinser, second by Lundeen to rescind our approval of support for the Third Amendment to the Joint and Cooperative Agreement for the C-I Bike Walk Trail. Motion carried unanimously.

   a. **Update on Isanti County Trail & Bikeway Master Plan Process**

Mayor Wimmer gave an update on the Master Plan Process. In April or May, they are hoping to have a basic overlay of where they would like to see trails within Isanti County and then connecting to other trails from other counties. Congressman Nolan is on board with the idea and is looking at a five-county overlay as well down the road. Our push is a connection over to North Branch that ties into Sunrise Trail which is part of Route 41 which goes from the Cities, all the way up to Grand Portage. Mayor is pushing for the connection to North Branch from Isanti, which would make us the hub. It makes sense to connect to the trails that are already there and done.

3. **Discussion Regarding Planning Commission**

The Mayor stated that we currently have three vacancies on the current Planning Commission board. It was previously discussed and approved to change from a seven-member to a five-member commission because

we had people leave and could not find replacements. Now, we have two members that had terms end, and those members did not reapply. We have also not received any new applicants. Currently if a member cannot make it, we would not have a quorum and planning would be held up for another month. The Mayor proposed to change membership to the reflect that of Economic Development Authority. He proposed having the five city council members along with two citizen members. We would then move the Planning Commission meeting to the third week of the month (currently it is held the second). It would immediately follow the second city council meeting of the month.

Motion by Lundeen, second by Bergley to approve changing the Planning Commission. Motion carried unanimously.

City Administrator Don Lorsung asked for confirmation that with this motion, City Staff is directed to prepare the necessary amendments and notices and bring them back to the next City Council Meeting. The Mayor confirmed that was correct.

City Administrator Don Lorsung

4. **Consider Amendments to the City Code and Fee Schedule**
   a. **Ordinance 662 to Amend the Code for the City of Isanti, Chapter 160, Fees**
   b. **Resolution 2016-360 Adopting Fees Within the City of Isanti**

Motion by Lundeen, second by Lorinser to approve Ordinance No. 662 and Resolution 2016-360 as presented. Motion carried unanimously.

5. **Consider Ordinances Approving Water & Sanitary Sewer Rate Reductions**
   a. **Ordinance 663 to Amend the Code for the City of Isanti, Chapter 325, Water**
   b. **Ordinance 664 to Amend the Code for the City of Isanti, Chapter 260, Sewer**

Motion by Lundeen, second by Bergley to approve Ordinance No. 663 and Ordinance No.664 as presented. Motion carried unanimously.

6. **Resolution 2016-361 Approving the Request from First Fruits Land Development LLC for Preliminary Plat Approval of Sun Prairie Third and Fourth Addition**

Motion by Lundeen, second by Bergley to approve Resolution 2016-361 as presented. Motion carried unanimously.

7. **Resolution 2016-362 For Extension of SAC and WAC Deferral Program for 2017**

Motion by Lundeen, second by Bergley to approve Resolution 2016-362 as presented. Motion carried unanimously.

8. **Resolution 2016-363 Approving Purchasing Advertisement in North Highway 65 Chamber of Commerce Map**

Motion by Lundeen, second by Lorinser to approve Resolution 2016-363 as presented. Motion carried unanimously.

9. **Resolution 2016-364 Authorizing Targeted Community Survey**

Motion by Bergley, second by Lundeen to approve Resolution 2016-364 as presented. Motion carried unanimously.

10. **Resolution 2016-365 Authorizing Design and Purchase of City of Isanti Community Map with bid going to Minuteman Press**

Motion by Lundeen, second by Lorinser to approve Resolution 2016-365 authorizing Minuteman Press the award of the bid for services. Motion carried unanimously.

11. **Resolution 2016-366 to Extend Site Use Agreement Between the City of Isanti and Catholic Charities for Three Months**

Motion by Lundeen, second by Collison to approve Resolution 2016-366 as presented. Motion carried unanimously.

Police Chief Gene Hill

12. **Resolution 2016-367 Approving Joint Powers Agreement – Regional Criminal Tracking and Analysis (RCTAG) with Sherburne County Sheriff's Office**

Motion by Lundeen, second by Bergley to approve Resolution 2016-367 as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $522,278.60 and Payroll in the amount of $89,850.73
2. Contractor's Pay Request No. 04 Wastewater Treatment Improvements in the Amount of $365,954.00
3. Final Meeting Minutes for the November 1, 2016 Economic Development Authority Meeting
4. Final Meeting Minutes for the November 9, 2016 Planning Commission Meeting
5. **Resolution 2016-368 Approving a Check Be Written to South Isanti Baptist Church for Volunteering at the Community Movie Night**
6. **Resolution 2016-369 Approving the Engagement Letter for the 2016 Audit**
7. **Resolution 2016-370 Approving Addendum to Snow Plowing Policy**
8. **Resolution 2016-371 for Approval of Revised Right-of-Way Permit Application**
9. **Resolution 2016-372 for Approval of Backup Street Snow Removal Service**
10. **Resolution 2016-373 to Purchase and Installation of Real Estate Sign for 100 Dahlin Ave NE**

Motion by Lundeen, second by Lorinser to approve the Consent Agenda as presented. Motion carried unanimously.

M. Other Communications

1. Draft Minutes of the December 6, 2016 Economic Development Authority Meeting
2. Draft Minutes of the December 13, 2016 Planning Commission Meeting
3. November Building Permit Report
4. November Police Department Report
5. November Code Enforcement Officer's Report
6. December Engineering Project Status Report

Mayor Wimmer announced that the Council would go into a brief recess and instructed those at the meeting to clear the Chambers. Council would then go into closed session to discuss Labor Negotiations.

N. Closed Session

1. Labor Negotiations

Council went into closed session at 8:05 p.m.

At 8:15 p.m. Council came out of closed session. Mayor Wimmer requested that Labor Attorney Frank Madden to provide a summary of the closed session. Attorney Madden explained what was discussed was the tentative agreement for a three-year contract between the city and LELS. It is subject for ratification by

the union and subject to formal approval by the Council in a public setting. Without getting into great detail about it, it is a settlement that is for three years with standardized wage increases, a few new items, and a few problems items were corrected, with one in particular relating to tuition reimbursement. There is a consensus in favor.

Motion by Lorinser, second by Lundeen to approve the tentative agreement as presented by Labor Attorney Frank Madden. Motion carried unanimously.

Adjournment
Motion by Lundeen, second by Bergley to adjourn. Motion carried unanimously. The meeting was adjourned at 8:17 p.m.

Respectfully Submitted,

Lindsey Giese

Lindsey Giese
Human Resources/City Clerk

K.1.

A Community For Generations.

Isanti

MEMO

To: **Mayor and City Council**
From: Lindsey Giese, Human Resources/City Clerk
Date: December 28, 2016
Subject: Approval of Wine License and Sunday Sales for Genevieve's LLC dba Café Genevieve's

Background:
Genevieve's LLC dba Café Genevieve's (Owner Genevieve Saniti) has submitted an application for a 3.2% Malt Liquor On-Sale License, a Wine License and a Strong Beer license. Café Genevieve's will be taking over the location of the previous business, The Green Table, within the City of Isanti located at 4 Enterprise Avenue NE Suite 5. A background check has been completed by the Chief of Police, and the applicant and business successfully passed the liquor license background.

3.2% Malt Liquor On-Sale License:
Per City Code, Chapter 76-14 Types of Licenses, Subdivision C.1, the City may issue 3.2% malt liquor license to restaurants. Café Genevieve's is a new restaurant within the City of Isanti, located at 4 Enterprise Avenue NE, Suite 5.

Wine License:
Per City Code, Chapter 76-14 Types of Licenses, Subdivision B, 1, with City Council approval, wine licenses may be issued contingent on approval from the Commissioner of Public Safety to restaurants having facilities for seating of at least 25 people at one time for the sale of wine not exceeding 14% alcohol by volume for consumption on the licensed premises in conjunction with the sale of food. Genevieve's LLC dba Café Genevieve's has seating of at least 25 people at one time and will be selling wine in conjunction with food.

Strong Beer:
Minnesota State Law and City Ordinance allows a holder of an on-sale wine license who is also licensed to sell 3.2% on-sale liquor, and whose gross receipts are attributed to 60 percent of the sale of food, can sell strong beer without an additional license. Café Genevieve's is anticipating to have sales be attributed to at least 60 percent food and has requested approval for the above listed licenses.

Sunday Sales:
Per City Code Chapter 76-14, Subdivision B & D, a wine license authorizes the sale of wine on all days of the week *unless* the Council restricts the license's authorization to the sale of wine on all days except Sundays. Therefore, Café Genevieve's, so long as a wine license is held, and the Council does not object to Sunday sales, a separate On-Sale Sunday license is not required.

Fees Proration:
Per City Code Chapter 76-17, Subdivision D, licenses issued that are to become effective other than on the first day of the licensed year, shall be a pro rata share of the annual license fee. At the time of the application, Ms. Saniti paid fees in full. The Wine license fee of $300 was paid and $250 for a malt liquor license. Café Genevieve's, if approved by Council, will only be in operation of the license for a period of three months before the annual required renewal occurs. Therefore, Ms. Saniti is due a total refund of $412.50 for 3 out of 12 months of operation for the valid licenses listed above.

Requested City Council Approval:

- Approval of a 3.2% Malt Liquor On-Sale License
- Approval of a Wine License
- Approval for Sunday Sales for 3.2% Malt Liquor & Wine
- Approval of refunding prorated fee to Genevieve's LLC dba Café Genevieve's

Attachments:

- Resolution Authorizing a 3.2% Malt Liquor License, Wine License, Strong Beer License and Sunday Sales for Genevieve's LLC dba Café Genevieve's

RESOLUTION 2017-XXX

RESOLUTION AUTHORIZING A 3.2% MALT LIQUOR ON-SALE LICENSE, A WINE LICENSE, A STRONG BEER LICENSE, AND SUNDAY SALES FOR GENEVIEVE'S LLC DBA CAFÉ GENEVIEVE'S

WHEREAS, the City has received an application for a Wine License (inclusive of Sunday sales) as well an application for 3.2% Malt Liquor On-Sale License and an application for Strong Beer from Genevieve's, LLC dba Café Genevieve's; and,

WHEREAS, the location of the establishment is correctly zoned for the proposed operation of said establishment; and,

WHEREAS, the applicant has provided proof of liquor liability and workers' compensation insurance; and,

WHEREAS, Minnesota State Law and City Ordinance allows a holder of an on-sale wine license who is also licensed to sell 3.2% malt liquor on-sale, and whose gross receipts are attributed to 60 percent of the sale of food, to sell strong beer without an additional license; and,

WHEREAS, Genevieve's LLC dba Café Genevieve's has been approved for a 3.2% malt liquor on-sale license and wine license inclusive of Sunday sales (as indicated above) and anticipates sales to be attributed to at least 60 percent food; and,

WHEREAS, the required fees for the licenses and background check have been paid in full and upon approval will require a reimbursement of a prorated fee; and,

WHEREAS, the City has conducted a background check on the applicant for the 3.2% malt liquor on-sale license, wine license and strong beer license and found no reason to deny the licenses; and,

WHEREAS, the effective date of the 3.2% malt liquor on-sale license shall be the date of Council adoption through March 31, 2017 when annual renewals are required; and,

WHEREAS, the effective date of the wine and strong beer license shall be determined by the State of Minnesota Alcohol and Gambling Enforcement Division per all state requirements being met.

NOW, THEREFORE, IT IS HERBY RESOLVED by the City Council of the City of Isanti, Minnesota that:

1. That the City approves authorization to issue a wine license, a 3.2% malt liquor on-sale license and a strong beer license to Genevieve's LLC dba Café Genevieve's, inclusive of the authorization to sell wine on Sundays in accordance with the Isanti City Code. Authorization is contingent upon all local and State requirements being met and receipt of all required documentation.
2. That staff is hereby authorized to sign all required documents to provide for the issuance of the 3.2% malt liquor on-sale license, the wine license with Sunday sales, and the strong beer license.

3. That staff is able to proceed forward with submission to the Commissioner of Public Safety for a Wine license and Strong Beer license for Genevieve's LLC dba Café Genevieve's.
4. The Wine and Strong beer licenses are issued by the State, and Genevieve's LLC dba Café Genevieve's is not authorized to sell wine or strong beer until the state authorizes and issues the appropriate licenses. Also, Café Genevieve's must hold off on Sunday sales until authorized by the Commissioner of Public Safety. The Commissioner of Public Safety indicates the license may be subject to a pre-license inspection by the Minnesota Department of Public Safety.

This resolution was duly adopted by the Isanti City Council this 3rd day of January, 2017.

Attested:

George A. Wimmer
Mayor

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

LICENSE APPLICATION
3.2 PERCENT MALT LIQUOR
ON-SALE

License Fee: $250.00 per year

NAME OF LICENSEE: Genevieve Sanitt

LICENSEE HOME PHONE # [illegible]

NAME OF BUSINESS: Genevieve's LLC

BUSINESS PHONE # [illegible]

ADDRESS OF BUSINESS: 4 Enterprise Ave NE Suites
Isanti, MN 55040

Minnesota State law waives the dram shop insurance requirement for those establishments selling on-sale 3.2 percent malt liquor, providing an affidavit is signed stating that sales for 3.2 percent malt liquor were less than $25,000 for the preceding licensing year.

Please indicate which form of insurance you will be providing.

X Liquor Liability Insurance Policy is submitted with this application

_____ Waiver of Insurance is submitted with this application

This applicant states and represents the following:

1st: That said applicant is a citizen of the United States; of good moral character and repute; and has attained the age of 21 years.

2nd: That said applicant is the proprietor of the establishment for which the license will be issued if this application is granted.

3rd: That said applicant shall make this application pursuant and subject to all the laws of the State of Minnesota and the ordinances and regulations for the City of Isanti applicable thereto, which are made a part hereof, and that applicant agrees to observe and obey the same.

4th: That by the commencement of business and by April 1 of each succeeding year, said applicant will have paid the Federal Special Occupational Tax to the Bureau of Alcohol, Tobacco and Firearms for a retail dealer.

Genevieve Isanti — 12/26/16

Applicant's Signature — Date

Checks may be made payable to: THE CITY OF ISANTI
Mailing Address: 110-1st Avenue North, P.O. Box 428, Isanti, MN 55040

Questions regarding this application may be addressed to the City Clerk at (763) 444-5512.

(FOR OFFICE USE)

NEW LICENSE X RENEWAL _____

LICENSE FEE PAID $250 DATE 12/27/16

LIQUOR LIABILITY OR WAIVER RECEIVED _____

LIQUOR LIABILTY INSURANCE RECEIVED 12/27/16

CITY CLERK Lindsey Giese

MN Statutes 340A.403, subd. 4 states: (Notice to the Commissioner.) Within 10 days of the issuance of a license under this section, a municipality shall inform the commissioner, on a form the commissioner prescribes, of the licensee's name and address and trade name, the effective date and expiration date of the license, and any other information on the licensee the commissioner requires.
This law is for on sale intoxicating liquor licenses and on sale and off sale 3.2% beer licenses that have been issued. Date the Commissioner was notified _____.

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR RENEWAL OF LIQUOR LICENSE

TO THE HONORABLE CITY CONCIL:

I, Genevieve Sanith
(Name of person making application) First Last Middle Maiden

as Individual Owner hereby submit this application for renewal of
(Individual owner, officer, or partner)

the following licenses:

_____ On-sale Liquor License - $2,500
✓ On-sale 3.2 Malt Liquor License - $250
_____ Club License - $500
_____ Sunday Liquor License - $200
_____ Off-sale 3.2 Malt Liquor License - $150
✓ Wine License - $300

for the Cafe Genevieve's (Genevieve's LLC)
(Name of the Establishment)

located at 4 Enterprise Ave NE #5 Isanti MN 55040
(Street address and / or plat and parcel number) for the sale of

liquor in accordance with the provision of Minnesota Statutes, Chapter 400, and City of Isanti ordinances, commencing ~~April 1~~, Jan 3rd, 2017 and ending March 31, 2017.

Describe Area Where Liquor Will Be Consumed (Licensed Premises) (On Sale Only)

1200+ sq ft Suite 5 corner of Willowbridge building

Licensee Residence Address _____ Isanti MN 55040

Licensee Home Phone _____ Business Phone _____

Licensee Date of Birth _____ Licensee Driver's License # _____

In support of said application and in accordance with the requirements as set forth in said Chapter, the following is submitted as part of the license application:

✓	License Fee
✓	Certificate of Insurance evidencing liquor liability coverage must cover license period of April 1 to March 31, or Waiver of Insurance if applicable
✓	Supporting License Documentation
✓	Copy of Drivers License and Consent to Release Form

Gennaro Manzi
(Signature of Person Making Application)

12/26/16
(Date)

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division (AGED)
444 Cedar Street, Suite 222, St. Paul, MN 55101-5133
Telephone 651-201-7507 Fax 651-297-5259 TTY 651-282-6555

Certification of an On Sale Liquor License, 3.2% Liquor license, or Sunday Liquor License

Cities and Counties: You are required by law to complete and sign this form to certify the issuance of the following liquor license types:
1) City issued on sale intoxicating and Sunday liquor licenses
2) City and County issued 3.2% on and off sale malt liquor licenses

Name of City or County Issuing Liquor License Isanti . License Period From: 01-03-2017 To: 03-31-2017

Circle One: New License License Transfer _____ (former licensee name) Suspension Revocation Cancel _____ (Give dates)

License type: (circle all that apply) On Sale Intoxicating Sunday Liquor 3.2% On sale 3.2% Off Sale

Fee(s): On Sale License fee:$_____ Sunday License fee: $_____ 3.2% On Sale fee: $ 200 3.2% Off Sale fee: $_____

Licensee Name: Genevieve's LLC (corporation, partnership, LLC, or Individual) DOB _____ Social Security #_____

Business Trade Name Genevieve's LLC Business Address 4 Enterprise Ave City Isanti

Zip Code 55040 County Isanti Business Phone _____ Home Phone _____

Home Address _____ City Isanti Licensee's MN Tax ID # _____ (To Apply call 651-296-6181)

Licensee's Federal Tax ID # _____ (To apply call IRS 800-829-4933)

If above named licensee is a corporation, partnership, or LLC, complete the following for each partner/officer:

Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
(Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address
Partner/Officer Name (First Middle Last)	DOB	Social Security #	Home Address

Intoxicating liquor licensees must attach a certificate of Liquor Liability Insurance to this form. The insurance certificate must contain all of the following:
1) Show the exact licensee name (corporation, partnership, LLC, etc) and business address as shown on the license.
2) Cover completely the license period set by the local city or county licensing authority as shown on the license.

Circle One: (Yes No) During the past year has a summons been issued to the licensee under the Civil Liquor Liability Law?

Workers Compensation Insurance is also required by all licensees: Please complete the following:

Workers Compensation Insurance Company Name: The Stepan Agency Inc Policy # _____

I Certify that this license(s) has been approved in an official meeting by the governing body of the city or county.
City Clerk or County Auditor Signature _____ (title) Date _____

On Sale Intoxicating liquor licensees must also purchase a $20 Retailer Buyers Card. To obtain the application for the Buyers Card, please call 651-201-7504, or visit our website at www.dps.state.mn.us.

(Form 9011-12/09)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 12/20/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER STEPAN AGENCY, INC. 407 VERMILLION STREET HASTINGS MN 55033	CONTACT NAME: R N PHONE (A/C, No, Ext): FAX (A/C, No): 651-480-0087 E-MAIL ADDRESS: ! om	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : SELECTIVE INSURANCE COMPANY	
INSURED GENEVIEVES LLC 4 ENTERPRISE AVE NE SUITE 5 ISANTI MN 55040	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	✓ COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	☐ CLAIMS-MADE ✓ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
				J	01/14/2017	01/14/2018	MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	✓ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						☐ PER STATUTE ☐ OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH)	N/A		0	01/14/2017	01/14/2018	E.L. EACH ACCIDENT	$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	LIQUOR LIABILITY			1 0	01/14/2017	01/14/2018	$1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Isanti
110 1st Avenue NW
P.O. Box 428
Isanti, MN 55040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

RYAN STEPAN

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

Produced using Forms Boss Web Software. www.FormsBoss.com (c) Impressive Publishing 800-208-1977

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

LICENSE APPLICATION
LIQUOR, WINE, CLUB

TO THE HONORABLE CITY COUNCIL,

I, Genevieve Sainti, as Individual owner for and in behalf
(Name of person making application) (Individual owner, officer, or partner)

of Genevieve's LLC hereby submit this application for:
(Myself, names of partners, names of corporation or association)

_____ On-sale Liquor License - $2,500
_____ Club License - $500
_____ Investigation Fee (Corp., Assoc., Partnership, or Club) - $300
_____ Sunday Liquor License - $200
__X__ Wine License - $300
__X__ Investigation Fee (Single) - $100

for the Genevieve's LLC located at
(Name of the Establishment)

4 Enterprise Ave NE S Isanti 55040 for the sale of liquor in accordance
(Street address and / or plat and parcel number)

with the provision of Minnesota Statutes, Chapter 400, and City of Isanti Code,

commencing January 3rd, 20 17 and ending March 31, 20 17.

In support of said application and in accordance with the requirements as set forth is said Chapter, the following is submitted as part of the license application:

__X__ License Fee
__X__ Certificate of Insurance evidencing liquor liability coverage must cover license period of April 1 to March 31.
__X__ Supporting License Documentation – MN AGE Wine App.

1. State the exact legal description of the premises to be licensed, or attach a copy.

Lot One, Block One, Isanti Centennial Complex, First Rearrangement, Isanti County, MN

2. How are the premises zoned under the City of Isanti Zoning Code? B2

3. If the owner or owners of the building wherein the licensed business will be located is other than the applicant, state:

(a). Full name Keith Peterson
Residence Address _____ Phone _____
Business Address (same) LA Phone (same)

Full name _____
Residence Address _____ Phone _____
Business Address _____ Phone _____

(b). State in summary the conditions of lease arrangement, such as term of lease, monthly rental, renewal privileges, etc. (Attach a true copy of the lease).
Term of lease - 1 yr, with annual renewals for 10 years
Monthly rental - $4,250
See attached lease

4. If building is owned by individual applicant, partnership, corporation or association, state:

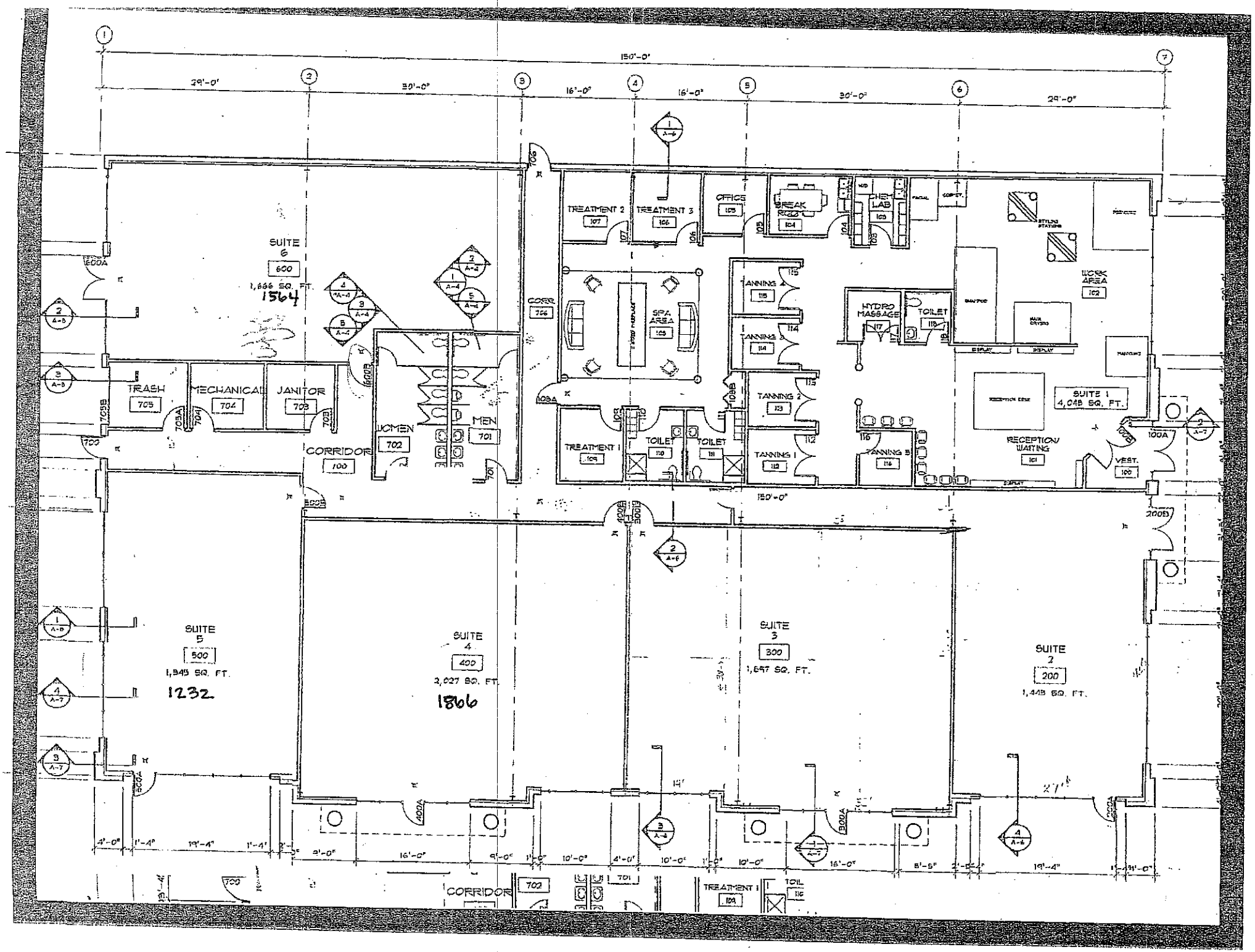
(a). Date purchased _____

(b). Name and address of person purchased from: _____

(c). Who currently holds contract for deed? Name and address _____

5. State the floor number, general area, and all room where liquor is to be sold and consumed. (Applicant shall attach a floor plan showing dimensions and indicating number of persons intended to be served in the said rooms).
Floor plan is attached. Café can serve 310.

6. Are any real estate taxes, personal property taxes, special assessments, or other financial claims of the City of Isanti delinquent or unpaid for the premises to be licensed?
Yes _____ No X if yes, give details


SUITE 6
600
1,886 SQ. FT.
1564
SUITE 5
500
1,945 SQ. FT.
1232
SUITE 4
400
3,027 SQ. FT.
1866
SUITE 3
300
1,697 SQ. FT.
SUITE 2
200
1,448 SQ. FT.
SUITE 1
4,048 SQ. FT.
TREATMENT 2
TREATMENT 3
OFFICE
BREAK ROOM
HAIR LAB
WORK AREA
SPA AREA
TANNING 4
TANNING 3
TANNING 2
TANNING 1
TANNING 5
HYDRO MASSAGE
TOILET
TREATMENT 1
TOILET
TOILET
RECEPTION/ WAITING
VEST.
TRASH
MECHANICAL
JANITOR
WOMEN
MEN
CORRIDOR
CORRIDOR
TREATMENT 1
150'-0"
29'-0"
30'-0"
16'-0"
16'-0"
30'-0"
29'-0"

Business Record Details »

Minnesota Business Name

Genevieve's LLC

Business Type
Limited Liability Company (Domestic)

File Number
[redacted]

Filing Date
11/18/2016

Renewal Due Date
12/31/2017

MN Statute
322C

Home Jurisdiction
Minnesota

Status
Active / In Good Standing

Registered Office Address
4 Enterprise Ave NE
Suite 5
Isanti, MN 55040
USA

Registered Agent(s)
Genevieve M Saniti

Filing History

Filing History

Select the item(s) you would like to order: Order Selected Copies

	Filing Date	Filing	Effective Date
☐	11/18/2016	Original Filing - Limited Liability Company (Domestic) (Business Name: Genevieve's LLC)	

© 2016 Office of the Minnesota Secretary of State - Terms & Conditions

7. State the seating capacity for serving of meals of any restaurant or dining room of any hotel. 360

APPLICANT AND ASSOCIATES IN THIS APPLICATION WILL STRICTLY COMPLY WITH ALL THE LAWS OF THE STATE OF MINNESOTA GOVERNING THE TAXATION AND THE SALE OF LIQUOR; RULES AND REGULATIONS PROMULGATED BY THE LIQUOR CONTROL COMMISSIONER; AND ALL ORDINANCES OF THE CITY OF ISANTI.

1. I hereby certify that I have read the foregoing questions and that the answers to said questions are true of my own knowledge. The City of Isanti has determined that a comprehensive background investigation is necessary.

2. I have been given a copy of the city code relating to liquor.

3. Any falsification of answers to the questions may result in denial of the application.

Genevieve M Santi
Signature of Applicant

12/14/16
Date

Subscribed and sworn to before me a Notary Public on this 14th day of December, 2016.

Lindsey Giese
Notary Signature

(Notary Stamp)

LINDSEY MICHELLE GIESE
Notary Public-Minnesota
My Commission Expires Jan 31, 2021

Checks may be made payable to: THE CITY OF ISANTI
Mailing Address: 110-1st Avenue North, P.O. Box 428, Isanti, MN 55040

Questions regarding this application may be addressed to the City Clerk at (763) 444-5512

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
444 Cedar Street, Suite 222, St. Paul, MN 55101
651-201-7500 Fax 651-297-5259 TTY 651-282-6555

Print Form

APPLICATION FOR COUNTY/CITY ON-SALE WINE LICENSE

(Not to exceed 14% of alcohol by volume)

EVERY QUESTION MUST BE ANSWERED. If a corporation, an officer shall execute this application. If a partnership, LLC, a partner shall execute this application. To apply for MN sales Tax # call 651-296-6181

Workers compensation insurance company name Stepan Agency Inc Policy Number [redacted]

Licensee's MN sales and Use Tax ID # [redacted] Licensee's Federal Tax ID # [redacted]

Applicants Name (Business, Partnerships, Corporation	Trade Name or DBA		
Genevieve Sanith	Genevieve's LLC (Cafe' Genevieves)		
Business Address: 4 Enterprise Ave NE Suite 5	Business Phone: [redacted]	Applicant's Home Phone: [redacted]	
City: Isanti	County: Isanti	State: MN	Zip Code: 55040

Is this application	If a transfer, give name of former owner	License Period
☒ New or a ☐ Transfer		From 01-03-2017 To 03-31-2017

If a corporation, give name, title, address and date of birth of each officer. If a partnership, LLC, give name, address and date of birth of each partner.

Partner/Officer Name and title	Address	DOB	SSN
Partner/Officer Name and title	Address	DOB	SSN
Partner/Officer Name and title	Address	DOB	SSN
Partner/Officer Name and title	Address	DOB	SSN

CORPORATIONS

Date of incorporation	State of incorporation	Certificate Number	Is corporation authorized to do business in Minnesota? ☐ Yes ☐ No

If a subsidiary of another corporation, give name and address of parent corporation

BUILDING AND RESTAURANT

Name of building owner	Owner's address
Keith Peterson	[redacted]

Are property taxes delinquent	Has the building owner any connection, direct or indirect with the applicant?	Restaurant seating capacity	Hours food will be available
☐ Yes ☒ No	☐ Yes ☒ No	36	8am-9pm

Number of restaurant employees	Number of months per year restaurant is open	Will food service be the principal business?
7	12	☒ Yes ☐ No

Describe the premises to be licensed: Cafe'

If the restaurant is in conjunction with another business (resort etc.), describe business

NO LICENSE WILL BE APPROVED OR RELEASED UNTIL THE $20 RETAILER ID CARD FEE IS RECEIVED BY AGED

☒ Yes ☐ No Has the applicant or associates been granted an on-sale malt liquor (3.2) and/or a "set-up" license in conjunction with this wine license?

☐ Yes ☒ No Is the applicant or any of the associates in this application a member of the county board or the city council, which will issue this license? If yes, in what capacity? _____
(if the applicant is the spouse of a member of the governing body, or another family relationship exists, the member shall not vote on this application.

☐ Yes ☒ No During the past license year, has a summons been issued under the liquor civil liability (Dram Shop)(M.S. 340A.802). If Yes, attach copy of the summons.

☐ Yes ☒ No Has applicant, partners, officers or employees ever had any liquor law violations in Minnesota or elsewhere. If so, give names, dates, violations and final outcome details.

_____

☒ Yes ☐ No Does any person other than the applicants, have any right, title or interest in the furniture, fixtures or equipment in the licensed premises? If yes, give names and details.

☐ Yes ☒ No Have the applicants any interests, directly or indirectly, in any other liquor establishments in Minnesota? If yes, give name and address of establishment.

I CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND THAT THE ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Signature of Applicant

12/26/16
Date

The licensee must have one of the following:

● Liquor liability insurance (Dram Shop) $50,000 per person; $100,000 more than one person; $10,000 property destruction; $50,000 and $100,000 for loss of means of support. Attach "**CERTIFICATE OF INSURANCE**" to this form.

○ A surety bond from a surety company with minimum coverage as specified above in.

○ A certificate from the state treasurer that the licensee has deposited with the state, trust funds having a market value of $100,000 or $100,000 in cash or securities.

IF LICENSE IS ISSUED BY THE COUNTY BOARD, REPORT OF COUNTY ATTORNEY

☒ Yes ☐ No I certify that to the best of my knowledge the applicants named above are eligible to be licensed. If no, state reason.

Signature County Attorney | County | Date

REPORT BY POLICE OR SHERIFF'S DEPARTMENT

This is to certify that the applicant and the associates, named herein have not been convicted within the past five years for any violation of laws of the State of Minnesota, Municipal or County ordinances relating to intoxicating liquor, except as follows:

Signature | Department and Title | Date

IMPORTANT NOTICE

ALL RETAIL LIQUOR LICENSEES MUST REGISTER WITH THE ALCOHOL, TOBACCO TAX AND TRADE BUREAU.
FOR INFORMATION CALL 513-684-2979 OR 1-800-937-8864

A $30.00 service charge will be added to all dishonored checks You may also be subjected to a civil penalty of $100.00 or 100 % of the value of the check, whichever is greater, plus interest and attorney fees.

Print Form

DEPARTMENT OF PUBLIC SAFETY
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
445 Minnesota Street Suite 222
St. Paul, MN 55101
Phone (651) 201-7507 TDD (651) 282-6555
Fax (651) 297-5259

CARD NUMBER
(Office Use Only)

APPLICATION FOR RETAILER'S (BUYER'S) CARD FOR LIQUOR AND WINE
PLEASE RETURN THIS APPLICATION WITH FEE $20.00

ISSUING AUTHORITY	TYPE CODE	BUYER'S CARD EXPIRES	IDENTIFICATION #

PRINT NAME OF LICENSEE (AS-SHOWN ON LICENSE	BUSINESS NAME (DBA)	
Geneveve's LLC	Cafe' Geneveve's	
BUSINESS ADDRESS	COUNTY	BUSINESS PHONE
4 Enterprise Ave NE #5	Isanti	( )
CITY, STATE, ZIP CODE	AUTHORIZED SIGNATURE	
Isanti, MN 55040	Geneveve Mijanti	

PS 9135 (12/09)

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

CITY OF ISANTI
LICENSE APPLICATION
STRONG BEER

LICENSE FEE: NO FEE

Minnesota State Law and City Ordinance allows a holder of non-sale wine license who is also licensed to sell 3.2 percent malt liquor at on-sale, and whose gross receipts are at least 60 percent attributable to the sale of food, to sell intoxicating malt liquors at on-sale without an additional license.

NAME OF LICENSEE Genevieve Sanith

LICENSEE HOME PHONE NUMBER [redacted]

NAME OF ESTABLISHMENT Genevieve's LLC

ADDRESS OF ESTABLISHMENT 4 Enterprise Ave NE Isanti, MN 55040

LICENSE ESTABLISHMENT PHONE NUMBER [redacted]

AFFIDAVIT:

I, Genevieve Sanith, holder of an on-sale wine license and an on-sale 3.2 percent malt liquor license for the above-named establishment, swear that at least 60 percent of the gross receipts were attributable to the sale of food for the preceding licensing year of 2017.

Genevieve Sanith
Signature

12/14/16
Date

- **Liquor liability insurance is required for the sale of strong beer.** Liquor liability insurance must be submitted with your license application.
- **Mailing Address:** City of Isanti, P.O. Box 428, Isanti, MN 55040
- **Questions:** City Clerk – 763-444-5512

(FOR OFFICE USE)

LICENSE FEE PAID $300 wine

BACKGROUND CHECK FEE PAID $100 individual

CHECK NO. [illegible]

DATE 12/14/16

LIQUOR LIABILITY INSURANCE RECEIVED 12-27-16

LICENSE GRANTED BY THE CITY COUNCIL ON _____

CITY CLERK Lindsey Giese

COMMENTS _____

MN Statutes 340A.403, subd. 4 states: (Notice to the Commissioner.) Within 10 days of the issuance of a license under this section, a municipality shall inform the commissioner, on a form the commissioner prescribes of the licensee's name and address and trade name, the effective date and expiration date of the license, and any other information on the licensee the commissioner requires.
This law is for on sale intoxicating liquor licenses and on sale and off sale 3.2% beer licenses that have been issued. Date the Commissioner was notified _____.

_____ _____

Police Chief Signature
Background Investigation Approval

Date

City of Isanti
110 1st Ave NW
PO Box 428
Isanti MN 55040 (763) 444-5512

Receipt No: 1.017552 Dec 27, 2016

Genevieves LLC

LICENSES & PERMITS	
Cafe Genevieves - 4 Enterprise Ave NE Ste 5	250.00
Total:	250.00
CASH	260.00
Payor: Genevieves LLC	
Total Applied:	250.00
Change Tendered:	10.00

Duplicate Copy
12/27/2016 01:21PM

3.2% Malt Liquor On-Sale License $250

City of Isanti
110 1st Ave NW
PO Box 428
Isanti MN 55040

(763) 444-5512

Receipt No: 1.017454

Dec 14, 2016

Genevieve, LLC

LICENSES & PERMITS	
Cafe Genevieves 4 Enterprise Ave NE #5	300.00
Total:	300.00
POLICE	
Cafe Geneveives 4 Enterprise Ave NE #5	100.00
Total:	100.00
MO	
Check No:	
Payor: Genevieve, LLC	300.00
MO	
Check No:	
Payor: Genevieve, LLC	100.00
Total Paid:	400.00
Total Applied:	400.00
Change Tendered:	.00

12/14/2016 04:10PM

- Wine License $300
- Background Investigation $100

K.2.

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: December 23, 2016

RE: Appointments to Committees and Boards

Appointments must be made for year 2017 for Advisory Committees, Commissions, and Boards. A copy of the year 2016 resolution is also attached for your reference, along with a blank Resolution prepared for year 2017.

Planning Commission

Advertisements were placed to seek interested candidates for the Planning Commission. No applications for the open seats were received. The City Council has directed recomposition of the Planning Commission. With that, there is only one seat open for an appointed member. The term for the open seat extends to December 31, 2019.

Park, Recreation and Culture Board

Two seats are open. The Student Representative position formerly is also open. Advertisements were placed to seek interested candidates. An application from Aaron Zdon was received for the open Board positions. These are for one 2 year term to December 31, 2018, and one 3 year term to December 31, 2019.

EDA

There is one seat open for an appointed member. The term for the open seat extends to December 31, 2020. Advertisements were placed to seek interested candidates for the Economic Development Authority Board. No applications have been received.

Action:
Interview subject candidates that applied for open seats, and make appointments for Planning Commission, Park and Recreation Board and EDA. Make appointments for members and representatives for City Commission and Advisory Boards for year 2017.

PROPOSED
2017 PLANNING COMMISSION MEETING
AND
APPLICATION SUBMITTAL DATES

Planning Commission Meeting Date	**Application and Material Submittal Date**
January 17, 2017	December 16, 2016
February 21, 2017	January 20, 2017
March 21, 2017	February 17, 2017
April 18, 2017	March 17, 2017
May 16, 2017	April 14, 2017
June 20, 2017	May 19, 2017
July 18, 2017	June 16, 2017
August 15, 2017	July 15, 2017
September 19, 2017	August 18, 2017
October 17, 2017	September 15, 2017
November 21, 2017	October 20, 2017
December 19, 2017	November 17, 2017

**Please Note: A complete application, as determined by City staff, must be received by 4:30 p.m. on the submittal date. Failure to submit a complete application will result in a delayed review and a future meeting date.*

2017 ECONOMIC DEVELOPMENT AUTHORITY MEETING SCHEDULE

The Economic Development Authority shall hold regular meetings immediately following the 1st 7:00 p.m. City Council Meeting on the 1st Tuesday of every month at Isanti City Hall. All meetings are held at Isanti City Hall at 110 1st Avenue NW, Isanti, MN 55040 in the City Council Chambers. The 2017 scheduled meeting dates are below:

January 3, 2017

February 7, 2017

March 7, 2017

April 4, 2017

May 2, 2017

June 6, 2017

July 5, 2017 (Wed.)

August 2, 2017 (Wed.)

September 5, 2017

October 3, 2017

November 7, 2017

December 5, 2017

2017 PARKS, RECREATION AND CULTURE BOARD MEETING

AND

APPLICATION SUBMITTAL DATES

Parks, Recreation and Culture Board Meetings	Application and Material Submittal Date
January 24, 2017	January 18, 2017
February 28, 2017	February 22, 2017
March 28, 2017	March 22, 2017
April 25, 2017	April 19, 2017
May 23, 2107	May 17, 2017
June 27, 2017	June 21, 2017
July 25, 2017	July 19, 2017
August 22, 2017	August 16, 2017
September 26, 2017	September 20, 2017
October 24, 2017	October 18, 2017
November 28, 2017	November 22, 2017

**No meeting in December

Park & Recreation Board Member Interview Questions:

1) What is the Park & Recreation Board's role?

2) What is your vision of the park and recreational system for the City?

3) Do you have experience in parks and recreation or park and recreation member experience?

4) Do you volunteer within the Isanti Community?

5) Can you attend evening meetings that start at 6:00 p.m.?

A Community For Generations.

Isanti

Park, Recreation, and Culture Board

For consideration, please fill out the below information along with the attached conflict of interest statement signed and dated by you. Please submit all the information to:
Human Resources/City Clerk Lindsey Giese. PO Box 428, Isanti, MN 55040 or
lgiese@cityofisanti.us, 763-444-5512

Name: AARON ZOON E-mail: [redacted]

Address: [redacted] ISANTI, MN

Phone Number: [redacted]

For Consideration on the Board you must circle at least one:

(City of Isanti Resident) Non-Resident of Isanti

State:
Education and / or Knowledge that will be useful to the Board

PARK BOARD MEMBER FOR MANY YEARS

Why you are interested on being on the Board

I LOVE PARKS AND ISANTI

What is your vision of Isanti?

STEADY GROWTH

DISCLOSURE FORM

All Public Officials for the City of Isanti are required to complete and file this Disclosure Form with the City Administrator in accordance with the provisions of the Conflicts of Interest Policy.

1. Affiliations with Agencies Doing Business with the City

Identify all positions as officer, director, partner, proprietor or employee of any firm or proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City.

Name of Organization	Position Held	Compensation Involved
NONE		Yes ____ No ____
		Yes ____ No ____
		Yes ____ No ____

2. Real Property Owned in the City of Isanti

Identify real property items owned or being purchased by a Public Official, spouse, or child, or in which the Official has a beneficial interest. The actual value of any item is not required.
(Exclude homestead property.)

Property Item	Address	PID #
NONE		

Assets

Identify all ownership or beneficial interests in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City where such interest exceeds ten percent (10%) of the total ownership.

Name of Organization

STARNAC CONSTRUCTION, INC.

11/22/16
Date

Public Official

Please also provide the following:

[redacted]
Current Address and Box Number if any
ISANTI, MN 55040

[redacted]
Home Phone Number

Work Phone Number

[redacted]
Cell Phone Number if Available

Received by the Human Resources/City Clerk on: November 23, 2016

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: December 23, 2016

Subject: Ordinance Amending City Code Chapter 8-6, Planning Commission to Change Composition

---

Background:

The City Council directed staff to prepare an Ordinance amending the City Code to recompose the Planning Commission to consist of 7 members, 5 of which would be City Councilmembers and 2 of which would be citizens at large. Staff has prepared the draft Ordinance and it has been reviewed by the City Attorney. The draft ordinance also clarifies that any City staff appointed by the City Council shall serve as non-voting ex-officio members of the advisory body.

Action Requested:

Consider Ordinance Amending City Code Chapter 8-6, Planning Commission to Change Composition

Attachments:

Draft Ordinance Amending City Code Chapter 8-6, Planning Commission to Change Composition

ORDINANCE NO. ____

AN ORDINANCE AMENDING CITY CODE CHAPTER 8-6. PLANNING COMMISSION TO CHANGE COMPOSITION

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

CHAPTER 8-6. Planning Commission. Chapter 8-6. C. and E. are hereby amended to read as follows:

C. The City Council shall have sole authority to appoint members to the Planning Commission. All members of the Planning Commission shall serve at the will of the City Council and may be removed without cause. The number of members for the Planning Commission shall be ~~six~~ seven. ~~from the effective date hereof, until January 1, 2017. Effective January 1, 2017, the number of members for the Planning Commission shall be five.~~ Appointment to the Planning Commission shall include ~~two~~ five City Council members, and the remaining members shall be citizens at large. Any City staff, necessary or advisable by the City Council, may be appointed to be non-voting ex officio members of the advisory body.

E. Terms; vacancies.

(1) The appointees from the citizens at large shall be appointed to serve staggered terms of three years, except as noted below, commencing on the first day of January in the year of appointment. Upon expiration of a term, the appointee shall continue until reappointed or a successor is appointed. Initial appointments pursuant to this ~~ordinance~~ section shall be as follows: one (1) appointee shall be appointed for the term of one (1) year; and one (1) appointees for the term of two (2) years.; ~~and one (1) appointees for a term of three (3) years.~~

(2) The ~~two~~ five Council Members that are appointed by the City Council shall be for a one (1) year term to expire on December 31 of each year.

III. EFFECTIVE DATE

This ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

Reading Date: 1-03-2017
Publication Date: 1-11-2017
Effective Date: 1-11-2017

RESOLUTION NO. 2017-___

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2017

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2017:

Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Wimmer
Planning Commission	
Rum River BMX Association Board	Wimmer
Community Education	Wimmer
C-I Arena Board	Wimmer
Cable TV Liaison	
Civil Defense Director	Wimmer
Fire District	(alternate)
ICICLE	
North TH 65 Corridor Coalition	
School Liaison	Wimmer,
Chamber of Commerce Liaison	Wimmer
Bike Isanti County Committee	Wimmer
Development Advisory Committee	Wimmer,
Finance Committee	Wimmer,
Building & Grounds Committee	
Personnel Committee	Wimmer,
C-I Bike/Walk Trail	Wimmer
Liquor	
Police	
Public Works	
Public Works Labor Management Committee	Wimmer - Guest Representative
Weed Inspector	Wimmer

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: _____

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2017:

Jenny Garvey	*(term expiration 12-31-2017)*
_____	*(term expiration 12-31-2019)*
_____	*(term expiration 12-31-2018)*
James Witte	*(term expiration 12-31-2018)*
George Wimmer	Council Representative (*term expiration 12-31-17*
_____	Student Representative *(term expiration 12-31-2017)*

5. That the City Council designates the following individuals to the Planning Commission for year 2017:

Mayor and City Council:	
George Wimmer	*(term expiration 12-31-2017)*
Dan Collison	*(term expiration 12-31-2017)*
Ross Lorinser	*(term expiration 12-31-2017)*
Paul Bergley	*(term expiration 12-31-2017)*
Steve Lundeen	*(term expiration 12-31-2017)*
Appointed Members:	
_____	*(term expiration 12-31-2019)*
Jim Kennedy	*(term expiration 12-31-2018)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2017:

Mayor and City Council:	
George Wimmer	*(term expiration 12-31-2017)*
Dan Collison	*(term expiration 12-31-2017)*
Ross Lorinser	*(term expiration 12-31-2017)*
Paul Bergley	*(term expiration 12-31-2017)*
Steve Lundeen	*(term expiration 12-31-2017)*
Appointed Members:	
Tara Hallberg	*(term expiration 12-31-2018)*
_____	*(term expiration 12-31-2020)*

This resolution was duly adopted by the Isanti City Council this 3rd day of January, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources / City Clerk

RESOLUTION NO. 2016-001
Amended Resolution 2016-188
Amended Resolution 2016-216
Amended Resolution 2016-295

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2016

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2016:

Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Wimmer
Planning Commission	-Bergley, Lundeen
Community Education	Wimmer
Rum River BMX Association Board	Wimmer
C-I Arena Board	Wimmer
Cable TV	Lundeen
Civil Defense Director	Wimmer
Bike Isanti County Committee	Wimmer
Fire District	Lundeen (alternate - Bergley)
ICICLE	Bergley
North TH 65 Corridor Coalition	Bergley
School Liaison	Wimmer, Lundeen
Chamber of Commerce Liaison	Wimmer
Development Advisory Committee	Wimmer, Lorinser
Finance Committee	Wimmer, Lorinser
Building & Grounds Committee	Lundeen, Collison
Personnel Committee	Wimmer, Lorinser
C-I Bike/Walk Trail	Wimmer
Liquor	Bergley, Collison
Police	Bergley, Collison
Public Works	Collison, Bergley
Public Works Labor Management Committee	Wimmer - Guest Representative
Weed Inspector	Wimmer

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Collison

3. That the Planning Commission, Economic Development Authority Board, and Park and Recreation Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park and Recreation Board for 2016:

Jenny Garvey	*(term expiration 12-31-2017)*
Aaron Zdon	*(term expiration 12-31-2016)*
Jamie Bergwick	*(term expiration 12-31-2018)*
James Witte	*(term expiration 12-31-2018)*
George Wimmer	Council Representative
_____	Student Representative *(term expiration 12-31-2016)*

5. That the City Council designates the following individuals to the Planning Commission for year 2016:

Jeff Duncan	*(term expiration 12-31-2017)*
Wayne Traver	*(term expiration 12-31-2016)*
Cindy Lind-Livingston	*(term expiration 12-31-2017)*
Greg Cesafsky	*(term expiration 12-31-2016)*
Jim Kennedy	*(term expiration 12-31-2018)*
Paul Bergley	Council Representative
Steve Lundeen	Council Representative

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2016:

<u>Mayor and City Council</u>:	
George Wimmer	(term expiration 12-31-2016)
Dan Collison	(term expiration 12-31-2016)
Adam Johnson	(term expiration 12-31-2016)
Paul Bergley	(term expiration 12-31-2016)
Steve Lundeen	(term expiration 12-31-2016)
<u>Appointed Members:</u>	
Tara Hallberg	(term expiration 12-31-2018)
Keith Dragisich	(term expiration 12-31-2020)

This resolution was duly adopted by the Isanti City Council this 4th day of October, 2016.

Attest:

Mayor George A. Wimmer

Lindsey Giese

Lindsey Giese
Human Resources / City Clerk

K.3.

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: December 23, 2016

RE: Designating Official Newspaper, Appointing Depositories, Professional Services, and Setting City Council Meetings for Year 2017

Newspaper Bids, Appointment of Depositories and Professional Services

Bids for the 2017 official city newspaper have been received from the Isanti-Chisago County Star and Isanti County News. Bids will be opened and read out loud at the Council meeting.

Attached is a Resolution designating the official City Newspaper, designation of depositories and appointment of professional services for the year 2017.

Regular City Council Meetings

The Resolution also sets City Council meetings per the attached schedule. Meetings are typically held at 7:00 p.m. on the first and third Tuesdays of the month. Regarding the regular meeting schedule, Wednesday meetings will be held this year due to the Fourth of July Holiday (7/5/17) and National Night Out (per City Code – 8/2/17).

Council Workshops

City Council Workshops are set at the direction of the City Council. The City Council would call for the Workshop at the first regular meeting of the month. The Workshop would be held at 5:45 p.m. prior to the second regular City Council meeting of the month.

RESOLUTION NO. 2017-

RESOLUTION DESIGNATING AN OFFICIAL CITY NEWSPAPER, DEPOSITORIES, APPOINTMENT OF CITY ATTORNEY, CITY ENGINEER, CITY AUDITOR, PROFESSIONAL SERVICES AND SETTING CITY COUNCIL MEETINGS FOR YEAR 2017

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City requested and received bids for the designation as the official city newspaper for 2017; and,

WHEREAS, the following bids and distribution numbers were received by the City:

Isanti County News	$_____	per column inch (____lines/inch)
	_____	distributions in 55040/Isanti
Isanti-Chisago County Star	$_____	per column inch; (____ lines/inch)
	_____	distributions in City of Isanti

WHEREAS, the City Council has determined that to best serve the City needs, two regular monthly meetings are required per month; and

WHEREAS, Minn. Stat. No. 412.191, subd. 2 allows for the City to have as many meetings as required to complete City business; and

Now therefore be it resolved by the City Council of the City of Isanti, Minnesota as follows:

1. That the City accepts and designates the _____ as the official newspaper for 2017 at a rate of $ _____ per column inch, at ____ lines/inch, 7-8 point type.

2. That the following institutions and organizations are designated as follows:

Depositories:	Community Pride Bank
	Flagship Bank Minnesota
	Minnco Credit Union
	Morgan Stanley Smith Barney LLC
City Attorney	Joslin & Moore Law Offices, P.A.
City Engineer	Bolton & Menk, Inc.
City Auditor	Abdo, Eick & Meyers, LLP
Financial Advisor.....	Northland Securities, Inc.
Bond Counsel.....	Briggs & Morgan

3. The regular meetings of the City Council are set forth for the year 2017 as attached. Special meetings and work sessions will be announced.

This resolution was duly adopted by the Isanti City Council this 3th day of January, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

CITY OF ISANTI
MEETING SCHEDULES
All meetings held at City Hall

2017 City Council
Regular Meeting Schedule

All Regular meetings are scheduled for the 1st and 3rd Tuesdays of each month at 7:00 p.m.
unless otherwise listed below and posted.

City Council Goal Setting Session held on the fourth Monday in January.

Work Sessions are held as called at 5:45 p.m. prior to the second regular City Council meeting of the month. Work Sessions will be called and announced by the City Council at the first regular City Council meeting of the month.

January 3 January 17 January 23(Mon) **	July 5 (Wed) July 18 **
February 7 February 21 **	August 2 (Wed) August 15 **
March 7 March 21 **	September 5 September 19 **
April 4 April 18 **	October 3 October 17 **
May 2 May 16 **	November 7 November 21 **
June 6 June 20 **	December 5 December 19 **

K.4.

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: December 23, 2017

RE: Resolution Authorizing Signatures for the Purpose of Accessing and Maintaining City Funds and Investments

Attached is the annual Resolution authorizing signors for the purpose of maintaining the City's finances for investments, transfer of funds and signing checks.

RESOLUTION NO. 2017-XXX

A RESOLUTION AUTHORIZING SIGNATORIES FOR THE PURPOSE OF ACCESSING AND MAINTAINING CITY FUNDS AND INVESTMENTS

WHEREAS, the City of Isanti must account for receipts and payables as a part of maintaining accurate accounting procedures; and

WHEREAS, City funds are maintained in financial institutions as designated by resolution and authorized by Council; and

WHEREAS, it has been identified that these investments and funds must be accessed and maintained by authorized personnel; and

WHEREAS, due to potential change in staff or reappointments on the City Council, the City finds it is in the best interest of the City to redefine authorized personnel to place their signatures on investment and financial documents on an annual basis.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows: Effective January 1, 2017, the following are hereby authorized to place their signatures on such documents that are required to provide for the investments, transferring of funds and signing of checks for the purpose of maintaining city finances.

1. At Flagship Bank Minnesota, the following shall be listed as signatories:

Mayor	George A. Wimmer
Mayor Pro-Tem	Dan Collison
Finance Director	Jacqueline Fisher
City Administrator	Donald Lorsung

2. At Community Pride Bank, the following shall be listed as signatories:

Mayor	George A. Wimmer
Mayor Pro-Tem	Dan Collison
Finance Director	Jacqueline Fisher
City Administrator	Donald Lorsung
HR/City Clerk	Lindsey Giese
Asst. City Administrator	Josi Wood

3. At Minnco Credit Union, the following shall be listed as signatories:

Mayor	George A. Wimmer
Mayor Pro-Tem	Daniel Collison
Finance Director	Jacqueline Fisher
City Administrator	Donald Lorsung

4. At Morgan Stanley Wealth Management, the following shall be listed as signatories:

Finance Director	Jacqueline Fisher
City Administrator	Donald Lorsung

5. Mayor Pro-Tem signature is only required in absence of the Mayor.

6. The Assistant City Administrator's Signature is only required in the absence of the City Administrator, Human Resources/City Clerk or Finance Director.

7. This resolution shall supersede any past resolutions.

This resolution was duly adopted by the Isanti City Council this 3rd day of January, 2017.

Attested:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

K.5.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Community Development Director

Date: January 3, 2017

Subject: Request from the City of Isanti to Repeal and Replace Chapter 119 Open Burning in its Entirety and Replacing it with New Provisions.

Background

The Development and Operations Advisory Committee has been reviewing MN State Statute in regards to the provisions of open burning. It is in the interest of DOAC to have the City take over the permitting of open burning permits rather than allowing the Fire District, DNR or authorized Fire Wardens the ability to issue permits within the city limits. This will provide City Officials and Staff more control over the situtaitons, ensure the burns are known about well in advance and so that they do not occur during a special event.

City Code Chapter 119 Burning, Open, has been completely redrafted. The provisions outlined within Chapter 119 follow the regulations within MN State Statute regarding open burning. Staff consulted MN State Statute, the League of MN Cities, City Attorney Joslin and several Cities with similar ordinances.

It was determined by DOAC that the Police Department will manage the open burning permits. Chief Hill will be authorized to work with the applicant to properly fill out the application, pay the fee, and to obtain an accurate description of the burn. Once a completed application has been submitted, City Council will take action on the permit, determining whether to approve, deny, or approve with conditions. The applicant must contact Chief Hill a minimum of one day prior to the burn for final approval to burn in order to ensure proper conditions and to check for any buring bans that may be in place.

A permit fee of $40 is suggested. MN State Statutes allows for a reasonable fee to be associated with open burning permits.

A Delegation of Authority Form will be submitted to the DNR to officially transfer authority to the City and to ensure their website states that the City is the permitting authority.

Attachments:

- Ord. No. XXX Chapter 119 Burning, Open
- Open Burning Permit Application
- Delegation of Authority Form

ORDINANCE NO. XXX

AN ORDINANCE REPEALING CHAPTER 119 BURNING, OPEN IN ITS ENTIRETY AND REPLACING WITH NEW PROVISIONS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 119

Burning, Open

ARTICLE I
General Provisions
119-1. Definitions
119-2. Provisions Adopted by Reference

ARTICLE II
Open Burning
119-3. Purpose.
119-4. Permit.

ARTICLE I
General Provisions
[Adopted 1-03-2017 by Ord. No. XXX]

119-1. Definitions.

The following words, terms and phrases, when used in this chapter, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning.

OPEN BURNING – The burning of any matter if the resultant combustion products are emitted directly to the atmosphere without passing through a stack, duct or chimney, except a recreational fire.

PROHIBITED MATERIALS –

(a) No person shall conduct, cause or permit open burning of oils, petroleum fuels, rubber, plastics, chemically treated materials, or other materials which produce excessive or noxious smoke such as tires, railroad ties, treated, painted or glued wood, composite shingles, tar paper, insulation, composition board, sheetrock, wiring, paint or paint fillers.

(b) No person shall conduct, cause or permit open burning of hazardous waste or salvage operations, or open burning of solid waste generated from an industrial or manufacturing process or from a service or commercial establishment or building material generated from demolition of commercial or institutional structures. No person shall conduct, cause or permit open burning of discarded material resulting from the handling, processing, storage, preparation, serving or consumption of food.

RECREATIONAL FIRE – A fire set with approved starter fuel no more than three feet in height, contained within the border of a recreational fire site using dry, clean wood; producing little detectable smoke, odor or soot beyond the property line; conducted with an adult tending the fire at all times; for recreational, ceremonial, food preparation or social purposes; extinguished completely before quitting the occasion; and respecting weather conditions, neighbors, burning bans, and air quality so that nuisance, health or safety hazards will not be created. Mobile cooking devices such as manufactured hibachis, charcoal grills, wood smokers and propane or natural gas devices are not defined as recreational fires.

RECREATIONAL FIRE SITE – an area of no more than a three-foot diameter circle (measured from the inside of the fire ring or border); completely surrounded by non-combustible and non-smoke- or odor-producing material, either of natural rock, cement, brick, tile or blocks or ferrous metal only and which area is depressed below ground, on the ground, or on a raised bed. Included are permanent outdoor wood burning fireplaces. Burning barrels are prohibited and are not a recreational fire site as defined herein. Recreational fire sites shall not be located closer than 25 feet to any structure.

STARTER FUELS – Dry, untreated, unpainted kindling, branches, or cardboard, or charcoal fire starter. Paraffin candles and alcohols are permitted as starter fuels and as aids to ignition only. Propane gas torches or other clean gas burning devices causing minimal pollution must be used to start an open burn.

WOOD – Dry, clean fuel only such as twigs, branches, limbs, "presto logs," charcoal, cord wood or untreated dimensional lumber. "Wood" does not include wood that is green, with leaves or needles, rotten, wet, oil soaked, or treated with paint, glue or preservatives. Clean pallets may be used for recreational fires when cut into three-foot lengths:

119-2. Provisions adopted by reference.

The provisions of Minn. Stats. §§ 88.16 and 88.17 and Minnesota State Fire Code (where adopted), are adopted by reference and made a part of this Code as if fully set forth at this point.

ARTICLE II
Open Burning

119-3. Purpose.

The purpose of this article is to establish permitted categories of open burn events for residences and farms within the city and provide for a permitting process for residential and agricultural open burning, except when such open burning is defined as a "recreational fire" as prescribed in this article.

119-4. Permit.

A. No person shall start or allow any open burning on any property in the city without first having obtained an open burn permit, except that a permit is not required for any fire that is a recreational fire as defined herein.

B. Application and Fees.

(1) Open burning permits shall be obtained by making application on a form prescribed by the department of natural resources (DNR) and Minnesota Pollution Control Agency (MPCA) and adopted by the city. The permit application shall be presented to the Police Chief, or his or her designee, for reviewing and processing said applications.

(2) An open burning permit shall require a nonrefundable application fee. Application and permit fees shall be as prescribed in the fee schedule.

C. Issuance Process.
A burning permit application may be picked up at City Hall. Applicants shall return a completed application, to the Police Department. The request will then be submitted to the City Council for review and action. Once the permit is approved by the City Council the materials to be burned

may then be piled for burning at which time a second inspection shall be scheduled to assess volume of material, and review fire safety considerations. One day before burning, the permit holder shall notify the City of Isanti Police Department of the proposed burn. The Police Chief has the authority determine that an open burn is not appropriate on the permitted date(s) due to a burning ban, air quality alert, weather, or other reasonable conditions. The Police Department shall notify the Mayor whether the burn will occur or not.

D. Issuance Standards.

(1) Open burn permits may be issued only for the following purposes:

(a) Elimination of fire or health hazard that cannot be abated by other practical means.

(b) Ground thawing for utility repair and construction.

(c) Disposal of vegetative matter for managing forest, prairie or wildlife habitat, and in the development and maintenance of land and rights-of-way where chipping, composting, land spreading or other alternative methods are not practical.

(d) Disposal of diseased trees generated on site, diseased or infected nursery stock, and diseased bee hives.

(e) Disposal of unpainted, untreated, non-glued lumber and wood shakes generated from construction, where recycling, reuse, removal or other alternative disposal methods are not practical.

(2) Fire training permits can only be issued by the Minnesota Pollution Control Agency (MPCA). No fire may be allowed to smolder with no flame present.

(3) Open burning shall only be permitted on the date(s) outlined on the permit.

(4) Open burning may only occur on the property of the person requesting the permit.

119-X. Denial

If established criteria for the issuance of an open burning permit are not met, or if during review of said application it is determined that a practical alternative method for disposal of the material exists, or a pollution or nuisance condition would result, or if a burn event safety plan cannot be drafted to the satisfaction of the Police Chief, designee or City Council, the application for the open burning permit may be denied.

119-X. Permit holder responsibility

A. Prior to starting an open burn, the permit holder shall be responsible for confirming that no burning ban or air quality alert is in effect. Every open burn event shall be constantly attended by the permit holder or his competent representative. The open burning site shall have available,

appropriate communication and fire suppression equipment as set out in the fire safety plan. The open burn fire shall be completely extinguished before the permit holder or his representative leaves the site. It is the responsibility of the permit holder to have a valid permit, as required by this article, available for inspection on the site by the city police department, fire department, Minnesota Pollution Control Agency (MPCA) representative, and/or department of natural resources (DNR) forest officer.

B. The permit holder is responsible for compliance and implementation of all general conditions, special conditions and the burn event safety plan as established in the permit issued. The permit holder shall be responsible for all costs incurred as a result of the burn, including, but not limited to, fire suppression and administrative fees.

119-X. Revocation

The open burning permit is subject to revocation at the discretion of the Minnesota Pollution Control Agency (MPCA) commissioner, or department of natural resources (DNR) forest officer, the fire chief, or the police chief or designee. Reasons for revocation include, but are not limited to: a fire hazard existing or developing during the course of the burn, any of the conditions of the permit being violated during the course of the burn, pollution or nuisance conditions developing during the course of the burn, or a fire smoldering with no flame present.

119-X. Violations and penalties.

Any person violating any provision of this chapter is guilty of a misdemeanor and upon conviction shall be punished by a fine of not to exceed $1,000 or imprisonment for a period not to exceed 90 days, or both, plus costs of prosecution in either case.

EFFECTIVE DATE
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 3rd day of January 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

Reading Date: 1/3/2017
Publication Date: 1/11/2017
Effective Date: 1/11/2017

A Community For Generations.

Isanti

Fee – $40.00

OPEN BURNING PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Applicant Name:_____

Address:_____

City:_____ State:_____ Zip:_____

Phone:___-___-____ Fax:___-___-____ Cell:___-___-____ E-mail:_____

Burn Site Location (if different from applicant's address)

Address:_____

City:_____ State:_____ Zip:_____

Burning Permit Conditions (Check those that apply)

☐ Piled Materials (circle fuel) Trees/Brush/Leaves. Other (specify)_____

Piles _____ Approximate Pile Size _____

☐ Running Fire (circle fuel) Brush/Slash/Grass. Size of area in acres _____

☐ Farm Operation/Household/Other (specify) _____

☐ Wetland

☐ Attachment

Application Requirements:

I Agree:

- To contact the Police Chief a minimum of 1 day prior to the burn for permission to burn based on weather conditions and DNR bans/alerts. Failure to contact the Police will result in criminal and/or civil action.
- To keep this fire under control and to assume responsibility for all damages and costs that may result from burning done under this permit.
- To attend this fire until completely extinguished.

- Not to burn if there is a practical alternative method for disposal of the material such as chipping or composting.
- To use a clean burning device to start the fire.
- Not to conduct burning during any air quality alert.
- Not to burn paper or cardboard except as provided by Minnesota Statutes 17.135.
- To completely extinguish the fire immediately if this permit is revoked.
- To have this permit available at the burn site for inspection at all times.
- That prevailing wind **must** be away from nearby occupied buildings. 5 MPH or less is ideal
- Not to allow fires to generate a large amount of smoke.

Prohibited Materials are: Oils, rubber, plastics, tires, railroad ties, construction debris and chemically treated materials such as, treated lumber, composite shingles, tar paper, insulation composition board, sheetrock, wiring, paint, hazardous and industrial solid waste, and burning barrels. **Burning such items are punishable under Minnesota State Statute.**

Applicant Signature:_____ Date:_____

Property Owner Signature:_____ Date:_____

Police Chief Signature:_____ Date:_____

Application Fees
1. Non-refundable fee – $40.00

Items to Accompany Application
1. Application Form
2. Application Fees
3. Other supplemental information and materials as required by City Staff.
4. Site map indicating location of the burn and adjacent buildings and utilities.

Acceptance of Application
The application is subject to acceptance by the Isanti Police Chief and the Isanti City Council upon review of the application and necessary materials being submitted.

Date Received:_____ Date approved by City Council:_____

Effective Date(s):_____ Time(s):_____

Application Fee:_____

_____ _____
Police Chief Date

BURNING PERMIT INSTRUCTIONS

Please complete and sign the form where indicated. Read the bottom half of the permit as your signature indicates you have read and understand these rules and regulations. If you have any questions, please contact Police Department at 763-444-4761. Please return application to:

Isanti Police Department
401 – 1st Ave NW
Isanti, MN 55040

Office Hours: 7:00 a.m. – 3:30 p.m.

Once the completed application is received it will be reviewed, signed by the Fire/Police Chief and forwarded on to City Council for approval. The process may take up to 2 weeks depending on when the application is submitted.

Once the permit is approved it may be picked up at the Police Department. The $40.00 fee will be required to be paid at that time. The Permit will be valid for the effective dates listed on the application.

Recreational Fires: Burning Permits are not required for recreational fires. Recreational fires are not to exceed 3'x3'x3'. The area must be cleared 5 feet around by any combustible materials and 25 feet away from any building. Recreational fires **must** contain only clean burning natural wood.

Prohibited Materials Are: Oils, rubber, plastics, tires, railroad ties, construction debris and chemically treated materials such as, treated lumber, composite shingles, tar paper, insulation composition board, sheetrock, wiring, paint, hazardous and industrial solid waste, and burning barrels. **Burning such items are punishable under Minnesota State Statute.**

~ VIOLATIONS OF PERMIT CONDITIONS MAY SUBJECT PERMITTEE TO CRIMINAL AND/OR CIVIL ACTIONS ~

Authorization to Issue Open Burning Permits

Open Burning of Vegetative Materials

Date: _____

The Commissioner of Natural Resources, under the authority of M.S. 88.18, appoints the official named below as a fire warden in his/her respective district.

County: Isanti _____ City: Isanti _____

The official is authorized to:

- Write open burning permits for vegetative materials, as allowed under Minnesota Statutes 88.01 to 88.22.
- Inspect material to be burned prior to issuing a burning permit.
- Order a fire to be extinguished when necessary.
- Revoke or limit a permit to burn when necessary.
- Refuse to issue a permit to burn when necessary.

This authorization extends to the official's staff, who may issue permits under the official's supervision. Under M.S. 88.04, subd. 4, the Commissioner of Natural Resources exercises general supervision and direction. The Commissioner of Natural Resources and designated officials shall cooperate in the regulation and control of wildfires within the district. Under M.S. 88.22 the Commissioner of Natural Resources may impose burning bans and other prohibitions when conditions warrant. The designated official may impose regulations that are more restrictive than the Commissioner's regulation, when acting in cooperation with a forest officer. This authorization does not limit the Commissioner's authority to issue open burning permits in the above-named jurisdiction, and the local DNR office shall notify the designated official of permits within the jurisdiction issued from its offices.

By our signatures, we approve and acknowledge this appointment.

Lisa Wagner _____ _____

*Forest officer (name and area) – PRINT Appointed Official (name and title) – PRINT

_____ _____

Signed Signed

This agreement may be cancelled by either party upon 30 days written notice.

* M.S. 88.10, subd. 1. Authority of state forest officers. Under the direction of the commissioner, forest officers are charged with preventing and extinguishing wildfires in their respective districts and the performance of such other duties as may be required by the commissioner. ...

cc: St. Paul, Forest Management and Protection – Section Manager

88.17 PERMISSION TO START FIRES; PROSECUTION FOR UNLAWFULLY STARTING FIRES.

Subdivision 1. **Permit required.** (a) A permit to start a fire to burn vegetative materials and other materials allowed by Minnesota Statutes or official state rules and regulations may be given by the commissioner or the commissioner's agent. This permission shall be in the form of:
(1) a written permit issued by a forest officer, fire warden, or other person authorized by the commissioner; or
(2) an electronic permit issued by the commissioner, an agent authorized by the commissioner, or an Internet site authorized by the commissioner.
(b) Burning permits shall set the time and conditions by which the fire may be started and burned. The permit shall also specifically list the materials that may be burned. The permittee must have the permit on their person and shall produce the permit for inspection when requested to do so by a forest officer, conservation officer, or other peace officer. The permittee shall remain with the fire at all times and before leaving the site shall completely extinguish the fire. A person shall not start or cause a fire to be started on any land that is not owned or under their legal control without the written permission of the owner, lessee, or an agent of the owner or lessee of the land. Violating or exceeding the permit conditions shall constitute a misdemeanor and shall be cause for the permit to be revoked.

Subd. 2.[Repealed, 1993 c 328 s 32]

Subd. 3. **Special permits.** The following special permits are required at all times, including when the ground is snow-covered:
(a) **Fire training.** A permit to start a fire for the instruction and training of firefighters, including liquid fuels training, may be given by the commissioner or agent of the commissioner. Except for owners or operators conducting fire training in specialized industrial settings pursuant to applicable federal, state, or local standards, owners or operators conducting open burning for the purpose of instruction and training of firefighters with regard to structures must follow the techniques described in a document entitled: Structural Burn Training Procedures for the Minnesota Technical College System.
(b) **Permanent tree and brush open burning sites.** A permit for the operation of a permanent tree and brush burning site may be given by the commissioner or agent of the commissioner. Applicants for a permanent open burning site permit shall submit a complete application on a form provided by the commissioner. Existing permanent tree and brush open burning sites must submit for a permit within 90 days of the passage of this statute for a burning permit. New site applications must be submitted at least 90 days before the date of the proposed operation of the permanent open burning site. The application must be submitted to the commissioner and must contain:
(1) the name, address, and telephone number of all owners of the site proposed for use as the permanent open burning site;
(2) if the operator for the proposed permanent open burning site is different from the owner, the name, address, and telephone number of the operator;
(3) a general description of the materials to be burned, including the source and estimated quantity; and
(4) a topographic or similarly detailed map of the site and surrounding area within a one mile circumference showing all structures that might be affected by the operation of the site.
Only trees, tree trimmings, or brush that cannot be disposed of by an alternative method such as chipping, composting, or other method shall be permitted to be burned at a permanent open burning site. A permanent tree and brush open burning site must be located so as not to create a nuisance or endanger water quality.

Subd. 4. **Account created.** There is created in the state treasury a burning permit account within the natural resources fund where all fees collected under this section shall be deposited.

Subd. 5. **Permit fees.** (a) The annual fees for an electronic burning permit are:
(1) $5 for a noncommercial burning permit; and
(2) for commercial enterprises that obtain multiple permits, $5 per permit for each burning site, up to a maximum of $50 per individual business enterprise per year.
(b) Except for the issuing fee under paragraph (c), money received from permits issued under this section shall be deposited in the state treasury and credited to the burning permit account and,

except for the electronic licensing system commission established by the commissioner under section 84.027, subdivision 15, is annually appropriated to the commissioner of natural resources for the costs of operating the burning permit system.
(c) Of the fee amount collected under paragraph (a), $1 shall be retained by the permit agent as a commission for issuing electronic permits.
(d) Fire wardens who issue written permits may charge a fee of up to $1 for each permit issued, to be retained by the fire warden as a commission for issuing the permit. This paragraph does not limit a local government unit from charging an administrative fee for issuing open burning permits within its jurisdiction.
History: *(4031-23) 1925 c 407 s 23; 1967 c 146 s 13; 1969 c 410 s 2; 1978 c 735 s 4; 1986 c 444; 1987 c 271 s 1; 1993 c 328 s 25,26; 1Sp2005 c 1 art 2 s 66-68; 2006 c 281 art*

88.171 OPEN BURNING PROHIBITIONS.

Subdivision 1. **Continual.** Open burning prohibitions specified in this section are in effect at all times of the year.

Subd. 2. **Prohibited materials; exceptions.** No person shall conduct, cause, or permit open burning of rubber, plastics, chemically treated materials, or other materials which produce excessive or noxious smoke including, but not limited to, tires, railroad ties, chemically treated lumber, composite shingles, tar paper, insulation, composition board, sheetrock, wiring, paint, or paint filters. The commissioner may allow burning of prohibited materials when the commissioner of health or the local board of health has made a determination that the burning is necessary to abate a public health nuisance. Except as specifically authorized by the commissioner of the Pollution Control Agency as an emergency response to an oil spill, no person shall conduct, cause, or permit open burning of oil.

Subd. 3. **Hazardous wastes.** No person shall conduct, cause, or permit open burning of hazardous waste as defined in section 116.06, subdivision 11, and applicable commissioner's rules.

Subd. 4. **Industrial solid waste.** (a) No person shall conduct, cause, or permit open burning of solid waste generated from an industrial or manufacturing process or from a service or commercial structure.
(b) The commissioner may allow open burning of raw untreated wood if the commissioner determines that reuse, recycling, or land disposal is not a feasible or prudent alternative.

Subd. 5. **Demolition debris.** No person shall conduct, cause, or permit open burning of burnable building material generated from demolition of commercial or institutional structures. A farm building is not a commercial structure.

Subd. 6. **Salvage operations.** No person shall conduct, cause, or permit salvage operations by open burning.

Subd. 7. **Motor vehicles.** No person shall conduct, cause, or permit the processing of motor vehicles by open burning.

Subd. 8. **Garbage.** (a) No person shall conduct, cause, or permit open burning of discarded material resulting from the handling, processing, storage, preparation, serving, or consumption of food, unless specifically allowed under section 17.135.
(b) A county may allow a resident to conduct open burning of material described in paragraph (a) that is generated from the resident's household if the county board by resolution determines that regularly scheduled pickup of the material is not reasonably available to the resident.

Subd. 9. **Burning ban.** No person shall conduct, cause, or permit open burning during a burning ban put into effect by a local authority, county, or a state department or agency.

Subd. 10. **Smoldering fires.** Fires must not be allowed to smolder with no flame present, except when conducted for the purpose of managing forests, prairies, or wildlife habitats.
History: *1993 c 328 s 27; 1995 c 240 art 2 s 1; 1996 c 295 s 1,2*

88.18 FIRE WARDENS.

The commissioner may appoint local government officials, authorized Minnesota pollution control agents, fire chiefs, or other responsible persons to be fire wardens in their respective districts.

88.22 WILDFIRE PREVENTION; PROHIBITIONS, BANNING; PENALTIES.

Subdivision 1. **Imposition of restrictions.** (a) **Road closure.** When the commissioner of natural resources shall determine that conditions conducive to wildfire hazards exist in the wildfire areas of the state and that the presence of persons in the wildlife areas tends to aggravate wildfire hazards, render forest trails impassable by driving thereon during wet seasons and hampers the effective enforcement of state timber trespass and game laws, the commissioner may by written order, close any road or trail leading into any land used for any conservation purposes, to all modes of travel except that considered essential such as residents traveling to and from their homes or in other cases to be determined by the authorized forest officers assigned to guard the area.

(b) **Burning ban.** The commissioner may also, upon such determination, by written order, suspend the issuance of permits for open fires, revoke or suspend the operation of a permit previously issued and, to the extent the commissioner deems necessary, prohibit the building of all or some kinds of open fires in all or any part of a wildfire area regardless of whether a permit is otherwise required; and the commissioner also may, by written order, prohibit smoking except at places of habitation or automobiles or other enclosed vehicles properly equipped with an efficient ash tray.

Subd. 2. **Dumping ban.** The commissioner may close any public or private dumping area, by posting such area as closed to dumping, whenever the commissioner deems it necessary for the prevention of wildfires. Thereafter no person shall deposit refuse of any kind within or adjacent to such closed area, or along the road leading thereto. The commissioner shall establish such minimum standards governing public and private dumping areas as the commissioner deems necessary for the prevention of wildfires.

Subd. 3. **Penalty.** Any violations of this section is a misdemeanor.

History: *(4031-34a) 1937 c 114 s 1; 1957 c 201 s 1; 1959 c 37 s 1; 1969 c 1129 art 10 s 2; 1978 c 735 s 5; 1986 c 444; 1993 c 328 s 30*

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and Members of City Council**

From: Josi Wood, Public Services Director/ Assistant City Administrator

Date: January 3, 2017

Subject: Consider Ordinance to Amend City Code 325-8 Taking water without authority; violations and penalties.

Background:
It has been brought to Staff's attention that some contractors have been using their own wrench to turn the curbstop (water valve box) on/off. Current City Codes states that tampering is prohibited, but an amendment should be considered under City Code 325-8 to be clear that it includes such action. Staff can only assume they have been doing so because of the time and/or brief waiting for Public Works or perhaps because they have been allowed to. There is no fee associated with authorized personnel, PW, coming out.

Staff is recommending the below underlined amendments to City Code:

§ 325-8. Taking water without authority; Operation of Curbstops; violations and penalties.

A. Taking water without authority, tampering with shutoff valves, water meters, meter systems, or installation of meter bypasses is strictly prohibited, and determination by the City Administrator or their designee that probable cause to believe that any such violation is occurring or has occurred, shall subject the customer and/or owner to immediate discontinuance of service and an estimated bill will be issued for unmetered water use. Discontinuance and reinstatement of water service by the City under this Section shall be subject to fees set forth in this Chapter. Repair or replacement of damaged meter equipment shall be charged to the customer and/or owner. All fees, cost for equipment repair or replacement, and the bill for unmetered water use shall be paid prior to restoration of water service.

B. Operation of Curbstops. The turning on/off of Curbstops (valve boxes) is strictly prohibited without prior approval from the City Administrator or their designee. In the event of a declared emergency, with prior approval as per this paragraph, curbstops may be turned off by a licensed plumber.

C. Violations and Penalties. The City reserves the right to pursue any applicable criminal charges for unauthorized taking of water in addition to any other penalties, costs or remedies provided under this Chapter or City Code Chapter 65, Administrative Penalties.

Development Operations and Advisory Committee Recommendation:
The DOAC Committee met on December 22, 2016 to discuss the need to have language added to clarify that the curbstop must not be turned on/off by unauthorized persons and the need to include language of

violation and penalty, if said action occurred, to include Administrative Citations. The Committee approved the language as presented in this document.

Request:
Staff is looking for action on this item.

Attachments:

- ORD – XXX – An Ordinance Amending The Code of the City of Isanti Chapter 325-8 Taking water without authority; violations and penalties.

ORDINANCE NO.

AN ORDINANCE AMENDING CHAPTER 325-8 TAKING WATER WITHOUT AUTHORITY; VIOLATIONS AND PENALITIES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 325-8, Taking water without authority; violations and penalties, of Chapter 325 of the Code of the City of Isanti is hereby amended to add the following text:

325-8. Taking water without authority; **Operation of Curbstops**; violations and penalties.

A. Taking water without authority, tampering with shutoff valves, water meters, meter systems, or installation of meter bypasses is strictly prohibited, and determination by the City Administrator or their designee that probable cause to believe that any such violation is occurring or has occurred, shall subject the customer and/or owner to immediate discontinuance of service and an estimated bill will be issued for unmetered water use. Discontinuance and reinstatement of water service by the City under this Section shall be subject to fees set forth in this Chapter. Repair or replacement of damaged meter equipment shall be charged to the customer and/or owner. All fees, cost for equipment repair or replacement, and the bill for unmetered water use shall be paid prior to restoration of water service.

B. Operation of Curbstops. The turning on/off of Curbstops (valve boxes) is strictly prohibited without prior approval from the City Administrator or their designee. In the event of a declared emergency, with prior approval as per this paragraph, curbstops may be turned off by a licensed plumber.

C. **Violations and Penalties.** The City reserves the right to pursue any applicable criminal charges for unauthorized taking of water in addition to any other penalties, costs or remedies provided under this Chapter **or City Code Chapter 65, Administrative Penalties.**

EFFECTIVE DATE
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 3rd day of January, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources /City Clerk
(SEAL)

Reading Date:	01-03-2017
Publication Date:	01-11-2017
Effective Date:	01-11-2017

K.7.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: January 3, 2017

Subject: Resolution Adopting the City of Isanti Residential Rain Garden Incentive Program Materials

---

Background:
At its September 20, 2016 meeting, the City Council adopted the City of Isanti Residential Rain Garden Incentive Program policy. The 2017 Stormwater Fund budget includes $5,000 for the program.

At its December 22, 2016 meeting, the Finance Committee reviewed the reimbursement process, and recommended that a new line be created in the Stormwater Fund to streamline tracking of the reimbursements being paid out. The $5000 will need to be transferred to Stormwater-495.

City staff have created Residential Rain Garden Incentive Program materials. As written, the program will award 50% reimbursements, up to $500, to City of Isanti residents submitting complete application materials in the order they are received. Rain gardens will be installed and inspected by City Staff upon completion before reimbursements are given. Program participants will be asked to sign an agreement, which includes maintaining the garden for a minimum of 5 years.

Similar programs have proven successful in many cities throughout Minnesota and across the United States. Staff have looked to these programs for best practices in establishing the guidelines for the City of Isanti program.

Program materials include: promotional/educational brochure about rain gardens, program application (including planning resources), program agreement, a rain garden construction guide, and a reimbursement form.

Staff Request:
Staff are requesting that Council review the program materials. Upon approval, the materials will be posted for residents to begin applying by February 1, 2017.

Attachments:
- Resolution 2017 – XXX
- Program Materials Packet

RESOLUTION NO. 2017-XXX

A RESOLUTION ADOPTING THE CITY OF ISANTI RESIDENTIAL RAIN GARDEN INCENTIVE PROGRAM MATERIALS

WHEREAS, the City of Isanti believes that rain gardens are a powerful stormwater management tool; and,

WHEREAS, the City of Isanti adopted a Residential Rain Garden Incentive Program policy on September 20, 2016; and,

WHEREAS, City of Isanti residents are eligible to apply for the program to receive a 50% reimbursement up to $500; and,

WHEREAS, reimbursements will be funded through Stormwater (603-49500- 495); and,

WHEREAS, city staff have compiled program materials to educate the public on the benefits of rain gardens, to determine if their property is appropriate for a rain garden, resources for planning a residential rain garden, and application documents to be submitted to the City of Isanti; and,

WHEREAS, residents will have access to all materials through the City of Isanti website and at City Hall.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the City of Isanti Residential Rain Garden Incentive Program materials.

This resolution was duly adopted by the Isanti City Council this 3rd day of January, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

Visit the Isanti Indoor Arena to see a rain garden in action!

101 Isanti Parkway NW
(East side of building - parking available)

For more information about the City of Isanti's Residential Rain Garden Incentive Program, visit Isanti City Hall or our website at cityofisanti.us, or call 763-444-5512

A Community For Generations.
Isanti

Residential Rain Garden

Incentive Program

What is a rain garden?

Rain gardens are specifically designed to capture and naturally filter stormwater runoff. They are typically made up of native flowers, grasses, and shrubs, and are beautiful landscaping features.

Who cares about runoff?

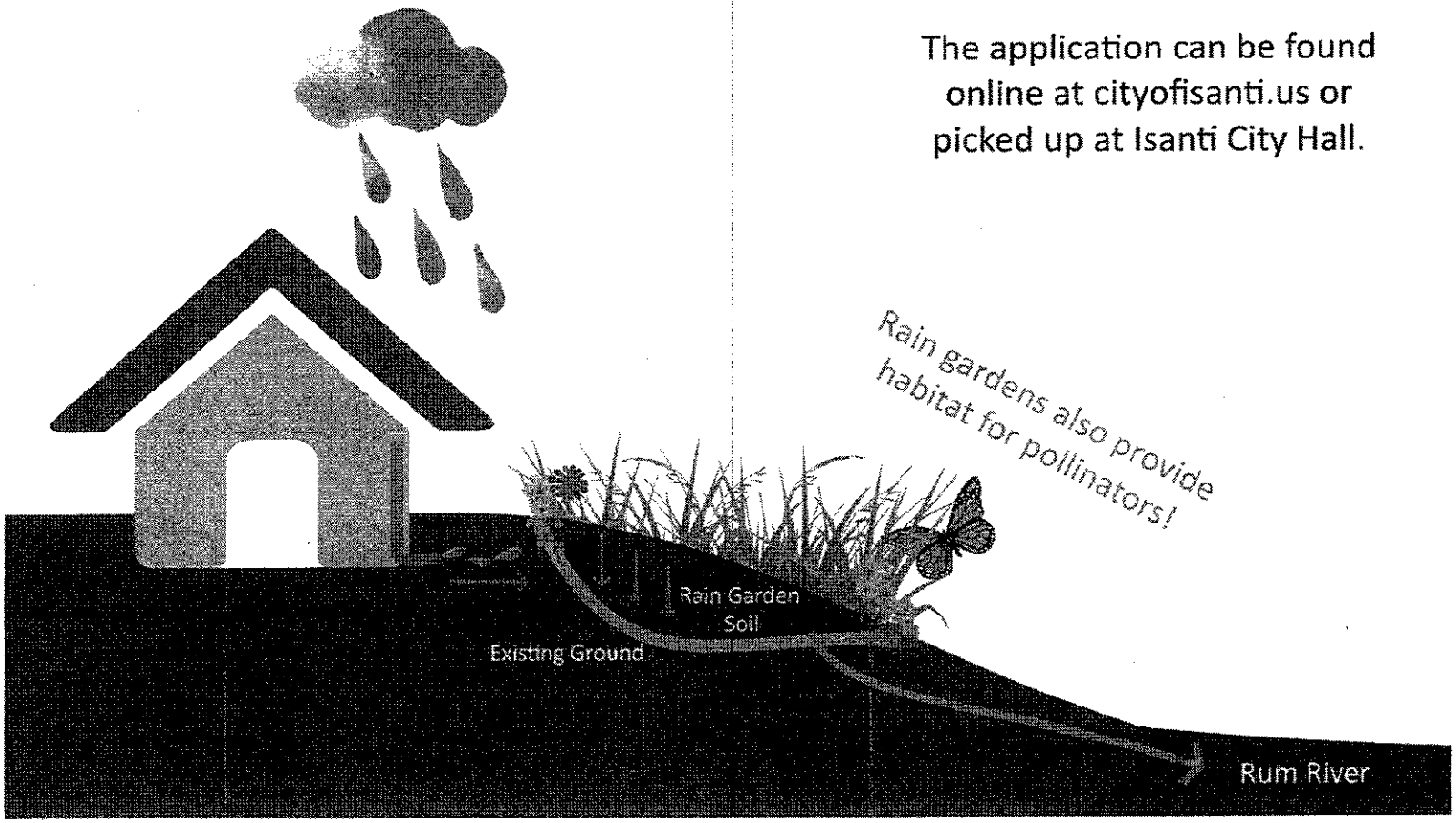
Stormwater (rain) washes away sediment, chemicals, and other pollutants. If it doesn't get filtered first, all of those things end up back in the water we drink, cook with, and play in!

What can I do?

You can plant a rain garden at home - and the City of Isanti is here to help! You can apply for the reimbursement program to receive 50% (up to $500) of the cost to put in a rain garden. Through the process, you'll find lots of helpful hints and tips to guide you through planning your garden.

The application can be found online at cityofisanti.us or picked up at Isanti City Hall.

In a natural environment, rain generally soaks into the ground where it can be filtered before being returned to water sources. However, our streets, parking lots, sidewalks, and roofs cause the stormwater to run right into lakes, streams, and rivers. Rain gardens help to catch and filter some of this water with the help of native plants. The plants grow deep roots which help to stabilize the soil and slow down stormwater so pollutants can be removed.



A Community For Generations.

Isanti

Rain Garden Incentive Program

Rain Garden Incentive Program Information

In order to assist residents in installing rain gardens, the City of Isanti is offering a 50% reimbursement incentive program (up to $500) for design, plants, mulch, soil amendments, and related materials. Applicants must be City of Isanti residents, and the future rain garden must be installed within the City of Isanti limits. *Note: Rain gardens are not recommended for parcels entirely within the High Vulnerability Well Head Protection areas; contact the City to confirm you are not within this area.* More than one rain garden can be installed per parcel, but the total reimbursement will not exceed $500. Rain gardens must be at least 100 square feet, and installed in 2017. The selected participants must commit to keeping the rain garden on the property and maintaining it for five years.

Applications will be accepted between February 1, 2017 and May 1, 2017.

Incentive Program Process

1. Read all incentive program guidelines and resources for starting a rain garden. Determine if you have the time, resources, and space to construct a rain garden on your property.
2. Review resources online or find a rain garden specialist to help with soil testing, site evaluation, and garden design.
3. Submit a completed application to the City of Isanti by May 1, 2017.
4. The final plan for the rain garden, including cross section with depth of rain garden, must be approved by City Staff. The plan must be followed to receive the reimbursement. *No costs incurred before approval of program application will be reimbursed.*
5. During construction, retain original receipts for plants, mulch, compost, and other related materials to submit for reimbursement. Remember to take "during" and "after" construction photos. **Rain gardens must be constructed and planted by October 1, 2017.**
6. When installation is complete, contact city staff for a site visit and submit Post-Construction Reimbursement Form, and copies of original receipts, plus "during" and "after" photos to the City by **November 15, 2017.** All plants must be planted in the rain garden. Once these requirements are complete, a check in the amount of 50% of the actual documented approved costs up to $500, and not to exceed amount originally approved through the application process, will be issued within 4 to 6 weeks. **November 15, 2017 is the final deadline to submit any outstanding paperwork and qualify for reimbursement.**
7. At the City's discretion, rain garden photos may be posted on its website (or used in other City publications), along with other rain garden details and the rain garden plan. The rain garden may be included in a tour of rain gardens. City staff will notify residents prior to planned activities.

Please complete the application, including the site sketch and "before" photos, and submit by:

Email	Mail	In Person
isantiparks@cityofisanti.us	City of Isanti Attn: Community Events and Parks Coordinator PO Box 428 Isanti, MN 55040	Isanti City Hall 110st Ave NW Isanti, MN 55040

A Community For Generations.

Isanti

Rain Garden Incentive Program

Pre-Construction Application

Applicant(s) Name:_____

Note: if you are renting this property, the owner of the property must submit this application.

Organization (if applicable): _____

Street address of proposed rain garden:

_____

_____

_____

Mailing address (if different then street address):

_____

_____

_____

Phone number:_____ Email: _____

Proposed installation date (can be approximate): _____

How did you hear about the Rain Garden Incentive Program? _____

_____

Explain why you think your site would be a good location for a rain garden (including any current water issues on your property) and why you should receive a 50% cost-share reimbursement to help install it.

_____

_____

_____

My rain garden is (check one):

_____Contractor designed _____Self-designed

Rain gardens need weeding, watering, and mulching to preserve their health and function. At a minimum, you will need to cut or pull dead vegetation each spring and weed it 2 to 3 times per growing season. Check which box indicates your maintenance plan:

_____Contracted maintenance _____Self-maintained

Use the following pages to determine the specifications of your proposed rain garden. Read each section carefully and complete all tables and questions.

Is the preferred location of the rain garden appropriate?

Location Factor	
What are the approximate dimensions of the garden? (Must be at least 100 ft^2)	_____ft x _____ft = _____ft^2
Is the area designated for the garden flat or sloping?	_____Flat _____Sloping – by _____ %
What is the distance of rain garden from structure(s) and from adjacent property line? (Must be a minimum of 10 ft)	_____ft from structures _____ft from adjacent property line
What is the distance of rain garden from septic drain field? (Must be a minimum of 50 ft)	_____ft from drain field _____N/A
Are there buried utilities under the proposed location?	_____No _____Yes

The table below includes some factors to consider – will the rain garden reduce stormwater runoff in any of these ways?

Stormwater Factor	
Does your street have stormdrains? Does your neighborhood have stormwater pond(s)?	_____Yes _____No _____Unknown _____Yes _____No _____Unknown
Are there obvious signs of stormwater running off the property?	_____Yes _____No _____Sometimes If yes or sometimes, describe:
Does the property get stormwater runoff from another property?	_____Yes _____No If yes, describe:

Check any other management practices currently being used to treat stormwater on your property:

___ Rain Barrel ___ Stormwater Pond ___ Down Spout/Sump Diffuser ___ Other (describe below)

What impervious areas do you plan to capture water from? (Check all that apply.)

Drainage Area	Area in square feet
House roof – describe which portion(s):	
Garage roof – describe which portion(s):	
Driveway (only the portion that slopes to rain garden):	
Patio	
Other (please describe):	
Total Drainage Area	

Note: This table can be used to calculate "A" on the Percolation Test

The size of the rain garden depends on how much space is available on your property and how much water you can capture. Learn how to calculate the size of a rain garden by practicing with "Percolation Test" supplemental document.

Rain garden area and depth should be based upon the size of the drainage area you intend to serve (table above) and the infiltration rate of the site. The depth of a rain garden should equal the number of inches per day that will infiltrate based on your percolation test (worksheet attached).

- Percolation test results: _____ inches per hour
- Rain garden depth: _____ inches (same as "C" in percolation test results)
- Rain garden area: _____ ft^2

If the infiltration rate is less than 2 inches per hour, it is recommended that you amend your soil with a mixture of 75% sand and 25% compost and/or increase the depth of your garden.

Check how you plan to excavate the soil and what you will do with the excess soil:

Excavation Method	Soil Use
___ Shovel	___ Use for berm around garden
___ Mini-backhoe	___ Use or store elsewhere on site
___ Haul off site	___ Other:

Use the following tables to estimate the total cost of installing your proposed rain garden. These tables are meant as a guide, and may not include every expense that is needed for every situation.

Estimate the number of plants you intend to purchase for your rain garden using the spacing guidelines below. Native plant species or their cultivars that originate in Minnesota are recommended. Consult Blue Thumb (www.blue-thumb.org) for a comprehensive list of rain garden plants. Feel free to attach additional pages for your plant estimates.

Spacing Guidelines	
Plugs	12"-15" spacing (therefore, ~100 plants/100 square feet of garden)
2"-4" pots	15"-18" spacing (therefore, ~56 plants/100 square feet of garden)
6"+ pots	Spacing depends on species
Shrubs	Spacing depends on species

Plant Species	Number of Plants	Price Each	Price Total

Grand Total = _____

My rain garden will be installed by (check one): _____ Me _____ A Contractor

Materials estimates: please estimate the materials costs using both tables below:

Material	Unit Costs	Size (ft^2)	Cost per ft^2	Multiplier	Total
Soil amendment, if needed (compost, sand, and peat moss mixture)	\$0.15 per ft^2 at a depth of 1 inch		\$	Depth of amendment in inches =	\$
Shredded hardwood mulch	\$0.25 per ft^2		\$	1.0	\$

Material Subtotal A = \$_____

Method for Water to Enter the Garden (Check those that apply)	Materials and Amount (Give size and quantity)	Cost
Extended downspout		\$
Buried or overland pipe or drain tile		\$
Across lawn	N/A	\$
Dry creek (rock, no plastic liner)		\$
Stone or concrete spillway		\$
Other (list):		\$

Material Subtotal B = \$ _____

Total Materials (Subtotal A + Subtotal B) = \$ _____

Please add all materials totals to determine the cost of your rain garden per square foot.

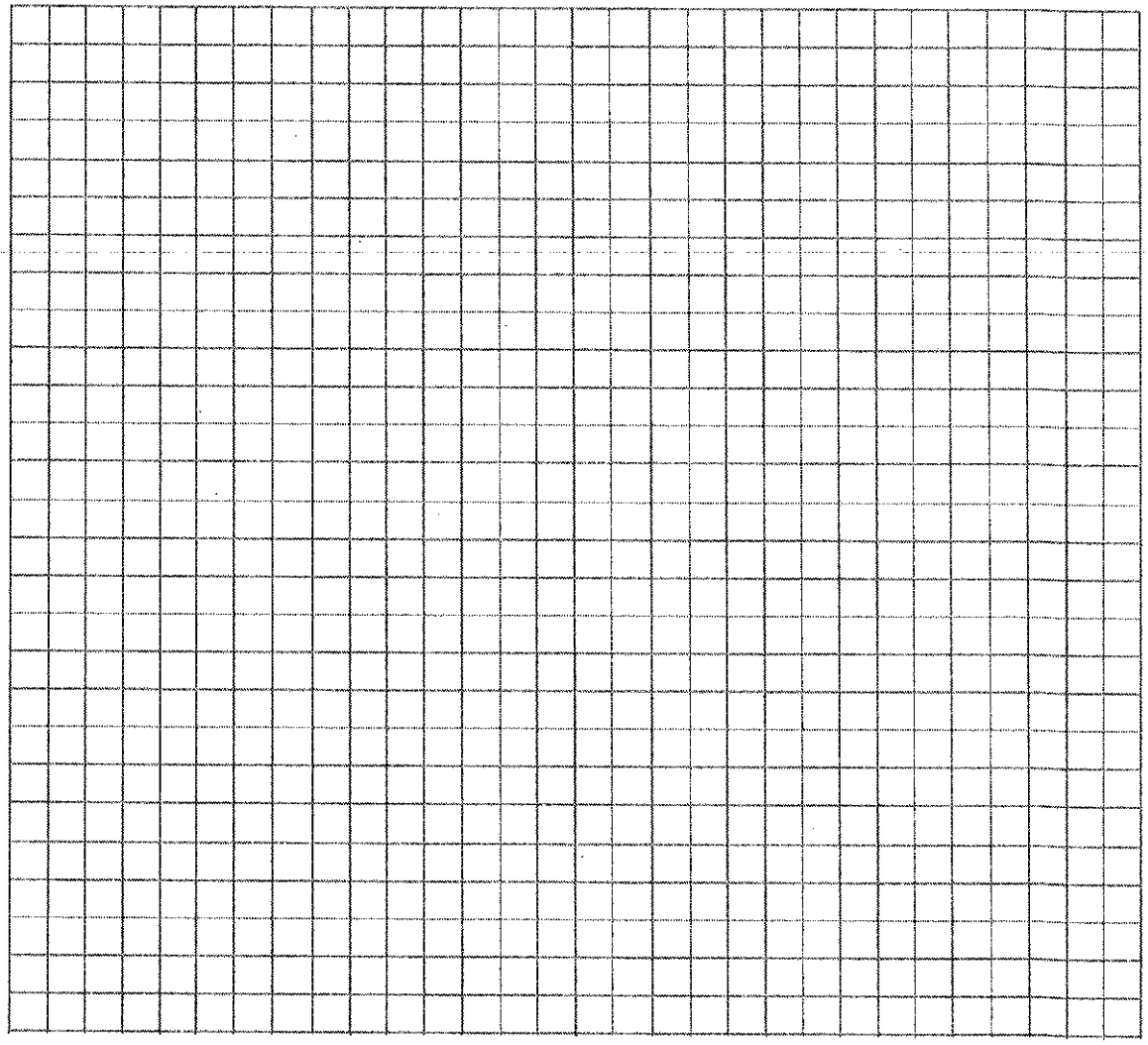
Cost Totals	Total
Plants	\$
Materials	\$
Total Cost	\$
Cost Per square Foot*	**\$**

*Cost per square foot will be one criteria used to select incentive recipients. Reimbursements will be based on actual costs, as verified by receipts, not to exceed per reimbursement request.

Please note: every rain garden is unique. You may encounter further expenses not included in these tables. Those may also be considered for reimbursement, but are subject to approval by city staff. Only expenses approved through this application process will be eligible for reimbursement upon project completion. Include any other expected expenses not included in these tables on the "Additional Information" page at the end of the application.

Sketch your property including buildings, driveways, sidewalks, street, gutters/downspouts, and the proposed location of the rain garden. Rain gardens should be at least 10 ft away from all buildings, including those on neighboring property. Locations on steep slopes and above buried utility lines are not recommended. Recommended locations are existing low spots in the yard, places where water collects, and areas near downspouts. For detailed instructions on how to design and plant a raingarden, we recommend "The Blue Thumb Guide to Raingardens" which is available through the public library system.

Rear Property Line



Front Property Line

Additional Information:

If there is anything that applies to your rain garden that has not been included in the previous pages, please list it here. Be specific.

Additional Resources

Blue Thumb

www.blue-thumb.org

"The Blue Thumb Guide to Raingardens – Design and Installation for Homeowner in the Upper Midwest" (available through the public library system or a variety of retailers)

City of Tacoma – Typical Details for Rain Gardens (diagrams)

http://www.cityoftacoma.org/cms/one.aspx?objectId=7123

North Carolina Cooperative Extension – Backyard Rain Garden Manual

https://www.bae.ncsu.edu/extension/ext-publications/water/protecting/RainGardenManual2014.pdf

This Old House – How to Build a Rain Garden to Filter Run-Off

https://www.thisoldhouse.com/how-to/how-to-build-rain-garden-to-filter-run

Three Rivers Rain Garden Alliance

http://raingardenalliance.org/

University of Minnesota Extension – Master Gardeners

http://www.extension.umn.edu/garden/yard-garden/

University of Wisconsin Extension Rain Garden How-to Manual for Homeowners

http://clean-water.uwex.edu/pubs/pdf/rgmanual.pdf

U.S. Environmental Protection Agency

https://www.epa.gov/soakuptherain/soak-rain-rain-gardens

A Community For Generations.
Isanti

Rain Garden Incentive Program

Departmental Review Form

Those listed below have reviewed the application for completeness, compliance with program guidelines, and project feasibility.

Community Events and Parks Coordinator

Approved Need More Info Denied Signature:

Public Services Director

Approved Need More Info Denied Signature:

Committee

Approved Need More Info Denied Signature:

Comments:

A Community For Generations.

Isanti

Rain Garden Incentive Program

Agreement

If I am chosen to participate in the *City of Isanti Rain Garden Incentive Program*, I hereby agree to:

1. Read and understand all the information provided in the incentive program documents
2. Construct a rain garden according to the plans submitted in the Rain Garden Incentive Program Pre-Construction Application and approved as an incentive recipient
3. Call Gopher State One-Call (1-800-252-1166) before I start digging
4. Avoid planting within utility and drainage easements
5. Track expenditures during rain garden construction
6. Take before, during, and after project photos (preferably digital)
7. Allow the site to be published on the City of Isanti's website and other publications, and allow the public to view my rain garden
8. Submit reimbursement requests by November 15 of the year the incentive was awarded, providing all receipts for materials
9. Maintain the rain garden for a minimum of 5 years and submit photos of my rain garden annually for 5 years to the city.
10. Agree that all submittals and methods or techniques developed as part of the incentive award shall become the property of the City of Isanti for use at its discretion, including but not limited to print and web site publications, maps, and any or all program publicity.

Further, I understand that the City of Isanti will not authorize payment of the reimbursement request unless full documentation is received and until all construction tasks are complete.

Except if arising from or out of the City of Isanti's fault or negligence, I agree to indemnify and defend the City of Isanti, and will hold harmless the City of Isanti, and assigns from any claims, expenses, or damages including attorney's fees, arising from my participation in this agreement.

I certify to the best of my knowledge that the information included in this application is true, complete, and accurate, and I agree with terms listed above.

Applicant's Signature _____

Applicant's Name (Please Print) _____

Date _____

Date Received by City of Isanti _____

A Community For Generations.

Isanti

Rain Garden Incentive Program

Percolation test

To test the infiltration rate of your soil:

1. **Choose a good location for a rain garden (near a downspout, near the driveway, in a natural depression, at least 10' from any structures)**
2. **Dig a hole about 8 inches deep and 8 inches wide.**
3. **Fill the hole with water and let it drain.**
4. **Fill the hole again, but this time measure and record the water level at the 30 minute, 1 hour, and 2 hour marks. If it is draining very slowly, record the level every hour.**

   _____ **30 minutes**

   _____ **1 hour**

   _____ **2 hours**

5. **Using these measurements, calculate how many inches of water soak into the ground in 1 hour. For example, if the water in the hole drops ½ inch in two hours, that means ¼ inch infiltrates every hour (½ ÷ 2 hr = ¼ in per hour)** _____

The infiltration rate test results on my purposed rain garden site show that water infiltrates into the ground at a rate of _____ inches per hour (B). (Clay 0.15in/hour; loam 0.5 in/hour; sand 1 in/hour)

To find the depth of your rain garden, take the infiltration rate (B) and multiply by 24 hours:

(B) x 24 = _____ inches of water per day that will infiltrate (C)

(C) is the **maximum depth** your rain garden should be in order to insure there is no standing water 48 hours after a rain event

To find the drainage area (A), calculate the area in square feet of impervious surfaces – e.g. roof, driveway, etc. - you intend to capture water from (see "Drainage Area" table in the application)

To find the area of your rain garden, take the drainage area (A) and divide it by the depth of your rain garden (C):

(A) _____ ÷ (C) _____ = _____ area of proposed rain garden (D)

Write the dimensions of your proposed rain garden here:

Raingarden Area (D, above): _____ square feet Depth (C, above): _____ inches

A Community For Generations.

Isanti

Rain Garden Incentive Program

Rain Garden Construction Guide

Every rain garden project varies in important ways, but the following is a general step-by-step guide.

1. **Call Gopher State One** (1-800-252-1166) and your irrigation installer (if applicable) to stake the location of underground utilities and irrigation lines near your raingarden site. You may need to adjust the raingarden location if utilities are found below your rain garden location.
2. **Prepare the site**
    a. **Spray paint** or lay a rope around the outline of the proposed garden
    b. **Remove the sod.** A mechanical sod cutter works best. Roll it up and save it for patching up bare spots.
    c. **Loosen soil** 6" – 12" deep. A large 8hp rear tine tiller makes this much easier!
    d. **Remove the soil** 4" lower than your intended garden depth to accommodate adding and tilling in 3" of compost. For example, if you want a 3" deep rain garden on flat ground, dig the depression 7" below grade.
    e. **Add compost and till –** if your infiltration test shows that your garden will drain slowly, compost will help the water infiltrate faster.
    f. **Make sure there is an outlet** to the rain garden that is lower than the inlet (unless using a pop-up drain). If there is a high flow of water entering the garden, put the outlet close to the inlet so when the rain garden is full it can easily reroute itself out of the garden and into a proper drainage path.
3. **Add 3" of shredded hardwood mulch** to the garden. High quality shredded hardwood mulch is stringy and gets tangled easily, and should hold together if squeezed into a ball. Unlick wood chip mulch, shredded hardwood mulch should stay put on the bottom of the rain garden during times of temporary ponding.
4. **Lay out potted plants** in desired locations. This is your chance to make final adjustments to your design.
5. **Dig in and plant the native plants!** Break up the root balls before planting and after planting be sure to compress the soil surrounding the plants to allow good soil to root contact.
6. **Water the garden** immediately after planting and at least twice a week for the next month or two. Potted plants, especially small pots and plugs, dry out quickly with full sun and wind. After the first season no additional water should be needed – native plants, with deep roots, can handle droughts.
7. **Connect your water sources** to the raingarden (ex: downspouts and driveways). If the raingarden is draining poorly in the beginning, it might be best to wait 2-4 months after planting to connect the water source so the plants have time to establish a bigger root system.
8. **Weed the garden** two to three times per growing season or as needed.
9. **Remove dead vegetation** each spring with hedge clippers or a weed whacker and then compost it. Driving lawn mowers on the rain garden will compact the soil and reduce water infiltration rates.
10. **Replace mulch as needed.** In 2-3 years, the native perennial plants should spread to empty areas so that mulching is no longer required. The closer you plant, the faster the garden fills out.
11. **Dividing perennial plants** with a space every 5-7 years makes the plants healthier and more vigorous. It also means free plants for you and your friends!

You estimated your expenses in the application. Please indicate actual expenses in the tables below, and attach receipts to this form. Note: If multiple sources were used for any of the categories below, please list all that apply.

Material	Source	Expense for Item
Ex: Compost	*Home Depot*	*$50.00*
Soil Amendment		
Mulch		
Extended Downspout		
Buried or overland pipe or drain tile		
Dry creek		
Stone or concrete		
Plant Materials		
	Total Expenses	

Allow 4-6 weeks for a reimbursement check to arrive from the date this form is received by the City of Isanti. The check will be sent to the mailing address listed above.

K.8.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: January 3, 2017

Subject: Resolution Amending the Lease Agreement with Rum River BMX to Allow a Sublease and Special Event Vendors

Background:
Rum River BMX Association approached the City of Isanti wanting to enter into an agreement with Full Tilt Bike Co, LLC. ("Full Tilt") to sublease space inside the Isanti Indoor Arena. The Bike Shop would pay $800/month sublease to Rum River BMX, as well as providing promotional materials for Rum River BMX rider retention program, parts at 10% above cost with no charge labor to maintain and repair loaner bikes. Full Tilt would have exclusive use of 1400 square feet at the south end of the building.

City staff have consulted with bond counsel and the county assessor to determine the effects of this agreement on property taxes and the bond that was used to construct the building. The agreement as presented, will not affect the tax-exempt status of the bond, but should be reviewed annually. There will be property taxes assessed on the 1400 square feet; Rum River BMX will be wholly responsible for paying these.

Rum River BMX has also asked to be allowed to have other vendors present at special events. In order to stay within the restrictions of the bond, each vendor will only be allowed to operate at the Isanti Indoor Arena 50 days through the length of the bond (the last bond payment will be February 1, 2030).

Rum River BMX will be responsible for tracking and reporting to the City of Isanti all vendor activity (including Full Tilt) annually.

The lease agreement has been amended, and is attached for Council review. All attachments to the lease remain unchanged and are not included at this time.

Staff Request:
Staff is requesting that Council review the amendment of the Lease with Rum River BMX Association.

Attachments:
- Resolution 2017-XXX
    - Exhibit A – Amended Lease
    - Exhibit B – Proposed Sublease with Full Tilt

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING AMENDMENT TO RUM RIVER BMX ASSOCIATION LEASE AGREEMENT TO ALLOW SUBLEASE WITH FULL TILT BIKE COMPANY LLC. AND SPECIAL EVENT VENDORS

WHEREAS, the Tenant and the City entered into a Lease Agreement dated as of October 27, 2014 (the "Lease"); and,

WHEREAS, the Tenant and the City desire to modify the Lease to allow for a sublease with Full Tilt Bike Company, LLC, a Minnesota limited liability company, and limited use of the Premises by vendors during special events; and,

WHEREAS, city staff and attorneys have revised the lease agreement to allow the sublease with Full Tilt Bike Company, LLC and special event vendors with the condition that Rum River BMX will be responsible for any such actions that change tax-exempt status of the bond or property taxes; and,

WHEREAS, according to the terms of the lease amendment, Rum River BMX must provide the City of Isanti with the proposed sublease and attachments annually, prior to execution of the sublease; and,

WHEREAS, Rum River BMX has provided the proposed sublease with Full Tilt Bike Company, LLC for approval by the City of Isanti; and,

WHERAS, the current term of the sublease would be through December 31, 2018, but will need to be amended so that the sublease term is for a one-year period only.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the amendment to the Rum River BMX Lease Agreement as attached as 'Exhibit A.'

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the sublease with by Rum River BMX Association with Full Tilt Bike Company, LLC (Exhibit B) is approved for 2017 with the following conditions:

1. The term of the sublease is adjusted to be effective for one year
2. Rum River BMX submits the updated sublease to the City of Isanti

This resolution was duly adopted by the Isanti City Council this 3rd day of January, 2017.

Attest:

George A. Wimmer
Mayor

Lindsey Giese
Human Resources / City Clerk

(SEAL)

Exhibit A

LEASE

This **Lease Agreement** made and entered into this 27th day of October, 2014, to take effect as of the 1st day of February, 2015, by and between, the City of Isanti, Minnesota, 110 1st Avenue NW, PO Box 428, Isanti, Minnesota 55040 (hereinafter "Landlord") and Rum River BMX Association, ~~31719 Lever St NE, Cambridge, Minnesota 55008~~101 Isanti Parkway NW, Isanti, MN 55040, (hereinafter "Tenant").

WITNESSETH:

1. **Demised Premises.** The Landlord, in consideration of the rents and covenants at mutual promises herein contained, to be paid, kept and performed by the respective parties, the Landlord, does hereby demise, lease and let unto the Tenant, and the Tenant does hereby hire and take from the Landlord that certain property located at 101 Isanti Parkway NW, Isanti, Minnesota and legally described on Exhibit A attached hereto and made a part hereof (hereinafter "Premises"), including all, furniture, fixtures and equipment purchased or provided by Landlord and used in connection with the improvements located upon the subject Premises. Use of the parking lot is restricted as defined in section 29.

1.1 **Building to be Constructed.** Prior to February 1, 2015 Landlord will cause to be constructed upon the Premises a building approximately 73,125 square feet in size. The building is to be built to Landlord specifications and suitable for containment of existing BMX track.

1.2 **Completion of Construction.** Said construction shall be substantially completed by February 1, 2015. If for any reason certificate of occupancy enabling tenant to take possession of and occupy the building to be constructed upon the subject Premises as provided herein cannot be issued until after February 1, 2015, the effective date of this lease shall be delayed until the first day of the first calendar month following issuance of the certificate of occupancy. In such case, the term of this lease shall be deemed to be for forty (40) years thereafter commencing as of the first day of the first calendar month following the date of issuance of the certificate of occupancy. All other terms and conditions of this lease shall remain as herein provided save and except that the rental payment schedule set forth in Exhibit B attached hereto and made a part hereof shall be adjusted to comply with a new 40 year lease term as occasioned by any such delay in the effective date of the lease.

2. **Term And Commencement.**

2.1 **Term.** The term of this lease shall be from the Commencement Date until January 31, 2055.

2.2 **Commencement Date.** The Commencement Date shall be February 1, 2015.

3. **Improvements.** The Premises is being leased in an "**AS IS**" condition.

4. Use of the Demised Premises. It is agreed that the Premises shall be used by the Tenant for the sole and exclusive use of Tenant's charitable, educational and recreational purposes primarily being the construction, maintenance and operation of a BMX race track and facility and related events ("Business").

5. Rent; Taxes and Utilities. In addition to the payment of Rent, Tenant shall be responsible for the payment of all costs defined herein associated with the Premises during the term of this Lease.

5.1. **Rent.** During the term of this Lease Tenant shall pay rent to the Landlord in the amount of $1.00 per month payable on the first day of each calendar month for the period of February 1, 2015 to July 31, 2015. Rent will increase to $6,000 per month payable on the first day of each and every calendar month beginning on August 1, 2015. The rent shall be increased by 2.5% annually beginning on August 1, 2016 and continuing throughout the term of the lease. The Lease payment schedule is attached hereto as Exhibit B and made a part hereof.

5.2. ~~**Taxes.** The Isanti County Assessor has provided a letter indicating that the proposed use on the Premises is tax exempt for property tax purposes. In the event that action by the Tenant changes the property tax status resulting in revocation of the tax exempt status for the Premises, Tenant shall be responsible for all real estate taxes which may be levied upon the Premises and improvements subsequent to the Commencement Date, provided, that the Landlord has paid the taxes, if any, due in calendar year 2014 and Tenant shall have no responsibility for such taxes. In the event that action by the Landlord changes the property tax status resulting in revocation of the tax exempt status for the Premises, Landlord shall be responsible for the all real estate taxes which may be levied upon the Premises and improvements subsequent to the Commencement Date. In the event that actions resulting in a revocation of the tax exempt status for the Premises is caused to occur by neither the Tenant, nor the Landlord, both parties will work together to seek remedy to restore property tax exempt status for Premises.~~

5.2 **Taxes.** The Isanti County Assessor has provided a letter indicating that the proposed use on the Premises is tax exempt for property tax purposes. In the event that any action, use, or sublease by Tenant of the Premises changes the property tax status resulting in revocation of the tax exempt status for the Premises, Tenant shall be responsible for all real estate taxes which may be levied upon the Premises and improvements subsequent to the commencement Date, provided, that the Landlord has paid the taxes, if any, due in calendar year 2014 and Tenant shall have no responsibility for such taxes. In the event that action by the Landlord changes the property tax status resulting in revocation of the tax exempt status for the Premises, Landlord shall be responsible for all real estate taxes which may be levied upon the Premises and improvements subsequent to the Commencement Date. Landlord's authorization of use or sublease by Tenant through an amendment or otherwise, shall not constitute an act by Landlord under this Section. In the event that actions resulting in a revocation of the tax exempt status for the Premises is caused to occur by neither the Tenant, nor the Landlord, both parties will work together to seek remedy to restore property tax exempt status for the Premises.

Formatted: Indent: Left: 0", First line: 0.38", Tab stops: 0.88", Left

Formatted: Font: Bold

5.3 **Utilities.** Tenant shall be responsible for the maintaining and payment of all utility charges, applicable to the Premises commencing on February 1, 2015, and thereafter for the term of this Lease. Utilities including but not necessarily limited, to Natural Gas, Propane, Electric, Phone, Cable Services, Wireless Services and Internet Services.

5.4 **City Sewer and Water, and Storm Water Utilities.** Tenant shall be responsible for payment of City Sewer and Water billed upon the Premises, commencing on February 1, 2015, and thereafter for the term of this Lease. Access to a separate water service will be provided by the city at no charge to the Tenant for the sole purposes of maintaining the BMX track. Water used for irrigation outside of the indoor BMX facility and applicable usage fees will not be a responsibility of the Tenant. Storm Water Fees applicable to Premises will not be a responsibility of the Tenant.

~~5.5 **Tax Exempt Status of Tenant.** The Premises will not be used, directly or indirectly, in any activity which constitutes an unrelated trade or business activity of Tenant, determined by applying Section 513(a) of the Internal Revenue Code of 1986, as amended ("Code"). "Section 501(c)(3) Organization" means an organization that is exempt from federal income taxation pursuant to Section 501(a) of the Code as a result of the application of Section 501(c)(3) of the Code. Tenant will promptly provide Landlord with full information as to any use of the Premises by anyone other than a Section 501(c)(3) Organization or an individual member of the general public. Nothing in this paragraph is intended to give Lessee rights to assign this Lease or sublease any portion of the Premises. Tenant is a Section 501(c)(3) Organization, and Tenant is not a "private foundation" as defined in Section 509(a) of the Code. There is no action, proceeding or investigation pending or threatened or any basis therefore by the IRS or authorities of the State of Minnesota which, if adversely determined, might result in a modification of the status of Tenant as a Section 501(c)(3) Organization.~~

5.5 Tax Exempt Status of Tenant. Except as otherwise provided under this Agreement, the Premises will not be used, directly or indirectly, in any activities which constitutes an unrelated trade or business activity of Tenant, determined by applying Section 513(a) of the Internal Revenue Code of 1986, as amended ("Code"). "Section 501(c)(3) Organization" means an organization that is exempt from federal income taxation pursuant to Section 501(a0 of the Code as a result of the application of Section 501(c)(3) of the Code. Tenant will promptly provide Landlord with full information as to any use of the Premises by anyone other than a Section 501(c)(3) Organization or an individual member of the general public. Nothing in this paragraph is intended to give Tenant rights to assign this Lease or sublease any portion of the Premises. Tenant is a Section 501(c)(3) Organization, and Tenant is not a "private foundation" as defined in Section 509(a) of the Code. There is no action, proceeding or investigation pending or threatened or any basis therefore by the IRS or authorities of the State of Minnesota which, if adversely determined, might result in a modification of the status of Tenant as a Section 501(c)(3) Organization.

Formatted: Indent: First line: 0.38"

5.6 **Tax Exempt Status of Premises.** The Isanti County Assessor has reviewed the Tenant Landlord relationship and status and has deemed the Premises to be Exempt from Property Taxes. See Exhibit C attached hereto and made a part hereof. The Tenant and Landlord agree to cooperate to maintain this status for the term of the lease.

6. Maintenance. Tenant shall have sole responsibility for the maintenance of all aspects of the Premises, excluding structural and mechanical items relating to the building structure, and will keep it in good condition, reasonable wear and tear and damage by fire and the elements excepted. Tenant will keep the Premises in an orderly, clean and sanitary condition as required by the laws and ordinances applicable thereto; will not do nor permit to be done on said Premises anything in violation of the laws or ordinances applicable thereto. Without limiting the foregoing, Tenant shall be responsible for all costs of janitorial services, snow removal, except snow removal from parking

lot, of entrance to indoor facility, garbage removal and all other general maintenance of the Premises. Decorative landscaping including but not limited to flowers, shrubbery, decorative rock, and woodchips shall be kept in a neat and orderly condition by the Tenant as acceptable to Landlord. Landlord will be responsible for maintenance and snow plowing for the parking lot further defined in section 29 of this Lease.

6.1 Restrooms, Concessions and Warming House. The Tenant agrees to maintain restrooms and concession stand on North side of building. Maintenance includes the cleaning, stocking of materials and general maintenance of facilities described. The Landlord agrees to maintain restrooms and warming house as depicted on the construction plans and specifications on South side of building. Maintenance includes the cleaning, stocking of materials and general maintenance of facilities described.

7. Insurance.

7.1 Tenant shall maintain at Tenants sole expense comprehensive general liability insurance, naming the Landlord as an additional insured, with respect to accidents occurring on or about the Premises or arising out of the use thereof in reasonable amounts, but not less than $1,000,000 for injury or death to any person, $1,000,000 for injuries or deaths arising out of any one accident, and $1,000,000 for property damage, with reasonable deductible clauses, written by companies licensed to do business in the State of Minnesota and will deliver to the Landlord a certification of such insurance providing for fifteen (15) days written notice to Landlord prior to cancellation thereof. Said minimum insurance amounts shall be subject to increase for inflation upon written notice by Landlord to Tenant.

7.2 Landlord may maintain such insurance upon the Premises against loss by fire and extended coverage perils as Landlord may deem appropriate from time to time. Tenant may maintain such additional insurance covering Tenant's Interest in the property as Tenant may deem appropriate. In the event the building to be constructed upon the Premises pursuant to paragraph 1.1 above is destroyed or damaged to the extent that continued occupancy by Tenant is not feasible, Landlord shall have the option to rebuild or repair said building to the same or better condition as existed prior to the occurrence of such damage, or to declare this lease terminated upon written notice given to Tenant within 90 days after any event which renders the building unusable. If Landlord elects to rebuild/repair such damage there shall be no abatement of rent for any period during which the building is unusable by Tenant. If Landlord elects not to repair/rebuild the lease shall be terminated, and no rent shall be payable from and after the date of occurrence of the event which rendered the Premises unusable by Tenant.

7.3 Subleases. Any subtenant authorized under the terms of this Lease, shall be required to comply with all provisions of Section 7 under the terms of any sublease.

8. Alterations and Liens.

8.1 Tenant shall not be allowed to add any improvements requiring a building permit nor to alter or remodel the Premises without the prior written consent of Landlord, which consent shall not be unreasonably withheld or delayed.

8.2 In the event of any construction on or alteration to the Premises, and at the request of Landlord, Tenant will post in a conspicuous place on the Premises a notice that Landlord is not liable for the payment of any costs of any such construction or improvement and that neither the Premises nor the Building shall be subject to lien therefore. In the event that a lien is placed against the Premises as a result of any construction or alteration done by or at the request of Tenant, Tenant shall satisfy or remove the same within ten (10) days of receipt of notice from Landlord. So long as the laws of this State shall provide for the filing of a statutory bond to eliminate the attachment of mechanic's or materialmen's liens to real estate, Tenant shall require that its contractor or itself shall take such steps as are provided by law for the filing of said statutory bond to remove any such lien in the event Tenant contests the validity of such lien. If the same is not removed within ten (10) days from the date of written notice from Landlord, Landlord shall have the right at Landlord's option of paying the same or any portion thereof and the amounts so paid, including attorney's fees and expenses connected therewith, shall be deemed to be additional rent due from Tenant to Landlord and shall be paid to Landlord immediately upon provision to Tenant of a bill for same. Tenant shall indemnify and save harmless Landlord from and against all losses, claims, damages, costs or expenses suffered by Landlord by reason of any repairs, installations or improvements made by Tenant.

9. Damage. In case said Premises be damaged or destroyed due to actions of the Tenant, the Tenant shall repair or replace the same to substantially the same condition as existed immediately prior to such damage or destruction.

10. Default.

10.1 In the event the Tenant should (a) default in the payment of any of the rentals within ten (10) days of notice that same is due hereunder or (b) default in the keeping or performing of any other term or condition of this Lease and fail to remove such default within thirty (30) days after receipt of notice in writing from the Landlord specifying the nature of such default, then and in any such event the Landlord is hereby authorized to re-enter said Premises, to eject the Tenant, and take full possession of said Premises and to terminate this Lease at its option.

11. Condemnation.

11.1 If the whole of the Premises shall be taken by any public authority under the power of eminent domain, this Lease shall terminate when possession thereof shall be required by the appropriating or condemning authority, or when legal title to the Premises shall vest in the appropriating or condemning authority, whichever shall first occur. In the event only a portion of the Premises are taken, the Lease shall cease as to the part taken, and the rent herein reserved shall be adjusted for the remainder of the Premises so that the Tenant shall be required to pay for the balance of the term that portion of the rent herein reserved which the value of the part of the Premises remaining after condemnation bears to the value of the Premises, immediately prior to the date of condemnation. If, however, by reason of the condemnation there is not sufficient space left in the Premises for the Tenant to conduct business or the taking of parking and common area is so substantial as to render the Premises unsuitable and unfit for which they were rented, then and in such events the Lease shall terminate.

11.2 All compensation awarded or paid as a result of a total or partial condemnation shall belong to Landlord.

12. Subordination. It is expressly understood and agreed, at the option of the Landlord, this Lease shall be and is subordinated to any existing mortgages covering said Premises, any extension or renewal thereof, or to any new mortgages which may be placed thereon from time to time. Provided, however, any mortgage shall recognize the validity of this Lease and shall agree that this Lease remains in full force and effect as to Tenant in the event of a foreclosure of the Landlord's interest as long as Tenant shall not be in default under the terms of this Lease. Tenant agrees to make, execute and deliver any such instruments as may be reasonably required subordinating this Lease to such mortgage, subject to the conditions here before specified.

~~**13. Assignment or Subletting.** Tenant will not assign this Lease, will not sublet any part of the Premises, or allow use of the Premises by anyone other than the Tenant without the express prior written approval of the City Council of the City of Isanti, as evidenced by a duly adopted Resolution of the City Council, provided that any other user or sublessee shall be a Section 501(c)(3) Organization or governmental entity.~~

13. Assignment or Subletting.

A. Except as otherwise provided herein, Tenant will not assign this Lease, will not sublet any part of the Premises, or allow use of the Premises by anyone other than the Tenant without the express prior written approval of the City Council of the City of Isanti, as evidenced by a duly adopted Resolution of the City Council. Except as otherwise provided in this Section, any other user or sublessee shall be a Section 501(c)(3) Organization or governmental entity.

B. Tenant may sublet no more than 1,400 square feet of the Premises to Full Tilt Bike Co., LLC, a Minnesota limited liability company ("Full Tilt"). The sublease must be at fair market value and may not impact the current tax-exempt bond status of the bonds used to acquire the Premises. Tenant shall provide the Landlord with a copy of the proposed sublease together with any amendments for approval by the City Council prior to execution. The sublease must be annually renewing and subject to annual review and approval by the City Council. By May 1st of each year, Tenant shall provide an accounting of all lease payments and other fees and charges paid by Full Tilt for the previous year

C. Tenant may have vendors present at special events as long as the use of the Premises by vendors does not affect the current bond status of the Premises. Each vendor may only be allowed use of the Premises for a total of 50 days prior to February 2, 2030. All vendors must be a charged a fair market price for use of the Premises.

D. Tenant shall annually track the days and type of use of the Premises by each vendor and the fees charged for each vendor's use of the Premises. On or before May 1st of each year, Tenant shall provide to Landlord a report of the use and fees for the previous year.

Formatted: Indent: First line: 0.5"

E. Tenant shall be responsible for all costs, taxes, expenses, charges incurred by the Landlord in connection with the sublease or use of the Premises by vendors, including any costs associated with a change in the status of the current bonds used to finance acquisition of the Premises.

F. Tenant shall require subtenants and other vendors to comply with the terms of this Lease and include all relevant provisions in any sublease or contract for use of the Premises.

14. Indemnification.

14.1 The Tenant agrees to indemnify, defend and hold Landlord and its officers and employees harmless from and against any claim, loss or expense arising out of injury, death or

property loss or damage occurring in the Premises, except to the extent caused by the negligent act or intentional misconduct of Landlord or its officers or employees.

14.2 The Landlord agrees to indemnify, defend and hold Tenant and its officers and employees harmless from and against any claim, loss or expense arising out of injury, death or property loss or damage occurring as a result of Landlord's acts or omissions, to the extent caused by the negligent act or intentional misconduct of Landlord or its officers or employees.

15. Signage and Advertising.

15.1 Subject to applicable laws and ordinances, Tenant shall have the right to erect, maintain and operate signs located on the inside of the building on Premises, and to place its usual signs, logos, lettering and notices customarily installed or used at Tenant's facilities, subject to the prior consent of Landlord. All signs visible from the outside of the building shall be subject to prior written approval of Landlord. Naming rights for the facility and exterior signage placed by the Landlord on the outside of the building are the sole property and responsibility of the Landlord.

16. Mutual Release. Landlord and Tenant hereby release one another and their respective officers and employees from any and all liability (to the other or anyone claiming through or under them by way of subrogation or otherwise) for any loss or damage covered by property insurance or coverable by a customary policy of insurance even if such loss or damage shall have been caused by the fault or negligence of the other party, or anyone for whom such party may be responsible.

17. Notices. All notices, consents, demands and requests which may be or are required to be given by either party to the other, shall be in writing, and shall be deemed given or served when deposited in the United States mail by registered or certified mail, postage prepaid, addressed as follows:

If to Landlord:	City of Isanti 110 1st Avenue NW PO Box 428 Isanti, Minnesota 55040
If to Tenant:	Rum River BMX Association ~~31719 Lever St NE~~ ~~Cambridge, Minnesota 55008~~101 Isanti Parkway NW Isanti, MN 55040

Such addresses may be changed from time to time by either party by serving notices as above provided.

18. Relationship of Parties. Nothing contained in this Lease shall be deemed or construed by the parties hereto or by any third party to create the relationship of principal and agent or of partnership or of joint venture or of any association whatsoever between Landlord and Tenant, it being expressly understood and agreed that neither the method of computation of rent nor any other provisions contained in this Lease nor any act or acts of the parties hereto shall be deemed

to create any relationship between Landlord and Tenant other that the relationship of landlord and tenant.

19. Attorneys' Fees. In the event Landlord institutes legal action or proceedings arising out of or in any way connected with this Lease against Tenant, the Tenant shall reimburse the Landlord for all reasonable attorney fees and costs incurred in connection therewith.

20. All Agreements Included. This Lease and Operating Policy (the "Operating Policy") attached as Exhibit D and made a part hereof embody all of the agreements between the parties hereto respecting the premises hereby demised. All subsequent changes and modifications to be valid shall be embodied within a written instrument duly executed by the parties hereto.

21. Paragraph Headings. The headings of the several paragraphs contained herein are for convenience only and do not define, limit, or construe the contents, construction or meaning of the provisions of this Lease.

22. Laws of Minnesota. The laws of the State of Minnesota shall govern the validity, performance and enforcement of this Lease

23. Saving Clause. The invalidity or unenforceability of any provision of this Lease, including but not limited to the provisions of the Operating Agreement set forth in Exhibit D and made a part if this Lease, shall not affect or impair the validity of any other provision.

24. Successors and Assigns. All of the terms, covenants, provisions and conditions of this Lease shall be binding upon and inure to the benefit of the parties hereto, their respective successors and assigns.

25. Force Majeure. In the event either party shall be delayed or hindered in, or prevented from, the performance of any work, service or other act required under this Lease to be performed by such party and such delay or hindrance is due to: (i) strikes, lockouts, or other labor disputes; (ii) inability to obtain labor or materials or reasonable substitutes therefor; or, (iii) acts of God, governmental restrictions, enemy act, civil commotion, unavoidable fire or other casualty, or other causes of a like nature beyond the control of the party so delayed or hindered, then performance of such work, service or other act shall be excused for the period of such delay and the period for the performance of such work, service or other act shall be extended by a period equivalent to the period of such delay; provided nothing in this section shall be interpreted to allow an extension of time for Tenant to any rent due pursuant to this lease.

26. Consents. Landlord and Tenant covenant and agree that whenever, pursuant to the terms of this Lease, consent, satisfaction, determination or approval is required or permitted of Landlord or Tenant, such consent, satisfaction, determination or approval shall not be unreasonably determined, withheld or delayed.

27. Hazardous Materials

27.1 Tenant shall not use, store, manufacture, dispose of or discharge any pollutants, contaminants, or harmful or hazardous substances from or on the Premises or otherwise occupy or permit the Premises to be occupied or used in a manner which:

27.1.1 violates any law, regulation, rule or other governmental requirement;

27.1.2 impairs the health, safety or condition of any person or property; or

27.1.3 adversely affects the use, enjoyment or value of the Premises or the surrounding property.

27.2 Tenant shall promptly notify Landlord of the breach, or the potential or threatened breach, of any of the provisions of this paragraph. Landlord shall have the right of access to the Premises to inspect, test and, in Landlord's sole discretion, remedy any potential environmental problem. Tenant shall indemnify and hold Landlord and Its officers, shareholders, partners, employees, and agents, harmless from any loss, claim, liability or expense (including, without limitation, attorneys' fees, court costs, consultant fees, expert fees, penalties, fines, removal, clean-up, transportation, disposal, restoration expenses, diminution in value of the Premises, damages for the loss or restriction on use of rentable or usable space or of any amenity of the Premises, damages arising from any adverse impact on marketing of space) arising in connection with Tenant's failure to comply with the provisions of this paragraph.

27.3. Notwithstanding any other provision of this Lease, the liability of the City is limited by and subject to the limitations provided by Chapter 466 of the Minnesota Statutes regarding liability for municipalities

28. **ADA Compliance.**

28.1. The Landlord agrees that restroom facilities, the building structure and access to the building on the Premises is at the time of that this lease is entered into is compliant with the Americans Disabilities Act (the "ADA"). It is the Tenant's responsibility to maintain all bleachers and or seating/viewing area in compliance with ADA for the entire term of this lease, and to provide proof of such compliance to the Landlord upon request.

29. **Parking Lot.**

29.1. Notwithstanding any other provisions in this Lease agreement to the contrary, the City reserves the right to utilize and/or regulate use of all, or any part of parking lot located on the Premises at any time for any purposes it deems appropriate. Landlord will be responsible for the maintenance and snow plowing of the parking lot directly west of the indoor BMX facility to be constructed. Tenant shall not plow or maintain the parking lot unless written consent is given from the Landlord. The indoor facility and parking lot referenced above in this section are identified on the site map on the attached Exhibit E and made a part hereof.

IN WITNESS WHEREOF the respective parties hereby have executed this Lease Agreement on the day and year first above written.

TENANT

RUM RIVER BMX ASSOCIATION

By:_____

Its:_____

LANDLORD

CITY OF ISANTI, MINNESOTA

By:_____
Its: Mayor

By:_____
Its: City Administrator / City Clerk

Exhibit B

Rum River BMX / Full Tilt Bike Co. Sublease Agreement

Full Tilt Bike Co. will sublease a portion of the Isanti Indoor Arena for the purpose of operating a BMX racing bike shop. This agreement will be in effect through 12/31/2018.

Rum River BMX will provide a 40' x 35' area on the south end of the arena. This area will be the space 40' directly east of the concrete walkway that surround the restroom and 35' directly north of the south wall of the arena. Full Tilt Bike Co. will also have access to the Rum River BMX dumpsters with the expectation that all boxes are broken down and that when large dumpsters are provided for special events those will be used first. Per this agreement Full Tilt Bike Co. will be the exclusive BMX bike shop of the Isanti Indoor Arena and Rum River BMX. Competing sales of BMX racing related bike parts will not be allowed within the Isanti Indoor Arena with the exception of private party sales of used parts. Rum River BMX may at their discretion bring in events specific vendors that are not BMX racing bike shops. These event specific vendors will not infringe upon the area subleased by Full Tilt Bike Co.. This agreement does not apply during USA BMX National or Gold Cup events.

Full Tilt Bike Co. must maintain appropriate vendor licenses and insurances. Full Tilt Bike Co. is also responsible for all collection and payment of sales taxes on goods sold. Full Tilt Bike Co. may not enter into any agreement holding the City of Isanti or Rum River BMX in any way liable or responsible for fulfillment. Full Tilt Bike Co. agrees to maintain this area; maintaining a clean and professional appearance. Full Tilt Bike Co. will not have a key to the Isanti Indoor Arena. The hours of operation will be within the normal business hours of Rum River BMX. Those hours of operation are subject to change seasonally and as Rum River BMX sees fit to modify the operating schedule.

In exchange for this space Full Tilt Bike Co. will:

- Pay Rum River BMX the amount of $800 per month
- Provide maintenance at no cost and parts at 10% over invoice cost for Rum River BMX rental bikes
- Provide or reimburse reasonable cost for Full Tilt Bike Co. and Rum River BMX branded drawstring bag or similar rider retention awards. Full Tilt Bike Co. may at their discretion include promotional materials in these rider awards.

Rum River BMX will be responsible for all property taxes that are a result of for profit use of this portion of the Isanti Indoor Arena.

We enter into this agreement on this _____ day of _____ 201__.

Full Tilt Representative	Rum River BMX Representative
_____	_____
Written name	Written name
_____	_____
Title	Title
_____	_____
Signed name	Signed name

K.9.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: January 3, 2017

Subject: Discuss Printing for the Isantian and Annual Parks Brochure

---

Background:
Staff have compiled printing estimates from four vendors for the quarterly Isantian newsletter and the annual Parks Brochure:

	# Copies	Printing Fee	Other Fees	Total per issue	
ECM – Isantian 2016 Pricing	2000	$3,755.00		$1,855.00	(half paid through advertising)
ECM – Isantian 2016 Pricing	2500			$2,003.00	
ECM - Parks Brochure 2016 Pricing	2500			$1,983.00	
Smartpress - Isantian	2500	$1,741.96	$85/hr - Design	$2,166.96	(5 hours design)
Smartpress - Parks Brochure	2500	$1,185.91	$500 to insert	$1,685.91	
Minuteman Press - 1st Isantian	**2500**	**$1,575.46**	**$225 - 1st issue design, $277.50 direct mail**	**$2077.96**	
Minuteman Press - Successive Isantians	**2500**	**$1,575.46**	**$277.50 direct mail service**	**$1,852.96**	
Minuteman Press - Parks Brochure	**2500**	**$1,304.96**	**$410 - Insert fee**	**$1,714.96**	
Alphagraphics - Isantian	2500	$7,363.00	$93-120/hr	$7963.00	5 hours design @ 120/hr Includes Postage
Alphagraphics - Parks Brochure	2500	$4,536.10		$4536.10	Includes Postage

In order to get the City of Isanti map created in time to be inserted into the Spring 2017 Isantian, the delivery date of that issue will be pushed back to late March or early April instead of the early March timeframe of past years. The other 2017 Isantians will be on the same schedule, and the Spring edition will go back to being delivered in early March in following years.

The Parks Brochure is funded from Parks, Recreation, and Culture – 340 (Advertising), and the 2017 budget for brochure printing is $1983.00. The Isantian is funded from Financial Administration – 112 (Contracted Services), and the 2017 budget is $7,420 ($1855.00 per issue).

Minuteman Press was approved by Council for printing of the City of Isanti community map at the December 20, 2016 meeting.

Staff Request:
Staff are requesting that Council approve a vendor for the Isantian and Parks Brochure for 2017-2018.

Attachments:
- Resolution 2017 – XXX

EXHIBIT A

AGREEMENT FOR PUBLISHING SERVICES MINUTEMAND PRESS AND THE CITY OF ISANTI

This agreement is hereby entered into between the City of Isanti and Minuteman Press on this on this 3rd day of January, 2017 for provision of publication of the City newsletter, the 'Isantian'. This agreement will be effective through December 31, 2018.

Through this agreement, Minuteman Press agrees to provide printing, labeling, sealing, and transport services for the City of Isanti newsletter, "The Isantian." This will be done under direction of the City of Isanti and Katie Lawrence, representative of Minuteman Press.

The newsletter is scheduled to be published four times a year, with main ready copies to be delivered to the post office on dates designated by the City of Isanti in March/April, June, September, and December in all years of this contract. The newsletter will be a 12-page publication in full color, 11" x 17" folded to an 8 ½" x 11" finished piece. Minuteman Press is responsible for labeling, sealing, and transporting the newsletter to the post office and city offices each quarter.

The Spring 2017 Isantian will be laid out by Minuteman Press. The City of Isanti will provide the copy and articles for the newsletter. These will be e-mailed to Minuteman Press no later than fourteen (14) days prior to the scheduled date of delivery. The City agrees to proof read the copy and articles prior to submission and work with Minuteman Press on newsletter content and format. The City of Isanti will provide a list of names and addresses in a file that is acceptable to the City of Isanti and Minuteman Press.

After the Spring 2017 Isantian has been printed, Minuteman Press will provide the newsletter template to the City of Isanti. The City of Isanti will have full rights to the newsletter template. The City of Isanti will provide full newsletter to Minuteman Press for the successive newsletters. Minuteman Press will proof the provided newsletters to ensure print quality.

The quoted printing bid per quarterly publication is $1,575.46, the quoted design services for the newsletter template is $225.00, and the quoted direct mail service is $277.50.

Either party (Minuteman Press or the City of Isanti), may terminate this agreement at any time upon not less than 120 days written notice prior to the next publication date.

This Agreement was approved by the City Council of the City of Isanti on the 3rd day of January, 2016.

CITY OF ISANTI

_____
Mayor George A. Wimmer

_____
Donald C. Lorsung
City Administrator

MINUTEMAN PRESS

_____
Authorized Representative

RESOLUTION 2017 - XXX

A RESOLUTION ACCEPTING QUOTE FOR PUBLICATION OF THE CITY OF ISANTI NEWSLETTER FOR YEARS 2017-2018

WHEREAS, the City of Isanti has determined that it is in the City's best interest to outsource the publication of the City Newsletter, the 'Isantian'; and,

WHEREAS, to outsource allows for a higher quality of paper and number of inks to be used that will be offset by the sale of advertisements in the publication to reduce the overall cost of the publication to the City; and,

WHEREAS, estimates were gathered from four vendors; and,

WHEREAS, Minuteman Press provided a quote for a quarterly publication to the City in the amount of $1575.46, plus direct mail service of $277.50, and a one-time design fee of $225.00; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the quote as received from Minuteman Press for a quarterly publication cost to the City in the amount of $1575.46, plus direct mail at $277.50, and one-time design fee of $225.00 from January 3, 2017 through December 31, 2018;

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota to hereby authorize City staff to enter into an agreement, as provided in Exhibit A, with Minuteman Press for the publishing service.

This Resolution is hereby approved by the Isanti City Council this 3rd day of January 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

K.10.

MEMO

To: Mayor George Wimmer and Members of City Council

From: Katie Everett, Community Events & Parks Coordinator

Date: January 3, 2017

Subject: Resolution Approving Staff to Submit Applications for Grants Pertaining to Activities in Parks, Recreation and Culture Department for 2017

Background

Staff has been made aware that the City would be eligible to apply for funding of grant dollars to help support some of the city's community, park and recreation initiatives. Due to the short notice of when staff is made aware of the potential grant opportunities, staff may need to apply in a short timeframe.

Staff Request

Staff is requesting approval for submission of applications to grants that pertain to the Parks, Recreation and Culture department. Submittal of any grants that fit within the described areas will be based upon City staff's discretion and their ability to complete the background work to submit the application.

City staff is requesting action on this item.

Attachment

- Resolution 2017-XXX

RESOLUTION 2017-XXX

A RESOLUTION APPROVING STAFF TO SUBMIT APPLICATIONS FOR GRANTS PERTAINING TO ACTIVITIES IN PARKS, RECREATION AND CULTURE DEPARTMENT FOR 2017

WHEREAS, City staff has been notified of eligible grant opportunities; and,

WHEREAS, the City of Isanti has been awarded grants for Parks, Recreation, and Culture projects in the past; and,

WHEREAS, each year, there are grants available specific to the types of activities conducted by the Parks, Recreation, and Culture department through organizations like Partners in Healthy Living, the Minnesota Department of Natural Resources, and the Initiative Foundation; and,

WHEREAS, City staff has approval for submission of applications to grants listed above and to future grant opportunities that pertain to the Parks, Recreation and Culture department. Submittal of grants that fit within the described areas will be based upon City staff's discretion and their ability to complete the background work to submit the application; and,

WHEREAS, if awarded funding through grant opportunities as outlined in this resolution, funds would be accepted through City Council and distributed through the Parks, Recreation and Culture fund; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve City staff to apply for 2017 grant opportunities that pertain to Community Events & Parks.

This Resolution hereby approved by the Isanti City Council this 3rd day of January 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: January 3, 2017

Subject: **Consider Resolution Authorizing the Execution of Repayment Agreement with Real Deal Construction, Inc.**

On December 20, 2016 the City Council amended and extended a SAC and WAC Deferral program as Resolution No. 2016-362 to continue to spur development activity. Real Deal Construction, Inc. has requested the City to execute a Repayment Agreement for 601 Fir St SW legally described as Lot 9, Block 3, Isanti Meadows, for the construction of an approximate 1,204 SF main floor single family home. The business is in "good standing" upon review of the Minnesota Secretary of State Office as of December 29, 2016. The form of the Repayment Agreement is consistent with the form approved by the City Council on December 20, 2016. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer. Staff is asking the City Council to consider adoption of the attached resolution and execution of the Repayment Agreement.

City Council Action:

Consider Adoption of Resolution and Execution of Repayment Agreement

Attachment:

1) Resolution 2017-____ Authorization to Execute Repayment Agreement with Real Deal Construction, Inc.

RESOLUTION 2017-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT WITH REAL DEAL CONSTRUCTION, INC.

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 20, 2016 which is documented by Resolution 2016-279; and

WHEREAS, A boiler plate Repayment Agreement was drafted by Development Attorney Campbell Knutson and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and,

WHEREAS, Real Deal Construction, Inc. (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the property legally described as: Lot 9, Block 3, Isanti Meadows (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of December 29, 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 3rd day of January 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources / City Clerk

(SEAL)

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of January, 2017, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and Real Deal Construction, Inc., a corporation under the laws of the state of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 31108 County Road 5, Princeton, MN 55371.

WITNESSETH:

WHEREAS, the Developer intends to construct a 1,204 square foot main floor single family home (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means Real Deal Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the 1,204 square foot main floor single family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Articles of Incorporation.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 8,222.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$3787.00** in Water Availability Charges and **$4,435.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of January, 2017 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and Real Deal Construction, Inc., a corporation under the laws of the state of Minnesota, having its principal office at 31108 County Road 5, Princeton, MN 55371(the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $8,222.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 601 Fir St SW, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to the Developer at 31108 County Road 5, Princeton, MN 55371; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of January, 2017, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
Real Deal Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of January, 2017, by Todd Steinberg, the President of Real Deal Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000

SCHEDULE A

Description of Property

Lot 9, Block 3, Isanti Meadows, Isanti County, Minnesota

A Community For Generations.

Isanti

K.12.

MEMO

To: Mayor Wimmer and City Council

From: Lindsey Giese, Human Resources/City Clerk

Date: January 3, 2017

Subject: Conflict of Interest Policy

City Attorney Clark Joslin will do the annual review of the Conflict of Interest Policy with the City Council.

The current Conflict of Interest Policy (Resolution) is attached for your review and consideration. The original Policy was developed and adopted in 2003.

Disclosure forms (also attached) should be completed by the City Council and returned to the City Administrator.

RESOLUTION NO. 2017-XXX

CITY OF ISANTI
CONFLICTS OF INTEREST POLICY

Purpose

The City Council of the City of Isanti confirms its determination that ethical standards among the Mayor and Council Members and members of the various Boards and Commissions and employees of the City (Public Officials) are essential to the proper conduct of City affairs. By eliminating conflicts of interest and providing a guide for conduct in City matters, the City Council strives to promote the faith and confidence of the citizens of the City in their government. The following standards of conduct are intended to serve as a guideline for Public Officials in carrying out their responsibilities. This Policy is in addition to any statutory requirements, Attorney General Opinions or court rulings, which prescribe allowable actions for Public Officials.

Definition

Public Officials shall be defined as follows:

Mayor
City Council
Planning Commission
Economic Development Authority
Parks, Recreation, and Culture Board
City Administrator / City Clerk
Human Resources / Deputy Clerk
Finance Director / Treasurer / Asst. City Administrator
Economic Development Director
Community Development Director
Public Works Director
Chief of Police
Liquor Store Manager
Building Official
City Attorney
City Engineer
Other employees of the City of Isanti

Standards of Conduct

1. Public Officials, City employees, and Police Reserve members:

   a) Shall not use their positions to secure special privileges or exemptions for themselves or others to intentionally jeopardize the position of employment of others;

b) Shall not engage in, solicit, negotiate for, or promise to accept private employment nor shall they render services for private interests or conduct a private business when such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties;

c) Shall not participate in deliberations in any matter before the Council, Board or Commission, which affects that Public Official's, Public Official's spouse or minor child's financial interests directly or indirectly or those of a business, profession or occupation with which the Public Official is associated. Whenever such conflict is recognized, the affected Public Officials shall disclose in writing such interest prior to any discussion or vote and disqualify themselves from any further involvement pertaining to the issue;

d) Shall not act as agent or attorney for another in any matter before the Council or any Board or Commission or before any court or administrative board in any matter in which the City is a party;

e) Shall not directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity as an inducement to support or influence any matter or proceeding connected with, or related to, the duties of the office; The following types of gifts are permitted under exceptions to the law:

    1) Lawful campaign contributions.

    2) Services to assist an official in the performance of official duties.

    3) Services of insignificant monetary value.

    4) A plaque or similar item.

    5) A trinket or item of insignificant monetary value.

    6) Informational material of unexceptional value.

    7) Food or beverage given at a reception, meal, or meeting by an organization before whom the recipient makes a speech or answers questions as part of a program (this exception is only available if the location of the reception, meal, or meeting is away from the recipient's place of work).

    8) Gifts given because of the recipient's membership in a group.

    9) Gifts between family members.

f) Shall not disclose to others or use to further their personal interest confidential information acquired by them in the course of their official duties.

2. Any Public Official who is an officer, director, partner, agent, proprietor or employee of any firm or has a proprietary interest of 10 percent (10%) or more in any company,

business, enterprise or corporation, partnership, labor union or association doing business with the City shall make known that interest in writing as provided in the disclosure section of this Policy.

3. No Public Official nor business entity that the Public Official has a financial interest in, in excess of 10 percent (10%), shall enter into any contract with the City unless otherwise authorized by law.

4. Public Officials shall disclose to the governing body any relationship to another person or entity in any instance where there is a conflict of interest or could be the appearance of a conflict of interest.

5. Public Officials shall not have a personal financial interest in any sales, lease, or contract that they are authorized to make in their official capacities.

6. A Public Official shall not hold two positions if the positions' functions are incompatible with one another.

Disclosures

Public Officials, elected or appointed and employees serving as Department Heads or Supervisors, shall, no later than thirty (30) days following election or appointment to office and each year thereafter by February 1, complete the Disclosure Form and return it to the City Administrator. All subsequent applicants for appointment on Boards and Commissions shall file a completed Disclosure Form together with the application form. Within thirty (30) days after the acquisition or sale of any property, each Public Official shall file as a public record with the City Administrator, a list of all real property in the City owned by such person, that person's spouse, or minor child, or in which the Public Official has a beneficial interest, disclosing each individual item held, and by whom. Homestead shall be excluded from the above disclosure. Each Public Official shall disclose all positions as officer, director, partner, agent, proprietor or employee of any firm in which such Public Official has a proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City, and indicate with respect to each such relationship whether services are gratuitous or for compensation.

Disclosure Form

The disclosure information required by this Policy shall be set forth on a form which shall be made available by the City Administrator and is part of this Policy.

Discipline

Upon a signed written complaint of any person questioning adherence to this Policy or on the Council's own volition, the Council shall refer the matter to the City Attorney for investigation and the City Attorney shall report the results of the investigation to the Council within forty-five (45) days thereafter. A copy of such report shall be furnished to the person complained against. Such person may request a hearing on this matter before the Council which request shall be filed

with the City Administrator not later than ten (10) days following receipt by such person of the City Attorney's report.

Upon receipt of the City Attorney's report and at the conclusion of any hearing on the matter, the Council by majority vote may dismiss the complaint as having no merit, may adopt a resolution of censure, or with respect to members of Boards and Commissions, the Council may remove a member from such Board or Commission. In the event the complaint is against a member of the Council, such member shall not participate in the Council's deliberations or vote on the issue.

Violations

Any Public Official who violates the Conflict of Interest Law can be found guilty of a gross misdemeanor, be fined up to $3,000, and imprisoned for up to one year. Any contract that has been made illegally is void.

This Resolution is hereby approved by the Isanti City Council this 3rd day of January, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

DISCLOSURE FORM

All Public Officials for the City of Isanti are required to complete and file this Disclosure Form with the City Administrator in accordance with the provisions of the Conflicts of Interest Policy.

1. Affiliations with Agencies Doing Business with the City

Identify all positions as officer, director, partner, proprietor or employee of any firm or proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City.

Name of Organization	Position Held	Compensation Involved
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____

2. Real Property Owned in the City of Isanti

Identify real property items owned or being purchased by a Public Official, spouse, or child, or in which the Official has a beneficial interest. The actual value of any item is not required.
(Exclude homestead property.)

Property Item	Address	PID #
_____	_____	_____
_____	_____	_____
_____	_____	_____

Assets

Identify all ownership or beneficial interests in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City where such interest exceeds ten percent (10%) of the total ownership.

Name of Organization

_____

_____

_____

_____ _____

Date Public Official

Please also provide the following: _____

Current Address and Box Number if any

_____

_____

Home Phone Number

_____

Work Phone Number

_____

Cell Phone Number if Available

Received by the City Administrator/City Clerk on: _____

City of Isanti | Check Register - Summary | Page: 1
Check Issue Dates: 12/23/2016 - 12/23/2016 | Dec 28, 2016 02:52PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

AP161203

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/16	12/23/2016	45514	1503	7-UP BOTTLING	609-20200	227.26
12/16	12/23/2016	45515	1524	ANDERSON, PENELOPE	101-20200	89.98
12/16	12/23/2016	45516	2335	BCBSM	101-20200	19.14
12/16	12/23/2016	45517	9	BERNICKS PEPSI-COLA	609-20200	661.00
12/16	12/23/2016	45518	368	BILLS QUALITY CLEANING	101-20200	746.00
12/16	12/23/2016	45519	1500	BOLTON & MENK INC	101-20200	57,555.22
12/16	12/23/2016	45520	2319	BREAKTHRU BEVERAGE	609-20200	7,457.13
12/16	12/23/2016	45521	1815	CENTURYLINK	609-20200	808.52
12/16	12/23/2016	45522	1937	CHILSON JEWELERS	101-20200	44.00
12/16	12/23/2016	45523	1108	CITY OF BRAHAM	101-20200	2,634.66
12/16	12/23/2016	45524	309	CITY OF CAMBRIDGE	101-20200	3,911.22
12/16	12/23/2016	45525	2333	COMPLIANCE SIGNS	101-20200	16.00
12/16	12/23/2016	45526	918	CRYSTAL SPRINGS ICE	609-20200	195.78
12/16	12/23/2016	45527	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,074.24
12/16	12/23/2016	45528	966	EAST CENTRAL SOLID	603-20200	960.84
12/16	12/23/2016	45529	55	ECM PUBLISHERS INC	101-20200	611.91
12/16	12/23/2016	45530	16	ELECTRO WATCHMAN INC	609-20200	272.53
12/16	12/23/2016	45531	2460	ELK RIVER COMPOSTING, INC.	101-20200	4,740.00
12/16	12/23/2016	45532	949	GRAINGER	601-20200	81.15
12/16	12/23/2016	45533	2209	INNOVATIVE OFFICE	609-20200	134.19
12/16	12/23/2016	45534	114	ISANTI COUNTY RECORDER	505-20200	46.00
12/16	12/23/2016	45535	114	ISANTI COUNTY RECORDER	505-20200	46.00
12/16	12/23/2016	45536	188	ISANTI COUNTY SHERIFF	101-20200	4,018.61
12/16	12/23/2016	45537	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,122.32
12/16	12/23/2016	45538	5	KAWALEK TRUCKING	609-20200	171.40
12/16	12/23/2016	45539	1338	KNIFE RIVER	603-20200	439.26
12/16	12/23/2016	45540	1789	MADDEN GALANTER HANSEN, LLP	101-20200	1,921.32
12/16	12/23/2016	45541	17	MCDONALD DISTRIBUTING CO	609-20200	2,724.70
12/16	12/23/2016	45542	616	MENARDS - CAMBRIDGE	101-20200	113.44
12/16	12/23/2016	45543	1044	MINNEAPOLIS FINANCE	101-20200	126.90
12/16	12/23/2016	45544	1604	MINNESOTA UI FUND	602-20200	161.04
12/16	12/23/2016	45545	161	MN POLLUTION CONTROL AGENCY	602-20200	40.00
12/16	12/23/2016	45546	2080	MVTL LABORATORIES INC	602-20200	357.60
12/16	12/23/2016	45547	1290	NAPA AUTO PARTS	101-20200	159.55
12/16	12/23/2016	45548	617	PAUSTIS & SONS	609-20200	1,056.40
12/16	12/23/2016	45549	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,384.43
12/16	12/23/2016	45550	2341	RED BULL DISTRIBUTION	609-20200	209.12
12/16	12/23/2016	45551	2031	RESOURCE TRAINING	602-20200	31,896.00
12/16	12/23/2016	45552	2028	SELECTACCOUNT	603-20200	27.43
12/16	12/23/2016	45553	2028	SELECTACCOUNT	861-20200	30.00
12/16	12/23/2016	45554	1361	STAPLES ADVANTAGE	101-20200	499.33
12/16	12/23/2016	45555	2156	SUMMIT COMPANIES	861-20200	129.00
12/16	12/23/2016	45556	42	VIKING COCA-COLA BOTTLING CO	609-20200	229.28
12/16	12/23/2016	45557	4	WATSON CO INC	609-20200	2,914.43
12/16	12/23/2016	45558	780	WINE MERCHANTS	609-20200	348.00
12/16	12/23/2016	45559	2067	ZABINSKI BUSINESS	609-20200	750.00
Grand Totals:						150,162.33

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	77,355.48
Social Security & Medicare	4,388.67
Public Employees Retirement	7,868.93
Total City Expense	89,613.08

Pay Date 12/30/2016

Pay Period 27 (12/11-24/16)

City of Isanti

Gross Payroll	10,294.25
Social Security & Medicare	787.56
Total City Expense	11,081.81

Pay Date 12-30-2016

Pay Period: Q4CCPay16 (10/1-12/31/16)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

AP161204

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/16	12/30/2016	45562	2335	BCBSM	101-20200	20.88
12/16	12/30/2016	45563	53	BELLBOY CORPORATION	609-20200	3,209.53
12/16	12/30/2016	45564	1950	BLUETARP FINANCIAL	101-20200	399.99
12/16	12/30/2016	45565	2020	BOYLE, EUGENE	101-20200	7,586.00
12/16	12/30/2016	45566	2319	BREAKTHRU BEVERAGE	609-20200	5,956.59
12/16	12/30/2016	45567	1629	CITY OF ISANTI	108-20200	23.28
12/16	12/30/2016	45568	8	DAHLHEIMER DISTRIBUTING CO	609-20200	5,762.40
12/16	12/30/2016	45569	55	ECM PUBLISHERS INC	603-20200	1,936.27
12/16	12/30/2016	45570	160	HAWKINS INC	602-20200	6,154.40
12/16	12/30/2016	45571	1048	HENRYS WATERWORKS,INC.	601-20200	353.66
12/16	12/30/2016	45572	1684	ISANTI COUNTY AUDITOR-	101-20200	142.28
12/16	12/30/2016	45573	162	ISANTI RENTAL	603-20200	417.21
12/16	12/30/2016	45574	1534	J. J. TAYLOR	609-20200	805.60
12/16	12/30/2016	45575	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,764.88
12/16	12/30/2016	45576	5	KAWALEK TRUCKING	609-20200	246.20
12/16	12/30/2016	45577	136	LEAGUE OF MN CITIES	101-20200	5,790.00
12/16	12/30/2016	45578	434	LITTLE FALLS MACHINE	101-20200	72.76
12/16	12/30/2016	45579	17	MCDONALD DISTRIBUTING CO	609-20200	14,015.91
12/16	12/30/2016	45580	2159	NAMEPLATES FOR INDUSTRY INC	101-20200	360.41
12/16	12/30/2016	45581	2231	NORTH 65 CHAMBER OF COMMERCE	108-20200	300.00
12/16	12/30/2016	45582	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,720.55
12/16	12/30/2016	45583	12	POSTMASTER	101-20200	215.00
12/16	12/30/2016	45584	2028	SELECTACCOUNT	603-20200	27.43
12/16	12/30/2016	45585	2396	SOUTHERN GLAZERS OF MN	609-20200	538.06
12/16	12/30/2016	45586	554	STEVES TIRE SERVICE	101-20200	189.34
12/16	12/30/2016	45587	42	VIKING COCA-COLA BOTTLING CO	609-20200	202.00
12/16	12/30/2016	45588	361	VINTAGE LOCK	101-20200	1,080.00
12/16	12/30/2016	45589	780	WINE MERCHANTS	609-20200	72.00
Grand Totals:						68,362.63

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

M = Manual Check, V = Void Check

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**
From: Chief Gene C. Hill
Date: December 27, 2016
Subject: Vehicle Forfeiture ICR#16000875
2004 Chevrolet VIN#1G1JC12F847176433

MEMO

Background:
The City of Isanti through its Police Department have lawfully seized and forfeited a 2004 Chevrolet Cavalier. The City of Isanti holds clear title on this vehicle.

Action:
The City Council through resolution has approved the sale of forfeited vehicles at Pikes Auction of Princeton, Mn. I am requesting the Council review and approve the sale of this vehicle at the next public auction held on March 11th, 2017. Pikes Auction will advertise this vehicle.

The proceeds of this sale will be deposited into the Isanti Police Department Forfeiture Fund.

Thank you for your consideration,

Chief Gene C. Hill

RESOLUTION 2017-_____

RESOLUTION APPROVING TO SELL THE FORFEITED 2004 CHEVROLET CAVALIER AT PUBLIC AUCTION

WHEREAS, the police department lawfully seized and forfeited a 2004 Chevrolet Cavalier because of DUI arrest; and

WHEREAS, state statute permits the sale of such vehicles under Mn. §169A.63; and

WHEREAS, the proceeds from such sale must be designated for limited use by the governmental authority to promote public safety; and

WHEREAS, the vehicle is not viable for use by the City of Isanti by any department; and

WHEREAS, the next public auction is March 11, 2017 at Wayne Pike Auction in Princeton, Mn.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the sale of such vehicle at public auction and the proceeds to be deposited into the Isanti Police Department Forfeiture Fund.

This Resolution is approved by the City of Isanti Council this 3rd Day of January, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: December 28, 2016

Subject: A Resolution Adopting Fees within the City of Isanti and Ordinance Amending the Code of the City of Isanti Chapter 160 Fees

---

Background:

Staff has added in the Open Burning Permit fee to the Fee resolution and City Code Amendment. Staff has also added Chapter 325 Water and a fine of $200.00 to the Administrative Citations line item in the Fee Resolution for curb stop tampering (Consistent with other similar listed offenses). Staff also reviewed the Fee resolution and City Code Amendment adopted at the December 20, 2016 City Council Meeting, and has two other clarifying items to add. One regards the recently adopted document/process for the SAC/WAC Repayment Agreement and Mortgage, adding the payment of document filing fees by the applicants into the fee schedule. The other is an update of the SAC/WAC fees to the 2017 fee amounts, adopted by the City Council.

Action Requested:

Consider Resolution Adopting Fees within the City of Isanti and Ordinance Amending City Code Chapter 160 Fees

Attachments:

Draft Resolution Amending Fees within the City of Isanti and Ordinance Amending City Code Chapter 160 Fees

RESOLUTION NO. 2017-XXX
Amending Resolution 2016-360

A RESOLUTION ADOPTING FEES WITHIN THE CITY OF ISANTI

WHEREAS, the City Council by Ordinance sets forth a fee table for the City of Isanti; and

WHEREAS, the City Council has determined that it is in the best interest of the residents of the City that all fees within the City are established by resolution; and

WHEREAS, these fees are fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed in accordance with Minnesota Administrative Rules 1300.0160; and

WHEREAS, the following fee schedule includes a new fee and two fees previously adopted by the City Council~~schedule shall be effective January 1, 2017~~:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota

1. Set forth the following fee schedule:

Administration

Administrative Citations – City Code Violations	
Chapter 216, Nuisances	$200.00
Chapter 227, Parking and Storage	$200.00
Chapter 256, Residential Property Maintenance Standards	$200.00
Chapter 284, Streets and Sidewalks	$200.00
Chapter 325, Water	$200.00
Ordinance #445, Zoning Ordinance	$200.00
Ordinance #445, Section 16 Signs	$100.00
Chapter 87-5.1, Animal Litter	$ 75.00
Adult Use Fee	$5,000.00
Adult Use Investigation Fee	$2,000.00
Affidavit of Candidacy	$15.00
Agenda Packet Subscription	$150.00
Agenda Subscription	$25.00
Copies	$.25 per page, plus tax
Dog Bite Incident (if applicable)	$90.00
Dog Boarding (at Impound)	$22.00 per day plus tax
Dog Impound 1st Time	$65.00 plus tax
Dog Impound 2nd Time	$70.00 plus tax
Dog Impound 3rd Time	$80.00 plus tax
Additional Fee for Pick up (7pm-8am & Holidays)	$30.00
Dog License (Duplicate)	$5.00
Dog License (Fixed)	$10.00
Dog License (Not)	$15.00

Dog License Late Fee	$5.00
Dog License Lifetime	$50.00
Euthanasia / Disposal	$175.00
FAX - in	$.25 per page, plus tax
FAX - out	$.25 per page, plus tax
Gambling Permits – Application & Investigative Fee	$50.00
Kennel License (Commercial)	$100.00 per year
Kennel License (Residential)	$50.00 per year
Lawn Sprinkling 1st Violation	$20.00
Lawn Sprinkling 2nd Violation	$35.00
Lawn Sprinkling 3rd Violation	$50.00
Meeting Minutes – Copy of CD	$10.00
Non-Compliance Fee	$25.00
Notary	$5.00 per document
Open Burning Permit	$40.00
Pawnbroker/Shop	$1,500.00
Pawnshop Investigation Fee Initial Application Only, does not apply to Renewal	$1,500.00
Pawnshop Transaction Fee	$1.30 plus pass through costs per transaction
Peddler Permit	
Day	$25.00
Month	$75.00
Seasonal (6 months or less)	$200.00
Application Investigation Fee	$75.00
Retail Fire Works Permit – Application Fee	$15.00
Retail Fire Works Permit – Permit Fee	$25.00
Returned Checks	$30.00
Secondhand Goods Dealer	$1,500.00
Secondhand Goods Dealer Investigation Fee Initial Application only, not for renewals	$1,500.00
Secondhand Goods Dealer, Temporary	$750.00
Secondhand Goods Dealer Transaction Fee	$1.30, plus pass through costs per transaction
Special Assessment Fee Unpaid Utility Bills, Code Enforcement Violations, Etc.	$30.00 per assessment
Special Meeting Request	$500.00
Special Vehicle Permit	$25.00
Staff Time (not specified elsewhere)	Actual hourly wage multiplied by 145%
Street Block Party Deposit	$50.00 (Refundable)

Building Inspections

Valuation Fee Schedule for Isanti

Value of Work	**Value Based Permit Fee *(Residential & Commercial)***
$501 - $2,000	**$50 MIN.** $25 for first $500 + $3.50/ each additional $100 or fraction thereof
$2,001 – $25,000	$78 for first $2,000 + $15/ each additional $1,000 or fraction thereof

$25,001 - $50,000	$425 for first $25,000 + $11/ each additional $1,000 or fraction thereof
$50,001 - $100,000	$700 for first $50,000 + $8/ each additional $1,000 or fraction thereof
$100,001 - $500,000	$1,100 for first $100,000 + $6/ each additional $1,000 or fraction thereof
$500,001 - $1,000,000	$3,500 for first $500,000 + $5/ each additional $1,000 or fraction thereof
$1,000,001 +	$6,000 for first $1,000,000 + $4/ each additional $1,000 or fraction thereof

Building Permit	Per Valuation Fee Schedule
Basement Finishes Permit	Per Valuation Fee Schedule
City Utility Services under Driveway	$100.00
Commercial Landscape Escrow	$5,000.00 per site (Refundable)
Deck Permit	Per Valuation Fee Schedule
Demolition Permit	greater of $100.00 or 1.27% of contract price
Right of Way Work Permit	
Single Residential Hookup	no fee
a.Base Fee – up to 1,000 LF	$125.00
b. Fees in addition to base fee Work >1,000 LF $65.00 per 1,000 LF	
.Street Cut	$125.00 plus $5,000.00 in escrow
Unauthorized Work	$250.00 up to double the permit fee
Fence Permit (Fences >7')	$80.00
Fire Suppressant Permit – Commercial/Multi-Family	1.5% of project value
Grade Survey Check	
a. Commercial	$50.00
b. Residential	$50.00
Grading Permit	$150.00
Investigative Fee	100% of permit fee
Lawn Irrigation Permit	$80.00
License Verification Fee	$5.00
Mechanical Permit	$75.00 per unit
Mechanical Permit – Commercial/Multi-Family	1.5% of project value
Minimum Permit Fee	$50.00
Plan Check Fee	65% of calculated permit fee, when applicable
Plan Check Fee – Duplicate Plans	Duplicate plan fees reduced to 25% of Master Plan Review
Plumbing Permit Basic (up to 4 fixtures)	$54.00
Plumbing Permit – job valuation > $500 or more than 4 fixtures	$94.00
Plumbing Permit – Commercial/Multi-Family	1.5% of project value
Re-Roof Permit	$80.00

Re-Siding Permit	$80.00
Rental License Late Fee	100% of rental license fee
Residential Driveway Escrow	$2,000.00 (Refundable)
Residential Landscape Escrow	$6,000.00 (Refundable)
Residential Rental License Fee	
1 Unit	$150.00
2-4 Units	$175.00
5-12 Units	$225.00
13-20 Units	$240.00
21–50 Units	$250.00
51 + Units	$300.00
Additional Inspections	$50.00 Per Inspection
State Surcharge	Applied to all permits
Swimming Pool Permit	$80.00
Water/Sewer Line Repair Inspection Fee	$80.00
Window/Door Replacement Permit	$80.00

Electrical Inspection Fees

All Services Residential Service Change $100.00, this includes one inspection. Or the below rates.		Circuits and Feeders The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors:	
0 to 300 amp	$50	0 to 30 amp	$8
400 amp	$58	31 to 100	$10
500 amp	$72	101 to 200 amp	$15
600 amp	$86	300 amp	$20
800 amp	$114	400 amp	$25
1000 amp	$142	500 amp	$30
1100 amp	$156	600 amp	$35
1200 amp	$170	700 amp	$40
Add $15.00 for each additional 100 amps		Add $5.00 for each additional 100 amps	
Minimum permit fee is $50.00 plus $1.00 state surcharge. This is for one inspection only. Minimum fee for rough-in inspection and final is $100.00 plus $1.00 state surcharge.			
Maximum fee for single family dwelling not over 200 amps is $150.00 plus $1.00 state surcharge. Maximum of 30 circuits. Maximum of 2 rough-in inspections and one final inspection.			
Apartment Buildings: Maximum fee per unit of an apartment or condominium complex is $100.00. This does not cover service and house wiring. A separate permit must be issued for house wiring. Swimming Pools: $100.00 this includes 2 inspections			

Traffic Signals: $10.00 per each standard

Street Lighting: $5.00 per each standard

Transformers/Generators: $10.00 per unit + $0.50 per KVA

Retro Fit Lighting: $0.75 cents per fixture

Sign Transformer: $10.00

Remote Control/Signal Circuits: $1.00 per device

Re-inspection Fees: $50.00

*Fees are doubled if the work starts before the permit is issued

Community Center

Cleaning Fee (if elected by renter)	$125.00, plus tax
Damage Deposit	$250.00
Damage Fees	
Cleaning	$35.00 per hour minimum, plus tax
Tables	$100 each, plus tax
Chairs	$20.00 each, plus tax
Unreturned keys	$250.00, plus tax
Smoking Non-Designated Areas	$200.00, plus tax
Other Items	To be determined based on replacement cost, plus tax
Equipment Available to Rent (larger deposit may be required)	
LCD Home Theater Projector on Cart	$50.00, plus tax
9' Portable Screen	$20.00, plus tax
Blu-Ray DVD Player	$15.00, plus tax
Speakers & Microphone (Includes tripod stands if requested)	$15.00, plus tax
Podium	$10.00, plus tax
Non-Profit Organizations	$50.00, plus tax (full day) $25.00, plus tax (4 hours or less)
Private (less than 50 individuals) or For-Profit Organizations	$100.00, plus tax (full day) $ 50.00, plus tax (4 hours or less)
Special Events Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. Greater than 50 individuals in attendance.	$275.00, plus tax

Fee Arrangements – When Requested
Non-Profit Monthly Rental Rates (less than 4 hour rentals)

Days Per Week	Monthly Fee, plus tax
1	$50
2	$100
3-4	$150
5	$200

Days Per Month	Monthly Fee, plus tax
1-2	$25
3-5	$50

** Minimum rental fee of $25/month or $5/day when rented more than 5 days per month.
** Groups storing belongings at the facility may be subject to a monthly storage fee.
** Groups looking to book the facility on a weekend must pay the normal rates as shown within the ICC application. Weekends are not included within the monthly rental rates.
**Holidays falling on your scheduled reservation date do not result in a change in the fee schedule.
**Prearranged annual events that fall on your scheduled reservation date do not result in a change in the fee schedule.

Fee Arrangements – When Requested
For-Profit Monthly Rental Rates (less than 4 hour rentals)

Days Per Week	Monthly Fee, plus tax
1	$150
2	$300
3-4	$450
5	$600

Days Per Month	Monthly Fee, plus tax
1-2	$50
3-4	$100

**All other fees and deposits for the rental of the facility apply.
**Groups looking to book the facility on a weekend must pay the normal rates as shown within the ICC application. Weekends are not included within the monthly rental rates.
**Holidays falling on your scheduled reservation date do not result in a change in the fee schedule.
**Prearranged annual events that fall on your scheduled reservation date do not result in a change in the fee schedule.

Economic Development Authority

Assignment & Assumption Agreement	$1,000.00 plus costs
Development Agreement (Non-Abatement or TIF)	$1,000.00 plus costs
Establishment of New TIF District	$4,800.00 or actual cost
Host Approval of Conduit Debt	$3,000 escrow
Issuance of Conduit Debt	1/4% of the proposed issuance amount, $3,000 minimum, $25,000 maximum

	escrow
Revolving Loan Fund Application Fee	1% origination fee
SAC/WAC Repayment Agreement and Mortgage	Current cost of filing document(s) at Isanti County Recorder to be paid by Developer.
TIF Development Agreement	$2,500.00 plus costs
Tax Abatement Application Fee	$1,000.00 plus costs

Liquor/Beer

Background Check & Investigation Fee	
For Partnership – Corporation – Association	$300.00
For Individual	$100.00
Initial Application only, does not apply for Renewals	
Beer Off-Sale (3.2)	$150.00
Beer On-Sale (3.2)	$250.00
Brewers Off-Sale Malt Liquor	$310.00
Brewers Tap Room On-Sale	$500.00
Brew Pub Off-Sale Malt Liquor	$310.00
Club License (Max dictated by MN State Statutes)	$500.00
Intox Liquor On-Sale	$2,500.00
Intox Liquor Sunday On-Sale	$200.00
Consumption and Display Permit (Annual)	$200.00
Temporary Consumption and Display Permit	$25.00
Temporary On-Sale 3.2 Beer License (1-4 Days)	$50.00
Temporary On-Sale 3.2 Beer License (1-4 Days) Multiple Events	$500.00
Temporary On-Sale Beer	$50.00
Temporary On-Sale Liquor	$50.00
Temporary On-Sale Liquor (2-4 Days)	$50.00
Temporary One-Day On-Sale Liquor License	$25.00
Wine	$300.00

Parks, Recreation, and Culture Department

Copy of Comprehensive Park Plan	$10.00
Community Garden – Ground Plot (Season Fee)	$15.00
Community Garden – Raised Bed (Season Fee)	$20.00
Farmer's Market – Membership Fee (Annual)	$10.00
Farmer's Market – Stall Fee	
Full Season	$100.00
Half Season	$60.00
Single Day	$10.00
Park Dedication Fee (Residential)	$1,500.00 per unit
Park Dedication Fee – Multi Family with Recreational Amenities	– Up to 25% Reduction of $1,500 per unit fee
Park Dedication Fee (All Others)	$1,500.00 per Commercial/Industrial Acre
Park Shelter Electric Box Deposit	$50.00
Park Shelter Fee – Non City Resident or Business	$10.00 plus tax
Special Event Cleanup Deposit	$100.00
Tennis Court Usage	Resident (Individual)
	1 court No Charge

	2 courts $6/hr plus tax Non-Resident (Individual) 1 court $6/hr plus tax 2 courts $12/hr plus tax Civic Group, Youth Organization, League, Business, Industry, Church or School Single court, per reservation $15/hr plus tax Per season single court only – rates to be determined on a case-by-case basis by the Parks, Recreation, and Culture Board and City Council.
Unity Park Softball Field Usage	$25.00 plus tax per day Non-Resident $15.00 plus tax per day Resident

Planning & Zoning Department

Administrative Appeals	$200.00 plus costs
Administrative Permit	$75.00
Administrative Subdivision	$275.00 plus costs
Annexation/De-Annexation	$100.00 plus costs
Comprehensive Plan Amendment	$325.00 plus costs
Conditional Use Permit	$325.00 plus costs
Conditional Use Permit Amendment	$275.00 plus costs
Copy of Comprehensive Plan	$50.00
Copy of Maps	$ .50 black and white
Copy of Zoning Map	Fee based on size & type of map
Copy of Zoning Ordinance	$25.00
Copy of Engineer Design Standards	$35.00
Development Agreement for Subdivisions	$2,500 escrow plus costs
Development Agreement (Non-Subdivision)	$1,500 escrow plus costs
Easement Application	$200.00 plus costs
EAW & EIS Review	$600.00 plus costs
Final Plat	$325.00 plus $10.00 per lot/unit plus costs ($1,500.00 escrow)
Interim Use Permit	$325.00 plus costs
Minor Subdivision Plat	$325.00 plus costs ($1,000.00 escrow)
Planned Unit Development – Final Plan	$325.00 plus costs ($1,500.00 escrow)
Planned Unit Development – General Plan	$500.00 plus costs ($1,500.00 escrow)
Preliminary Plat	$500.00 plus costs ($1,500.00 escrow)
Rezoning Request	$325.00 plus costs
Sign Permit (permanent)	$75.00
Sign Permit (temporary)	$50.00
Signal Light Fee	$119.00 per residential unit $ .10 per sq. ft. of usable Commercial lot platted
Site Plan Review	$325.00 plus costs ($1,000.00 escrow)
Site Plan Review Financial Surety (Commercial/Industrial)	125% of estimated cost of site improvements (driveway, parking and loading areas)

Text Amendment	$275.00
Vacation Request	$275.00 plus costs
Variance Request	$325.00 plus costs
Wetlands Replacement Plan Review	$500.00
Zoning Permits	$80.00
Zoning Verification Letter	$30.00

Police Department

Administrative Citation	$60.00
Alcohol Screening	$3.00 per time or $75.00 per year
Chemical Disposal (small amount)	Cost of Disposal
Chemical Disposal (large Amount)	Cost of Disposal
Cleaning of Crime Scene	Cost of Cleanup
Copy of Photo	$5.00
Copy of Police Report	$.25 per page, plus tax
Copy of Video/Audio/DVD	$25.00
Fee for Returned Check listed under Administration	
Fingerprinting	$15.00 per non-resident or non-Isanti business, $ 0.00 for Isanti resident or business
Parking Ticket	$20.00
Police Records Search	$35.00
Professional Hire of Police Office	$50.00 per hour
Reschedule Hearing on Administrative Citation	$50.00
Storage Fees	$20.00 per day
Towing	As per towing contract fee schedule
Unjust Hearing	150% of cost of hearing

Sewer and Water Department

Delinquent Posting Notice Fee	$15.00
New Construction:	
Meter (5/8 & 3/4 inch)	Cost included in permit fee
Meter (larger, > 3/4 inch, diameter)	Cost minus $285.00
Replacement or additional:	
Meter (5/8 & 3/4 inch)	
Head	$88.00
Body	$260.00
Meter (larger, > 3/4 inch, diameter)	Cost plus $25.00
Meter Replacement Administrative	
Fee for Non-Compliance	$75.00/month
Private Metered Water Sales	
Deposit	$2,000.00 (refundable deposit)
$10.00 minimum and up to 1st 1000 gallons; as per rate study per/1,000 thereafter	
Private Well Water Testing	$90.00
Sewer Access Fee (SAC)	~~$4,306.00 per unit based on REC assessment~~ $4,435.00 per unit based on REC assessment
Sewer Rates	Per City Code Chapter 260
Storm Water Rates	Per Ordinance No. 569

Trunk Utility Charge	$1,000.00 if more than one unit based on REC schedule $2,050.00 per Commercial/Industrial acre
Unpaid Water and Sewer	$5.00 per month
Water Access Charge (WAC)	~~$3,677.00 per unit based on REC assessment~~ $3,787.00 per unit based on REC assessment
Water Disconnect	$50.00
Water Reconnect	$50.00
Water Meter Testing	1 Hour Public Works Staff plus Costs
Water Rates	Per City Code Chapter 325

Street Department

Bobcat/Tractor Charge with Operator	$100.00 per Hour
Labor	$50.00 per Hour
Magikist Line Thawer with Operator	$100.00 per Hour
Mow Charge with Operator	$90.00 per Hour
Sidewalk Snow Removal	$30.00
Street Cut Permit	$1,200.00
Weed Whip Charge with Operator	$75.00 per Hour

MINNESOTA WARN RATES- Equipment Charges Are Per Hour with Operator

	Business Hours	Non-Business Hours
Road Grader with Wing, Dump Truck with Snowplow and Wing, Wheel Loader	$160.00	$180.00
Self-propelled Broom, Air Compressor with Accessories and Pickup, Pickup, One Ton Trucks, Rollers, Tractors	$90.00	$110.00
Sewer Jet Rodding Machine, Vactor with Pickup (Each Requires Two Operators) There is an additional charge of $.35 per lineal foot for sewer cleaning.	$135.00	$145.00
Single Axle Truck, Street Sweeper, Single Axle Dump Truck with Snowplow, Brush Hog	$125.00	$145.00
Six Inch Pumps with Engine	$75.00	$95.00
Skidsteer, Self-propelled Mower/Snow Blower/ Broom Attachment, Small Trencher	$90.00	$105.00
All Other Equipment Such As Chain Saw, Push Mower, Snow Blower and Weed Whips	$75.00	$95.00

Fire

Fire Extinguisher Service Deposit Fee	$25.00 (refundable)
Fire Extinguisher – Administrative Fee	$3.00

This resolution was duly adopted by the Isanti City Council this 3rd day of January, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

L.4.

ORDINANCE NO. _____

AN ORDINANCE AMENDING THE CODE OF THE CITY OF ISANTI CHAPTER 160 FEES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

I. Section 160-2. Enumeration of fees – of Chapter 160, of the Code of the City of Isanti is hereby amended to add, delete or revise the text of Section 160-2 as follows:

ADD

Administration

Open Burning Permit

Economic Development Authority

SAC/WAC Repayment Agreement and Mortgage

II. EFFECTIVE DATE.

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council, this 3rd day of January, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

Reading Date: 1-03-2017
Publication Date: 1-11-2017
Effective Date: 1-11-2017

(SEAL)

L.5.

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING AMENDMENTS TO THE PERSONNEL POLICY, SECTION 10. LEAVES AND SECTION 14. OUTSIDE EMPLOYMENT

WHEREAS, the Personnel Committee reviewed and has determined that there is a need to amend Section 10. Leaves and Section 14. Outside Employment of the Personnel Policy; and,

WHEREAS, amendments have been made to further clarify the policies, attached hereto as 'Exhibit A'.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA that the attached Personnel Policy Amendments to Section 10. Leaves and Section 14. Outside Employment are hereby approved.

This resolution was duly adopted by the Isanti City Council this 3rd day of January, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

EXHIBIT A.

the employee's current rate of pay; and the employee shall be reimbursed for any unused sick leave for hours accrued in the termination year at the rate of one-half (1/2) of the employee's daily salary based on a maximum accrual of ninety-six (96) hours.

Vacation Leave

Vacation will accrue at the following rates:

a. ~~After one (1) year~~0 through 1 year:6 days / 48 hrs. / yr

b. After two (2) years 12 days / 96 hrs. / yr

c. After six (6) years 18 days / 144 hrs. / yr

d. After ten (10) years 24 days / 192 hrs. / yr

e. After fifteen (15) years 27 days / 216 hrs. / yr

Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule.

Part-time employees who work at least thirty (30) hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule.

Part-time employees who are scheduled to work less than thirty (30) hours on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City. Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire. (See Section 5 – Layoff/Recall)

Use

~~After six~~During the first (6) months of service, while an employee is on probation, vacation leave may be used as it is earned, subject to approval by the employee's supervisor.

Every full-time and part-time thirty (30) hour plus employee hired prior to March 1, 2007 shall have July 1 as their anniversary date for purposes of earned vacation. Vacation earned from the date of employment to July 1 shall be credited to the employee and shall be taken as provided. Every full-time and part-time thirty (30) hour plus employee hired after March

SECTION 14.

OUTSIDE EMPLOYMENT

The potential for conflicts of interest is lessened when individuals employed by the City of Isanti regard the City as their primary employment responsibility. All outside employment is to be reported to the employee's immediate supervisor. If a potential conflict exists based on this policy or any other consideration, the supervisor will consult with the City Administrator. All outside employment, unless part of an employment contract, shall be approved by the City Council. Any City employee accepting employment in an outside position that is determined by the City Administrator to be in conflict with the employee's City job will be required to resign from the outside employment or may be subject to discipline up to and including termination. A form must be completed by the employee and submitted to the City Administrator.

For the purpose of this policy, outside employment refers to any non-city employment or consulting work for which an employee receives compensation, except for compensation received in conjunction with military service or holding a political office or an appointment to a government board or commission that is compatible with City employment. The following is to be considered when determining if outside employment is acceptable:

a. Outside employment must not interfere with a full-time employee's availability during the City's regular hours of operation or with a part-time employee's regular work schedule.
b. Outside employment must not interfere with the employee's ability to fulfill the essential requirements of his/her position.
c. Outside employment or business opportunity shall meet the standards of the City's Conflict of Interest Policy.
d. The employee must not use City equipment, resources or staff in the course of the outside employment.
e. The employee must not violate any City personnel policies as a result of outside employment.
f. The employee must not receive compensation from another individual or employer for services performed during hours for which he/she is also being compensated by the City. Work performed for others while on approved vacation or compensatory time is not a violation of policy unless that work creates the appearance of a conflict of interest.
g. No employee will work for another employer, or for his/her own business, while using paid sick leave from the City for those same hours.
h. Departments may establish more specific policies as appropriate, subject to the approval of the City Administrator.
~~h.~~ i. Outside employment opportunities with private or public entities where the employee already serves that entity with specified duties through a Joint Powers Agreement or Service Contract shall be reviewed by the Personnel Committee prior to acceptance of the employment opportunity. The review is to ensure that there is no conflict of interest with or use of City time or resources for the

Formatted: Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

employment opportunity. Continued employment by the employee in this capacity shall be reviewed by the Personnel Committee on an annual basis.

City employees are not permitted to accept outside employment that creates either the appearance of or the potential for a conflict with the development, administration or implementation of policies, programs, services or any other operational aspect of the City.

SECTION 15.

DRUG FREE WORKPLACE

In accordance with Federal Law, the City of Isanti has adopted the following policy on drugs in the workplace:

a. Employees are expected and required to report to work on time and in appropriate mental and physical condition. It is the City's intent and obligation to provide a drug-free, safe and secure work environment.

b. The unlawful manufacture distribution, possession, or use of a controlled substance on City property or while conducting City business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

c. The City recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use their health insurance plan, as appropriate.

c. Employees must, as a condition of employment, abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring on or off work premises while conducting City business. A report of the conviction must be made within five (5) days after the conviction as required by the Drug-Free Workplace Act of 1988.

RESOLUTION NO. 2017-XXX

RESOLUTION AUTHORIZING THE ACCEPTANCE OF THE LABOR AGREEMENT BETWEEN THE CITY OF ISANTI AND LAW ENFORCEMENT LABOR SERVICES, INC. LOCAL 217

WHEREAS, the City of Isanti and LELS Local 217, have met to negotiate certain contract issues between the two affected parties for a Labor Agreement for a period beginning January 1, 2017 and ending December 31, 2019; and

WHEREAS, a tentative agreement was brought before City Council in a closed session on December 20, 2016, and after returning to open session a motion was made to approve the tentative agreement; and,

WHEREAS, an updated contract has been reviewed by both parties and both parties are accepting the proposed terms of the collective bargaining agreement as negotiated.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The Labor Agreement shall be approved as negotiated between the two parties given, through staff review; the terms of the contact are those terms reached within the tentative agreement.

2. The Mayor and City Administrator are hereby authorized to execute the Labor Agreement given the language prepared is representative of the terms agreed upon and reached within the tentative agreement.

3. Provided Steps 1 and 2 have been completed, Staff is hereby directed to distribute one original copy of the signed Labor Agreement to LELS, Local 217 and retain one original as a file copy.

This resolution was duly adopted by the Isanti City Council this 3rd day of January, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

Labor Agreement

between

The City of Isanti, MN

-and-

Law Enforcement Labor Services, Inc.

Local# 217

January 1, 2017 – December 31, 2019

TABLE OF CONTENTS

ARTICLE 1 – PURPOSE OF AGREEMENT ---------- 4
ARTICLE 2 – RECOGNITION ---------- 4
ARTICLE 3 – DEFINITIONS ---------- 4
ARTICLE 4 – NON-DISCRIMINATION ---------- 5
ARTICLE 5 – UNION RIGHTS ---------- 6
ARTICLE 6 – EMPLOYER AUTHORITY ---------- 6
ARTICLE 7 – SAVINGS CLAUSE ---------- 6
ARTICLE 8 – EMPLOYEE RIGHTS/GRIEVANCE PROCEDURE ---------- 7
ARTICLE 9 – DISCIPLINE ---------- 9
ARTICLE 10 – JOB SAFETY TRAINING ---------- 9
ARTICLE II – HOURS OF WORK ---------- 10
ARTICLE 12 – OVERTIME PAY ---------- 10
ARTICLE 13 – COURT TIME ---------- 11
ARTICLE 14 – CALL BACK TIME ---------- 11
ARTICLE 15 – STANDBY PAY ---------- 11
ARTICLE 16 – SENIORITY ---------- 11
ARTICLE 17 – COMPENSATION ---------- 12
ARTICLE 18 – VACATION ---------- 13
ARTICLE 19 – LEAVES OF ABSENCE ---------- 13
ARTICLE 20 – SICK LEAVE ---------- 14
ARTICLE 21 – FUNERAL LEAVE ---------- 14
ARTICLE 22 – INSURANCE ---------- 15
ARTICLE 23 – PART-TIME EMPLOYEES ---------- 15
ARTICLE 24 – HOLIDAYS ---------- 15
ARTICLE 25 – UNIFORMS ---------- 16
ARTICLE 26 – OUTSIDE EMPLOYMENT ---------- 17
ARTICLE 27– WAIVER ---------- 17
ARTICLE 28 – DURATION ----------17
APPENDIX A – WAGE SCHEDULE ---------- 18

APPENDIX B – INITIAL UNIFORM ISSUE ---------- 19

ARTICLE 1 – PURPOSE OF AGREEMENT

This AGREEMENT is entered into between the City of Isanti, hereinafter called the Employer, and Local Number 217 of Law Enforcement Labor Services, Inc., hereinafter called the Union. The intent and purpose of this Agreement is to:

1.1 Establish certain hours, wages, and other conditions of employment;

1.2 Establish procedures for the resolution of disputes concerning this AGREEMENTS interpretation and/or application;

1.3 Specify the full and complete understanding of the parties; and

1.4 Place in written form the parties agreement upon terms and conditions of employment for the duration of this AGREEMENT.

The EMPLOYER and the UNION, through this AGREEMENT, continue their dedication to the highest quality of public service. Both parties recognize this AGREEMENT as a pledge of this dedication.

ARTICLE 2 – RECOGNITION

2.1 The Employer recognizes the Union as the exclusive bargaining representative under Minnesota Statutes for all licensed peace officers as defined in Bureau of Mediation services Case No 96-PCE-1437, dated April 16, 1996.

2.2 In the event the EMPLOYER and the UNION are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3 – DEFINITIONS

3.1 UNION: Law Enforcement Labor Services, Inc., Local No. 217.

3.2 EMPLOYER: The City of Isanti.

3.3 UNION MEMBERS: A member of Law Enforcement Labor Services, Inc., Local No. 217.

3.4 EMPLOYEE: A member of the exclusively recognized bargaining unit.

3.5 DEPARTMENT: The City of Isanti Police Department.

3.6 CHIEF: The Chief of Police of the City of Isanti Police Department.

3.7 BASE PAY RATE: The employee's hourly rate exclusive of any special allowances.

3.8 OVERTIME: Work performed in excess of an employees scheduled shift.

3.9 CALL BACK: Return of an employee to a specified work site to perform assigned duties at the express authorization of the Employer at a time other than a scheduled shift. An extension of or an early report to a scheduled shift is not a call back.

3.10 IMMEDIATE FAMILY: Immediate family shall include the employee's spouse, child, father, mother, spouse's mother, spouses father, grandchild, sibling-in-law, sibling, grandparent, grandparent-in-law, step parent, step brother/sister, step child.

3.11 DAYS: Unless otherwise indicated, mean the City's regular business days.

3.12 PROMOTION; A permanent change of an employee from a position in one work classification to a position in another work classification within the bargaining unit with more responsibility or duties and higher compensation.

3.13 TRANSFER; A change of employee from one position to another position in the same work classification or to another work classification, in the same compensation range within the bargaining unit, usually involving the performance of similar duties and requiring essentially the same basic qualifications.

3.14 EMERGENCY: A crisis situation or condition which reasonably may be expected to endanger life or property as defined by the Employer.

3.15 PROBATION PERIOD: Means one (1) calendar year from the employees date of hire. The probationary period for promoted or reassigned employees will last for six (6) months from date of promotion or reassignment.

3.16 RESIGNATION IN GOOD STANDING: An employee leaving service with the Employer after giving a two week notice, providing the employee has not been discharged for misconduct.

ARTICLE 4 – NON-DISCRIMINATION

The Employer and the Union agree not to discriminate against any employee on any basis prohibited by law.

ARTICLE 5 – UNION RIGHTS

In recognition of the Union as the Exclusive representative the Employer shall;

5.1 Deduct each payroll period an amount sufficient to provide the payment of dues established by the Union from the wages of all employees authorizing in writing such deduction; and

5.2 Remit such deduction to the appropriate designated officer of the Union.

5.3 The Union may designate certain employees from the bargaining unit to act as stewards and shall inform the Employer in writing of such choice

5.4 The Employer shall make available to the Union mutually agreed upon facilities at reasonable times for the purposes of conducting Union business.

5.5 The Employer agrees to make space available on the Employer bulletin board for the posting of official Union notice(s) and announcements.

5.6 The Union agrees to indemnify and hold harmless the Employer against any claims, suits, orders, or judgments brought or issued against the Employer under the provisions of this article.

ARTICLE 6 – EMPLOYER AUTHORITY

6.1 The Employer retains the full and unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify the organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial function not specifically limited by this AGREEMENT.

6.2 Any term and condition of employment not specifically established or modified by this AGREEMENT shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

ARTICLE 7 – SAVINGS CLAUSE

This AGREEMENT is subject to the law. In the event that any provision of this AGREEMENT shall be held to be contrary to the law by a Court of competent jurisdiction or administrative agency from whose final judgment or decree no appeal is made within the time provided, such provision shall be voided. All other provisions of this AGREEMENT shall continue in full force and effect. The voided provisions shall be renegotiated upon written request of either party.

ARTICLE 8 – EMPLOYEE RIGHTS/GRIEVANCE PROCEDURE

8.1 A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.

8.2 Union Representative. The Employer will recognize representatives designated by the Union as the grievance representatives of the bargaining unit. The Union shall notify the Employer in writing of the names of such Union representatives and of their successors when so designated.

8.3 Processing of a Grievance. It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and the Union representative shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided the employee and the Union Representative have notified and received the approval of the designated supervisor.

8.4 Procedure. Grievances, as defined by section 9.2, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred or the employee through the use of reasonable diligence should have had knowledge of the occurrence of the alleged violation, present such grievance to the Police Chief At this step, the grievance may be presented either orally or in writing. The Police Chief will discuss and give an answer, in writing, to such Step 1 grievance within twenty-one (21) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it was based, the provision or provisions of the Agreement allegedly violated, and the remedy requested and shall be appealed to Step 2 within ten (10) calendar days after the Police Chiefs final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the grievance shall be in writing and presented by the Union to the City Administrator. The City Administrator will give the Union the Employers Step 2 answer in writing within ten (10) calendar days. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within ten (10) calendar days shall be considered waived.

Step 3 A grievance not resolved in Step 2, by mutual consent, may be mediated using the services of the Bureau of Mediations Services. A petition for mediation by either party stops all timelines. A grievance not resolved in mediation, may be appealed to Step 4.

Step 4. A grievance unresolved in Step 2 or Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended.

The Union and the Employer will endeavor to select a mutually acceptable arbitrator to hear and decide the grievance. If the Union and the Employer are unable to agree on an arbitrator, they may request from the Director of the Bureau of Mediation Services a list of qualified arbitrators. The parties will alternately strike names from the list of arbitrators until only one (1) name remains. The remaining arbitrator will hear and decide the grievance. If the parties are unable to agree on who will strike the first name the question will be decided by the flip of a coin.

8.5 Arbitrator's Authority

8.5.1 The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this AGREEMENT. The arbitrator shall consider and decide only the issue(s) submitted by the Employer and the Union in writing and shall have no authority to make a decision on any other issue not so submitted.

8.5.2 The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

8.5.3 The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such record to be made, providing it pays for the record. If both parties desire a verbatim record of proceedings the cost shall be shared equally.

8.6 Waiver. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specific

time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employers last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each Step may be extended by mutual agreement of the Employer and the Union.

ARTICLE 9 – DISCIPLINE

9.1 The Employer will discipline employees for just cause only. Discipline will be in one or more of the following forms

A. Oral reprimand
B. Written reprimand
C. Suspension
D. Demotion, or
E. Discharge

9.2 Suspension, demotions and discharges will be in written form.

9.3 Written reprimands, notices of suspensions, notices of demotion and notices of discharge which are to become part of an employee's personnel file will be read and acknowledged by signature of the employee. Employees and the Union will receive a copy of such reprimands and/or notices. Such documents more than twenty-four (24) months old may not be used for promotional evaluation or disciplinary action and shall be removed unless the original signed letter of discipline indicates otherwise.

9.4 Employees may examine their own individual personnel files at reasonable time under the direct supervision of the Employer.

9.5 Employees will not be questioned concerning an investigation of disciplinary action unless the employee has been given adequate opportunity to have a Union representative present at such questioning.

9.6 Grievances relating to this Article shall be initiated by the Union at Step 2 of the grievance procedure under Article 8 of this Agreement.

ARTICLE 10 – JOB SAFETY TRAINING

10.1 The Employer agrees to provide employees with body armor as required by law.

10.2 The Employer will pay the cost of maintaining POST licensure.

10.3 The time an employee spends attending training, approved by the Chief and the City Administrator, shall be considered working hours for the purpose of computing wages

and other benefits provided by this Agreement.

ARTICLE 11 – HOURS OF WORK

11.1 The normal work year is an average of two thousand eighty (2,080) hours to be accounted for by each employee through

a) hours worked on assigned shifts;
b) holidays;
c) assigned training;
d) authorized leave time.

11.2 Nothing contained in this or any other Article shall be interpreted to be a guarantee of a minimum or maximum number of hours the Employer may assign employees.

11.3 Scheduled shifts shall be bid by seniority prior to November 15th of each year.

ARTICLE 12 – OVERTIME PAY

12.1 Hours worked in excess of the employee's scheduled shift will be compensated at one and one-half times the employee's regular base pay rate.

12.2 For the purpose of computing overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.

12.3 Part-time employees will be scheduled to fill open shifts unless it results in the payment of overtime. Reimbursable contract overtime shall be offered to full-time employees prior to assigning part-time employees. Overtime shall be distributed as equally as practicable to the full-time members of the bargaining unit.

12.4 In lieu of monetary compensation, an employee may choose to receive compensatory time at the rate of time and one-half (1-1/2) to a maximum accumulation of eighty (80) hours.

12.5 Credit for overtime hours worked (pay and/or compensatory time off) shall only be given upon receipt of supervisor approved documentation as to the purpose and need for the overtime and must be approved by the City Administrator.

12.6 Overtime shall be paid to nearest 1/4 hour. Officers shall report their start time at the time scheduled and any time worked over their shift as authorized by the Chief.

ARTICLE 13 – COURT TIME

An employee who is required to appear in Court during the employee's scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (1-1/2) time the employee's base pay rate or for time worked, whichever is greater. An extension or early report to a regularly scheduled shift for a court appearance does not qualify the employee for the three (3) hour minimum. Overtime for court appearances shall be paid at the 1 1/2 times current rate of pay.

Court Standby: An off-duty employee who must remain available for a court hearing, and is required to call for verification that an appearance is necessary. An employee shall be compensated at the rate of $20.00 per day of standby only if no appearance is required. Compensation shall be paid for standby only on Tuesday, Wednesday, Thursday, and Friday. An employee may not receive standby pay and the court time minimum on the same day.

ARTICLE 14 – CALL BACK TIME

An employee who is called to duty during the employee's scheduled off-duty time shall receive a minimum of three (3) hours pay at one and one-half (1-1/2) time the employee's base pay rate or for time worked, whichever is greater. An extension or early report to a regularly scheduled shift for duty does not qualify the employee for the three (3) hour minimum.

ARTICLE 15 – STANDBY PAY

Employees required by the Employer to be on "stand-by" status will be compensated at the rate of one-half (1/2) their hourly base wages.

ARTICLE 16 – SENIORITY

16.1 Definition: Seniority will be determined by an employee's length of continuous service with the Employer and posted in an appropriate location. Seniority rosters may be maintained by the Employer on the basis of time in grade and time within specific classifications. Full time employees shall always have seniority over part time employees. Seniority within the part time personnel shall not be transferable to a full time position.

16.2 Probationary Employees: During the probationary period, an employee may be discharged at the sole discretion of the Employer.

16.3 Lay-offs: Lay-offs are defined as separation from service by the Employer not related to discipline. Employees will be laid off by job classification seniority. Employees on layoff will have recall rights for one year after layoff. No employees will be hired in any job classification in which employees are laid off who have recall rights.

16.3.1 During a period when any employee is laid off under Article 16.2 the Employer agrees that overtime will not be used to subvert the need for the laid-off employee.

16.4 Vacancies: Job vacancies within the bargaining unit will be posted by the Employer in the department in a conspicuous place, for a period of ten (10) working days. An employee must apply for the position within the ten (10) working days posting time. An employee assigned to the posted job will be on probation for six (6) months, during which time the employee may be returned to their former position upon the request of the employee, without loss of seniority.

16.5 Transfers/Promotions: Seniority will be the determining criteria for transfer and promotions within the bargaining unit when the job-relevant qualifications are equal.

ARTICLE 17 – COMPENSATION

17.1 Rates of Pay: Employees covered by this AGREEMENT shall be compensated in accordance with the Salary Schedule marked "Appendix A" attached hereto and made a part of this AGREEMENT.

17.2 Meals: Employees will be reimbursed for meals according to current policy.

17.3 The City shall pay the following lump sum payments to employees possessing a valid Post License and current Firearms Qualifications on December 31 of the preceding year. Payment shall be made in January of each contract year.

Post License	$325.00
Firearms qualifications	$300.00

17.4 Longevity: Longevity pay is based upon full length of service as a full-time officer in the City of Isanti from date of hire. Effective January 1, 2017, full time employees will receive longevity pay in accordance with the following schedule:

10 Years of Service – Two Percent (2%) above base wage rate
15 Years of Service – Four Percent (4%) above base wage rate
20 Years of Service – Six Percent (6%) above base wage rate

Longevity rates are applied to the base wage rate for full time employees for that year of tenure. The employee's anniversary date shall be the date used for the purpose of longevity increment movement.

ARTICLE 18 – VACATION

18. 1 Vacation will accrue at the following rates:

0 through 1 year	6 days / 48 hrs. / yr.
After two (2) years	12 days / 96 hrs. / yr.
After six (6) years	18 days / 144 hrs. / yr.
After ten (10) years	24 days / 192 hrs. / yr.
After fifteen (15) years	27 days / 216 hrs. / yr.

18.2 48 hours of unused vacation and the Employee's annual accrual may be carried over from year to year.

18.3 When an employee terminates employment with the City in good standing, the employee shall receive the value of 100% of vacation time earned but unused as severance pay.

18.4 Seniority shall apply on vacation scheduling up to March 1st of each year. After March 1st, vacation scheduling shall be on a first come, first serve basis.

18.5 Vacation Donation Option: An employee may voluntarily donate their accumulated vacation hours (up to a max of 2 days / or 24 hours) to other employees whose accumulated leave balances are exhausted and who would otherwise be subject to a loss of income during a continued absence from work due to illness or injury. Donations will not be paid until all types of paid leave are exhausted by the recipient. The donated time will be paid to the recipient at the recipient's regular rate of pay on an hour per hour basis, and there will be no consideration for differences in wage rates applied to the transfer.

ARTICLE 19 – LEAVES OF ABSENCE

19.1 Military Leave. Any military leave of absence shall be handled as provided by law.

19.2 Negotiating Committee. An employee elected to serve on the negotiating committee representing the bargaining unit members shall suffer no loss of pay if negotiations are held during the employee's on-duty hours. The employee shall not be eligible for overtime or straight time if meetings are held during the employee's off-duty hours.

19.3 Jury Duty. Employees required to serve on jury duty will be compensated by the Employer for the difference between the employee's regular rate of pay and the amount paid for jury duty.

19.4 Parenting Leave. Unpaid parenting leave is available to employees pursuant to law.

ARTICLE 20 – SICK LEAVE

20.1 All full-time employees shall be credited with 8 hours of sick leave for each month of service, with a maximum accumulation of 480 Hours.

20.2 Employees may use their accrued sick leave for an illness or injury of the employee, employee's immediate family, and or to attend the funeral of a fellow employee. "Immediate family" will be defined by, and limited by, Minnesota Statutes Section 181.9413.

20.3 Upon termination of an employee in good standing and with five years consecutive employment, the employee shall be reimbursed one-half pay for sick days not used to a maximum of four hundred eight (480) accumulated hours at the employee's current rate of pay; and the employee shall be reimbursed for any unused sick leave for hours accrued in the termination year at the rate of one-half (1/2) of the employee's daily salary based on a maximum of accrual of ninety-six (96) hours.

20.4 An employee who is drawing worker's compensation shall be allowed to use accumulated sick leave as necessary to insure a full monthly paycheck, providing that employee shows documentation to the Employer.

20.5 The Employer may require an employee to submit a medical certificate verifying that the employee may return to work.

20.6 At the employee's option, the employee may sell back to the Employer unused sick leave in excess of 480 Hours up to a maximum of six (6) days in any one year and receive for said sick days compensation at the normal rate of compensation then being received. In computing this option, each year's accumulation is added to the previous accumulation and of that total any portion in excess of 480 Hours may be sold back under this provision up to six (6) days in any one year.

ARTICLE 21 – FUNERAL LEAVE

21.1 Funeral Leave is defined as paid leave not charged to an employee's sick leave or vacation leave, given in the event of a death in the employee's immediate family. (See Article 3.10)

21.2 Funeral leave in an amount equal to three eight hour work days or 24 work hours shall be granted to each employee in the event of a death in the Employees immediate family. Requests for funeral leave will not be denied if the Employer's needs can be accommodated during the proposed absence.

21.3 Additional days. Additional leave time may be taken only with the permission of the City Administrator. These additional days will be charged against accumulated sick leave or vacation leave at the employee's discretion.

ARTICLE 22 – INSURANCE

22.1 Health Insurance. The Employer will provide a health and medical care insurance program to all employees. The Employer will pay 100% of the premium for single coverage health insurance Employees choosing dependent care health coverage will be required to pay according to current City policy applicable to all City employees. Essentially, Employee contributions toward the premium costs of dependent coverage will increase or decrease by the same percentages as the City's overall policy cost increase or decrease for the health care coverage for the duration of this Agreement.

Effective 07/01/2011 and for the duration of this Agreement, the Employer will provide a plan with coverage and benefits at least equivalent to the coverage provided under the Blue Cross/Blue Shield "120 Group Plan" as set forth in the attached Appendix 'C'.

22.2 Life Insurance. The Employer will provide and pay the full cost of the premiums for, life insurance in the amount of $25,000.00 for each full-time employee.

22.3 Effective Date. The health and medical and term life insurance shall be in effect the first day of the first full month of employment.

22.4 Dental Insurance. The Employer shall make dental insurance coverage available to employee and employee's dependents. The Employer will pay 100% of the premium for single coverage and 100% of the premium for dependent care coverage.

ARTICLE 23 – PART-TIME EMPLOYEES

All benefits (vacation, sick leave, holiday leave, insurance, etc.) Shall be provided on a pro-rated basis to those part-time employees normally scheduled to work an average of 30 or more hours per week.

ARTICLE 24 – HOLIDAYS

24.1 Recognized Holidays. Holidays include the following:

New Year's Day
Presidents Day
Columbus Day
Independence Day
Veteran's Day
1/2 day Christmas Eve
Christmas Day
Martin Luther King Day
Memorial Day
Labor Day
Thanksgiving Day
Floating Holiday

24.2 During the month of December Employees will be paid a lump sum check at the employees regular rate of pay for the above holidays or receive days off in lieu of payment. Days off must be scheduled with the employee's supervisor. Employees terminating employment during the calendar year will receive a pro-rated payment.

24.3 Employees who work on a recognized holiday shall be paid at one and one-half (1 ½) times their regular straight time rate for all hours worked, up to 12 hours pay depending on the length of the employee's normally scheduled work day, in addition to holiday pay as provided in Article 24.2. Holidays excluded from pay at the one and one-half (1 ½) times the regular straight time rate are the Floating Holiday and ½ Day for Christmas Eve which shall be paid at the regular straight time rate for all hours worked.

24.4 An employee utilizing the Floating Holiday will be allowed up to (12) hours pay, depending on the length of the employee's normally scheduled work day.

ARTICLE 25 – UNIFORMS

25.1 The Employer shall provide the initial uniform issue, as listed in Appendix B, for each permanent full-time employee.

25.2 Each police officer shall receive a uniform allowance of $ $85.71 per month.

25.3 Uniform allowance for part-time employees shall be on a pro-rata basis and shall be paid in two installments (January 1 and July 1 of each year). Allowance shall be determined according to the percentage of full-time hours worked in the preceding six months.

25.4 The Employer shall pay for the repair or replacement of personal items of the individual employee which are damaged or destroyed in the line of duty, except in those instances where the damage or loss is caused by the personal neglect of the employee.

25.5 Employees terminating from the Police Department, with less than three (3) years of service, for any reason must return their entire uniform, including accessories, except for any items that were individually purchased by the officer using resources other than the uniform allowance. Regardless of the years of service, an employee terminating from the Police Department must return their body armor and other uniform accessories if originally paid for by the employer, and must return all uniform insignia and department "patches".

25.6 The Employer shall cover all costs of eyeglasses or other eye-wear damaged or destroyed in the line of duty, except in those instances where the damage or loss is caused by the personal neglect of the employee.

25.7 The Employer shall provide an annual stipend of $100 for the maintenance and replacement of the Officer's service firearm to each permanent full time employee employed by the Department as of December 31 of the preceding year. The payment shall be made in January of each contract year.

ARTICLE 26 – OUTSIDE EMPLOYMENT

Employees must receive prior written approval from the Chief and City Administrator before accepting outside employment.

ARTICLE 27 – WAIVER

27.1 Any and all prior agreements, resolutions, practices, policies, rules and regulations regarding terms and conditions of employment to the extent inconsistent with the provisions of this AGREEMENT, are hereby superseded.

27.2 The parties mutually acknowledge that during the negotiations which resulted in this AGREEMENT, each had the unlimited right and opportunity to make demands with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this AGREEMENT. The Employer and the Union each voluntarily waives the right to meet and negotiate regarding any and all terms and conditions of employment referred to or covered by this AGREEMENT, although such terms or conditions may not have been within the knowledge or contemplation of either or both of the parties at the time that this contract was negotiated or executed,

ARTICLE 28 – DURATION

This AGREEMENT shall be in effect from January 1, 2017 until December 31, 2019, and shall remain in effect from year to year thereafter unless either party gives notice as may be required by state statute of their desire to amend this AGREEMENT.

IN WITNESS WHEREOF, the parties hereto have set their signatures.

THE CITY OF ISANTI	**LAW ENFORCEMENT LABOR SERVICES, INC.:**
_____	_____
Mayor	Business Agent
_____	_____
Date	Date
_____	_____
City Administrator	Steward
_____	_____
Date	Date

APPENDIX A

WAGE SCHEDULE

PATROLMAN HOURLY WAGES

	2017 WAGE RATE ($1.50 Market Adjust + 3% over 2016)	2018 WAGE RATE (3% over 2017)	2019 WAGE RATE (3% over 2018)
Starting	$26.71	$27.51	$28.33
Step 1	$27.61	$28.44	$29.30
Step 2	$28.56	$29.42	$30.30
Step 3	$29.55	$30.44	$31.35
Step 4	$30.57	$31.49	$32.43
Step 5	$31.58	$32.53	$33.50
Step 6	$32.61	$33.59	$34.60

INVESTIGATOR HOURLY WAGES

	2017 WAGE RATE ($1.50 Market Adjust + 3% over 2016)	2018 WAGE RATE (3% over 2017)	2019 WAGE RATE (3% over 2018)
Starting	$27.08	$27.89	$28.73
Step 1	$28.08	$28.92	$29.79
Step 2	$29.08	$29.95	$30.85
Step 3	$30.07	$30.97	$31.90
Step 4	$31.06	$32.00	$32.96
Step 5	$32.06	$33.03	$34.02
Step 6	$33.06	$34.05	$35.08

APPENDIX B

INITIAL UNIFORM ISSUE

3 - Summer Shirts
3 - Winter Pants
3 - Uniform Pants
2 - Name Tags
3 - Badges (2 breast/1 hat) collar Brass
3 - Ties
1 - Winter Jacket
1 - Winter Hat
1 - Summer Hat
1 - Pair Gloves
1 - Pair Boots
1 - Belt for Pants
1 - Duty Belt
1 - Holster for Side Arm
1 – Cuff Case
1 - Key Holder
1 - Ammo Pouch
1 - Flashlight Holder
1 - Mace
1 - Mace Holder
1 - Radio Holder
1 - Handcuffs
1 - ASP Baton
1 - ASP Holder

In the event that Class A dress uniforms are required by the employer, they will be included in the Initial Uniform Issue.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**

From: Chief Gene C. Hill

Date: December 29, 2016

Subject: Reserve Officer Daniel Smith II Resignation

MEMO

Background:

I received the resignation letter of Reserve Officer Daniel Smith II. Mr. Smith's job change has not allowed him to be available to meet the requirements of being on the reserve unit. His resignation letter is attached.

Action:

I ask that the City Council take action on accepting the resignation of Reserve Officer Daniel Smith II who has left in good standing and to authorize the Chief of Police to fill the vacancy.

Thank you for your consideration,

Chief Gene C. Hill

RESOLUTION NO. 2016-_____

RESOLUTION ACCEPTING RESERVE OFFICER DANIEL SMITH II LETTER OF RESIGNATION

WHEREAS, Police Reserve Officer Daniel Smith II has submitted a letter of resignation to the City of Isanti and presented this to Chief of Police Gene C. Hill on December 29, 2016; and,

WHEREAS, the effective date of this resignation is Tuesday, December 29, 2016; and,

WHEREAS, Mr. Smith left the Isanti Police Reserve unit in good standing; and,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA as follows:

1. That the resignation of Reserve Officer Daniel Smith II is hereby accepted effective December 29, 2016.

2. That the Chief of Police is authorized to fill the vacancy.

This resolution was duly adopted by the Isanti City Council this 3rd day of January, 2016.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 17, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. January 3, 2017 - Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. City Council Goal Setting Session	Monday, January 23, 2017 at 8:00 a.m.
2. Park, Recreation, & Culture Board Meeting	Tuesday, January 24, 2017 at 6:00 p.m.
3. City Council Meeting	Tuesday, February 7, 2017 at 7:00 p.m.
4. EDA Meeting	Tuesday, February 7, 2017 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

City Administrator Don Lorsung
1. Resolution Accepting State Bid for a Building Official Service Vehicle

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $804,936.88 and Payroll in the Amount of $92,045.89
2. Contractor's Pay Request No.05 Wastewater Treatment Improvements in the Amount of $149,550.00
3. Final Minutes of the December 6, 2016 Economic Development Authority Meeting
4. Resolution Approving the City of Isanti Conflicts of Interest Policy
5. Resolution Authorizing the Requisition of Verizon Internet Jet Packs for the Police Department Administrative Staff in Lieu of the Cell Phone Stipend
6. Resolution Adopting a Policy for City Council Pay Process
7. Resolution Approving a Local Gambling Permit to the Cambridge Campus Foundation (Anoka Ramsey Community College)
8. Resolution Approving a Local Gambling Permit to C-I Redline Hockey Club
9. Consider 2017 City Council Committee Meeting Schedule
10. Resolution Adopting Amendment to the Purchasing Policy

M. Other Communications
1. Draft Minutes of the January 3, 2017 Economic Development Authority Meeting
2. December and Annual 2016 Police Department Reports

3. December Code Enforcement Officer Report
4. December Building Inspector Report
5. January Engineering Project Status Report

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 3, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

City Clerk Giese administered the Oath of Office to the following elected officials:
Ross Lorinser – City Council
Steve Lundeen – City Council

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Attorney Clark Joslin, City Administrator Don Lorsung, City Engineer Brad DeWolf, Economic Development Director Sean Sullivan, Human Resources/City Clerk Lindsey Giese, Police Chief Gene Hill

Others Present: M. Matteson, A. Zdon, M. Bettendorf

D. Adopt Agenda

The agenda was amended to include the addition of business item K.11 Request for Approval of the Reimbursement of Property Taxes to Athens Township for PID 01.006.0505 (all "K. Business Items" were renumbered accordingly)

Motion by Collison, second by Lundeen to adopt the amended agenda. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

1. December 20, 2016 – Regular Meeting of the City Council
2. December 20, 2016 – Closed Session Meeting of the City Council

Motion by Lundeen, second by Bergley to approve City Council Minutes of December 20, 2016 Regular and Closed session meeting as presented. Motion carried unanimously.

G. Citizens Input

None.

H. Announcements

1. **CITY OFFICES CLOSED** *(In Observance of Martin Luther King Jr. Day)*	Monday, January 16, 2017
2. City Council Meeting	Tuesday, January 17, 2017 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, January 17, 2017 *(Immediately following the City Council Meeting)*

4. City Council Goal Setting Session — Monday, January 23, 2017 at 8:00 a.m.
5. Park, Recreation, & Culture Board Meeting — Tuesday, January 24, 2017 at 6:00 p.m.

I. Council Committee Reports

Mayor Wimmer reported that the Arts and Science Academy has requested the School Resource Officer to visit their school to provide some services. The School District does know there is a cost associated with the service, and Chief Hill and Officer Gau will be working out the details. They will be charged for these services as per the City Fee Schedule.

J. Public Hearings

None

K. Business Items

1. **Resolution 2017-001 for Approval of a Wine License and Sunday Sales for Genevieve's, LLC dba Café Genevieve's** *(Genevieve Saniti, Café Owner)*

The Mayor explained this will be in the same building as Willowbridge. They will be taking over the space that Green Table previously occupied. It is planned to open January 16, 2017 with a soft opening on January 14, 2017.

Motion by Lundeen, second by Bergley to approve Resolution 2017-001 as presented. Motion carried unanimously.

2. **Interview Applicant for the Vacant Term Seat for the Park, Recreation and Culture Board** (*Mayor Wimmer*)

There was one applicant for the open Park, Recreation, and Culture Board. The applicant was Aaron Zdon of 709 Bergman Court. Mr. Zdon stated his name and address and was then asked questions specific to the Board.

Motion by Lundeen, second by Bergley to re-appoint Aaron Zdon to the open Park, Recreation and Culture seat with the term ending 12/31/2019. Motion carried unanimously.

a. **Ordinance 665 Amending City Code Chapter 8-6, Planning Commission to Change Composition**
b. **Resolution 2017-002 Designating Committees and Representatives for City Commissions and Advisory Boards for 2017**

Motion by Lorinser, second by Collison to approve Ordinance 665 and Resolution 2017-002 as presented. Motion carried unanimously.

City Administrator Don Lorsung

3. **Consider Designating an Official Newspaper and Appointing Depositories and Professional Services for Year 2017**
   a. Open Bids for the Designation of the City's Official Newspaper

City Administrator Lorsung informed the Council that the City received two bids. One was from Isanti County News and the other from Isanti-Chisago County Star. He then proceeded to open those bids.

Isanti County News	$4.77 per column inch (11 lines/inch) 3,906 distributions in 55040 zip code (Isanti)
Isanti-Chisago County Star	$ 2.25 per column inch; (11.5 lines/inch) 1,710 distributions in City of Isanti

The Mayor explained that traditionally the Star has been less expensive than the Isanti County News; however, in the past Council elected to go with Isanti County News because the 'Star' has gone back and forth between being a pay-for-paper (which makes delivery much smaller) and being a free paper. The Mayor believed they are now a free paper. He also stated that Isanti County News coverage is focused more on the community within Isanti County. Those are the criteria used, along with price. Councilor Lorinser questioned why the distribution numbers were so different if 'the Star' is free again. The Mayor's understanding of how the numbers are put together depends on who they are delivering to. He didn't think that either could give an exact number of residents within the city that they deliver to, it is more of a vague number.

b. **Resolution 2017-003 Designating an Official Newspaper, Appointing Depositories and Professional Services and Setting City Council Meetings for Year 2017**

Motion by Lorinser, second by Bergley to designate the Isanti County News as the Official Newspaper for the year 2017. Motion carried unanimously.

Motion by Lundeen, second by Collison to approve Resolution 2017-003 appointing Depositories and Professional Services and setting 2017 City Council meetings as presented. Motion carried unanimously.

4. **Resolution 2017-004 Authorizing Signatures for the Purpose of Accessing and Maintaining City Funds and Investments**

Motion by Bergley, second by Lorinser to approve Resolution 2017-004 as presented. Motion carried unanimously.

5. **Ordinance 666 to Repeal and Replace City Code Chapter 119 Open Burning in its Entirety and Replace it with New Provisions**

Councilor Bergley asked how many open burning permits will be issued, and the Mayor responded that it should be minimal. If it does occur, we will be aware of it and it will be processed through our Police Chief and he will be communicating with the Fire District.

Motion by Lorinser, second by Collison to approve Ordinance 666 as presented. Motion carried unanimously.

6. **Ordinance 667 to Amend City Code 325-8 Taking Water Without Authority; Violations and Penalties**

Motion by Lundeen, second by Collison to approve Ordinance 667 as presented. Motion carried unanimously.

7. **Resolution 2017-005 Adopting the City of Isanti Residential Rain Garden Incentive Program Materials**

Motion by Lundeen, second by Bergley to approve Resolution 2017-005 as presented. Motion carried unanimously.

8. **Resolution 2017-006 Approving Amendment to the Rum River BMX Association Agreement to Allow Sublease with Full Tilt Bike Company LLC and Special Event Vendors**

Motion by Lundeen, second by Bergley to approve Resolution 2017-006 as presented. Motion carried unanimously.

9. **Resolution 2017-007 Accepting Quote for Publication of the City of Isanti Newsletter for Years 2017-2018**

Motion by Lundeen, second by Bergley to approve Resolution 2017-007 as presented. Motion carried unanimously.

10. **Resolution 2017-008 Approving Staff to Submit Applications for Grants to Activities in PR&C for 2017**

Motion by Bergley, second by Lundeen to approve Resolution 2017-008 as presented. Motion carried unanimously.

11. **Resolution 2017-009 Requesting Approval of the Reimbursement of Property Taxes to Athens Township for PID 01.006.0505**

Motion by Collison, second by Lorinser to approve Resolution 2017-009 as presented. Motion carried unanimously.

Economic Development Director Sean Sullivan

12. **Resolution 2017-010 Approving Execution of Repayment Agreement with Real Deal Homes, Inc.**

Motion by Bergley, second by Lundeen to approve Resolution 2017-010 as presented. Motion carried unanimously.

City Attorney Clark Joslin

13. Review Conflict of Interest Policy

a. Resolution Approving the City of Isanti Conflicts of Interest Policy

City Attorney, Clark Joslin, addressed the Council regarding the annual review of the City of Isanti's Conflict of Interest Policy. The Policy is similar to the policy that has been in effect for over a decade, and no changes have been made for this year. Joslin requested that the Council, Committee and Board members each take time to read through the policy provisions and how they might apply to the individual. As in past years, and as is provided in the policy, there is a Disclosure Form that each of the individuals needs to complete, sign and return to the City Administrator Lorsung. Attorney Joslin asked that this be done as promptly as possible but must be signed before February 1, 2017. Joslin reviewed what constitutes as Conflicts of Interest, describing the two types as: 1) Financial Conflicts of Interest where the individual would abstain from vote on any issue that would provide a direct financial benefit to the individual, immediate family members, etc. (examples were given); 2) Any type of situation that might impair the individual's ability to view, make decisions or participate in discussions on items with a view towards the best interest of residents and tax payers of the City as opposed to personal interests or considerations (examples were given). He further explained in situations where it may appear there is a conflict, the best procedure is to abstain from the vote and to even leave the Council Chambers during the discussion to avoid the appearance of influencing a decision or the outcome of the matter. Attorney Joslin advised all to "if in doubt, check it out."

City Attorney Joslin also offered a reminder that under Minnesota Law all meetings of, not only the City Council, but all the Council's Boards and advisory committees, are subject to the Open Meeting Law. He stated that anytime there is a quorum of the members of any of the Boards present, that is subject to the Open Meeting Law, and that it must be posted for the Public. He stated there was an exception of social or civic events where there is no City business being discussed, but still encouraged members to avoid any situation that may appear as a violation to avoid perception of conducting city business. Joslin remarked that the intent of the Open Meeting Law is to keep deliberations and the decision-making process of public bodies transparent. The League also has materials on the Open Meeting Law as well which was provided to the Council.

(Resolution will be voted on at the January 17, 2017 meeting)

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $218,524.96 and Payroll in the Amount of $89,613.08 and Fourth Quarter Payroll for Council/Boards/Commissions in the Amount of $11,081.81
2. **Resolution 2017-011 Approving to Sell the Forfeited 2004 Chevrolet Cavalier at Public Auction**
3. **Resolution 2017-012 Adopting Fees within the City of Isanti for 2017**
4. **Ordinance 668 to Amend the Code for the City of Isanti, Chapter 160, Fees**
5. **Resolution 2017-013 Approving Amendments to Personnel Policy Section 14. Outside Employment and Section 10. Leaves**
6. **Resolution 2017-014 Authorizing the Acceptance of the Labor Agreement Between the City of Isanti and Law Enforcement Labor Services, Local 217**
7. **Resolution 2017-015 Accepting Police Reserve Officer Daniel Smith II Letter of Resignation**

Motion by Lundeen, second by Bergley to accept Consent Agenda. Motion carried unanimously.

M. Other Communications

None

Adjournment

Motion by Lundeen, second by Bergley to adjourn. Motion carried unanimously. The meeting was adjourned at 7:24 p.m.

Respectfully Submitted,

Lindsey Giese

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

K.1.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Community Development Director

Date: January 17, 2017

Subject: Consider Resolution Accepting State Bid for a Building Official Service Vehicle.

Background

The City Council authorized the purchase of a Building Official truc when adopting the 2017 budget. The amount included in the 20017 budget was $20,000.

Staff would like to replace the Building Officials vehicle with the same model, a Chevrolet Colorado. Quotes were solicited from the two Chevrolet dealers who have contracts to sell vehicles at state bid price. The following quotes were received along with trade-in bids:

Bidder Name	Vehicle Description	Bid Amount	Trade-In Value
Ranger Chevrolet	2017 Chevy Colorado	$21,064.40	$4,000
Nelson Auto Center	2017 Chevy Colorado	$21,222.16	Failed to provide

The Finance Committee reveiwed the request and is recommending the purchase of the 2017 Chevrolet Colorado from Ranger Chevrolet. This purchase will be funded entirely through 101-42401-500. Any remaining funds (should there be any) will be used to outfit the vehicle with decals and lighting.

Attachments:

- Resolution 2017-XXX
- Ranger Chevrolet Quote
- Ranger Chevrolet Trade-In Value
- Nelson Auto Center Quote

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING STATE BID FOR A BUILDING OFFICIAL SERVICE VEHICLE

WHEREAS, the 2017 Budget included funds for a Building Official Service Vehicle; and

WHEREAS, Community Development Director Achman obtained the following quotes through the state bid process for a pickup; and

Bidder	Equipment Description	Bid Amount
Ranger Chevrolet 150 2 E Howard St Hibbing, MN 55746	2017 Chevrolet Colorado 2WD	$21,064.40
Nelson Auto Center P.O. Box 338 Fergus Falls, MN 56538	2017 Chevrolet Colorado 2WD	$21,222.16

WHEREAS, Finance Committee recommends the purchase of the 2017 Chevrolet Colorado from Ranger Chevrolet;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota

1. Hereby accepts the State Bid for the purchase of the 2017 Chevrolet Colorado for a total amount of $21,064.40, plus any applicable taxes and fees. Funding source to be 101-42401-500.
2. Authorize the Community Development Director and City Clerk to sign the required documents for the purchase of vehicle.
3. Authorize trade-in of the 2005 Chevrolet Colorado at $4,000 to Ranger Chevrolet.
4. Authorize the remainder of the budgeted $20,000 (if any) to equip the 2017 Chevrolet Colorado. Funding source to be 101-42401-500.
5. Authorize payment, if needed, at time of delivery, prior to inclusion on Accounts Payable listing.

This resolution was duly adopted by the Isanti City Council this 17th day of January 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

Prepared For:
ROXANNE ACHMAN
CITY OF ISANTI
110 1ST AVE N
ISANTI, MN 55044
Phone: (763) 444-5512

Ranger Chevrolet

Prepared By:
BOB O'HARA
RANGER CHEVROLET
150 2 E HOWARD ST
HIBBING, MN 55746
Phone: (218) 349-8955
Fax: (218) 263-7576
Email: rwohara01@aol.com

2017 Fleet/Non-Retail Chevrolet Colorado 2WD Ext Cab 128.3" WT 12M53

PRICING SUMMARY

PRICING SUMMARY - 2017 Fleet/Non-Retail 12M53 2WD Ext Cab 128.3" WT

	VQ2
Base Price	$21,464.40
Total Options:	-$1,340.00
Vehicle Subtotal	$20,124.40
Advert/Adjustments	$0.00
Destination Charge	~~$940.00~~
GRAND TOTAL	**$21,064.40**

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 471.0, Data updated 12/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.
Customer File:

January 03, 2017 1:24:33 PM

Prepared For:
ROXANNE ACHMAN
CITY OF ISANTI
110 1ST AVE N
ISANTI, MN 55044
Phone: (763) 444-5512

Prepared By:
BOB O'HARA
RANGER CHEVROLET
150 2 E HOWARD ST
HIBBING, MN 55746
Phone: (218) 349-8955
Fax: (218) 263-7576
Email: rwohara01@aol.com

2017 Fleet/Non-Retail Chevrolet Colorado 2WD Ext Cab 128.3" WT 12M53

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail 12M53 2WD Ext Cab 128.3" WT

ENTERTAINMENT

- Audio system, 4.2" diagonal color display, AM/FM stereo with USB port and auxiliary jack
- Audio system feature, 6-speaker system
- Audio system feature, USB port, located on instrument panel

EXTERIOR

- Wheels, 16" x 7" (40.6 cm x 17.8 cm) Ultra Silver Metallic steel
- Tires, P265/70R16 all-season, blackwall
- Pickup box (Deleted when (ZW9) pickup box delete is ordered.)
- Tire, compact spare T175/80R18, blackwall (Requires (RTX) 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum, compact spare wheel.)
- Wheel, compact spare, 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum (Standard with (LCV) 2.5L I4 engine only. Not included on Crew Cab Long Box models.)
- Bumper, rear chrome (Deleted when (ZW9) pickup box delete is ordered.)
- CornerStep, rear bumper (Deleted when (ZW9) pickup box delete is ordered.)
- Moldings, Black beltline
- Headlamps, halogen with automatic exterior lamp control
- Cargo box light, back of cab
- Mirrors, outside remote with manual-folding, Black
- Glass, windshield shade band
- Door handles, Black
- Tailgate, locking (Deleted when (ZW9) pickup box delete is ordered.)
- Tailgate handle, Black (Deleted when (ZW9) pickup box delete is ordered.)

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 471.0, Data updated 12/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.

Customer File:

January 03, 2017 1:24:33 PM

Prepared For:
ROXANNE ACHMAN
CITY OF ISANTI
110 1ST AVE N
ISANTI, MN 55044
Phone: (763) 444-5512

Prepared By:
BOB O'HARA
RANGER CHEVROLET
150 2 E HOWARD ST
HIBBING, MN 55746
Phone: (218) 349-8955
Fax: (218) 263-7576
Email: rwohara01@aol.com

2017 Fleet/Non-Retail Chevrolet Colorado 2WD Ext Cab 128.3" WT 12M53

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail 12M53 2WD Ext Cab 128.3" WT

INTERIOR

- Seats, front bucket
- Seat adjuster, driver 4-way power with manual recline
- Seat adjuster, passenger 2-way manual fore/aft with manual recline
- Seats, dual rear with underseat storage (Extended Cab models only.)
- Console, floor, front compartment, custom
- Floor covering, color-keyed carpeting
- Floor mats, carpeted front (Deleted when (B38) full-length Black vinyl floor covering is ordered. Requires (B30) color-keyed carpeting floor covering.)
- Floor mats, carpeted rear (Requires (B30) color-keyed carpeting floor covering.)
- Steering wheel, urethane
- Steering column, tilt, manual
- Speedometer, miles/kilometers
- Display, driver instrument information enhanced, one color
- Windows, power with driver Express-Up and Down
- Door locks, power
- Theft-deterrent system, immobilization
- Air conditioning, single-zone manual climate control
- Handles, door release, front and rear, Jet Black
- Mirror, inside rearview manual day/night
- Visors, driver and front passenger with passenger vanity mirror
- Lighting, interior, center dome

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 471.0, Data updated 12/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.
Customer File:

Prepared For:
ROXANNE ACHMAN
CITY OF ISANTI
110 1ST AVE N
ISANTI, MN 55044
Phone: (763) 444-5512

Prepared By:
BOB O'HARA
RANGER CHEVROLET
150 2 E HOWARD ST
HIBBING, MN 55746
Phone: (218) 349-8955
Fax: (218) 263-7576
Email: rwohara01@aol.com

2017 Fleet/Non-Retail Chevrolet Colorado 2WD Ext Cab 128.3" WT 12M53

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail 12M53 2WD Ext Cab 128.3" WT

MECHANICAL

- Engine, 2.5L I4, DI, DOHC, VVT (200 hp [149.0 kW] @ 6300 rpm, 191 lb-ft of torque [259 N-m] @ 4400 rpm) (Not included on Crew Cab Long Box models.)
- Transmission, 6-speed manual (Extended Cab model only. Requires (LCV) 2.5L I4 engine.)
- Rear axle, 4.10 ratio (Requires (LCV) 2.5L I4 engine. Not included on Crew Cab Long Box models.)
- GVWR, 5400 lbs. (2449 kg) (Standard on Extended Cab models with (LCV) 2.5L I4 engine only.)
- Rear wheel drive
- Brakes, 4-wheel antilock, 4-wheel disc

SAFETY

- StabiliTrak, stability control system
- Traction control, electronic
- Daytime Running Lamps
- Air bags, dual-stage frontal and side-impact, driver and front passenger and head-curtain and seat-mounted side-impact, front and rear outboard seating positions with Passenger Sensing System (Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Rear Vision Camera (Deleted when (ZW9) pickup box delete is ordered.)
- Teen Driver mode a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report gives you information on your teen's driving habits and helps you to continue to coach your new driver
- Tire Pressure Monitor System

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 471.0, Data updated 12/27/2016
© Copyright 1986-2012 Chrome Data Solutions, LP. All rights reserved.
Customer File:
January 03, 2017 1:24:33 PM

Roxanne Achman

From: Bob OHara <rwohara01@aol.com>
Sent: Tuesday, January 03, 2017 1:53 PM
To: Roxanne Achman
Subject: Re: Chevy Colorado

Correct.

Trade-in Value for 2005 Chevy Colo.

-----Original Message-----
From: Roxanne Achman <RAchman@cityofisanti.us>
To: Bob OHara <rwohara01@aol.com>
Sent: Tue, Jan 3, 2017 1:52 pm
Subject: RE: Chevy Colorado

Ok, so just to be clear, we can expect to get $4000 in trade-in for the 2005?

Thank You!

Roxanne Achman, AICP
Community Development Director
City of Isanti
110 – 1st Ave NW
P.O. Box 428
Isanti, MN 55040
Phone: (763)444-5512
Fax: (763)444-5560
rachman@cityofisanti.us

From: Bob OHara [mailto:rwohara01@aol.com]
Sent: Tuesday, January 03, 2017 1:50 PM
To: Roxanne Achman <RAchman@cityofisanti.us>
Subject: Re: Chevy Colorado

Hi Roxanne

I attached a spec for the 4x4 and I goofed up on the 2 wheel drive I sent you. It didn't have the automatic transmission so I have now included that. The 4

The trade value for your 2005 Colorado would be $4,000.00 on either truck. If your 2005 was a 4x4 it would be worth about $1,500 to 2,000 more so it is a good option.

Thanks
Bob

-----Original Message-----
From: Roxanne Achman <RAchman@cityofisanti.us>
To: Bob OHara <rwohara01@aol.com>
Sent: Tue, Jan 3, 2017 11:37 am
Subject: RE: Chevy Colorado

WINDOW STICKER

Nelson Auto Center

2017 GMC Canyon 2WD Ext Cab 128.3"	Interior: - No color has been selected.
2.5L/150 CID Gas I4	Exterior 1: - No color has been selected.
* 6-Speed Automatic	Exterior 2: - No color has been selected.

CODE	MODEL	MSRP
T2M53	2017 GMC Canyon 2WD Ext Cab 128.3"	$23,955.00
	OPTIONS	
2VL	2VL PREFERRED EQUIPMENT GROUP	$0.00
AR7	SEATS, FRONT BUCKET	$0.00
CHL	GVWR, 5400 LBS. (2449 KG)	INC
E63	PICKUP BOX	$0.00
FE9	EMISSIONS, FEDERAL REQUIREMENTS	$0.00
GAZ	SUMMIT WHITE	$0.00
GT5	REAR AXLE, 4.10 RATIO	INC
H2Q	JET BLACK/DARK ASH, VINYL SEAT TRIM	$0.00
IO3	AUDIO SYSTEM, 4.2" DIAGONAL COLOR DISPLAY, AM/FM STEREO	$0.00
LCV	ENGINE, 2.5L I4, DI, DOHC, VVT	$0.00
MYB	TRANSMISSION, 6-SPEED AUTOMATIC	$650.00
QDC	TIRE, COMPACT SPARE T175/80R18, BLACKWALL	INC
ZY1	SOLID PAINT	$0.00
	SUBTOTAL	**$24,605.00**
	Advert/Adjustments	$0.00
	Destination Charge	$940.00
	TOTAL PRICE	~~**$25,545.00**~~

Per MN State ID T2: $21,222.16

Est City: * 20.00 mpg
Est Highway: 26.00 mpg
Est Highway Cruising Range: 546.00 mi

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 471.0, Data updated 12/27/2016

©Copyright 1986-2005 Chrome Systems Corporation. All rights reserved.

Customer File:

December 29, 2016 5:07:09 PM

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail T2M53 2WD Ext Cab 128.3"

ENTERTAINMENT

- Audio system, 4.2" Diagonal Color Display, AM/FM stereo with USB port and auxiliary jack
- Audio system feature, 6-speaker system
- Audio system feature, USB port, located on instrument panel

EXTERIOR

- Wheels, 16" x 7" (40.6 cm x 17.8 cm) Ultra Silver Metallic cast aluminum
- Tires, P265/70R16 all-season, blackwall
- Pickup box (Deleted when (ZW9) pickup box delete is ordered.)
- Tire, compact spare T175/80R18, blackwall (Requires (RTX) 18" compact spare wheel.)
- Wheel, compact spare, 18" x 4.5" (45.7 cm x 11.4 cm) Black cast aluminum (Standard with (LCV) 2.5L I4 engine. Not included on Crew Cab Long Box models.)
- Bumper, rear Chrome (Deleted when (ZW9) pickup box delete is ordered.)
- CornerStep, rear bumper (Deleted when (ZW9) pickup box delete is ordered.)
- Moldings, Black beltline
- Headlamps, projector-type with LED signature
- Lamps, cargo area cab mounted with switch on center switch bank
- Mirrors, outside manual-folding, Black
- Glass, windshield shade band
- Door handles, Black
- Tailgate, locking (Deleted when (ZW9) pickup box delete is ordered.)
- Tailgate handle, Black (Deleted when (ZW9) pickup box delete is ordered.)

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 471.0, Data updated 12/27/2016
©Copyright 1986-2005 Chrome Systems Corporation. All rights reserved.
Customer File:
December 29, 2016 5:07:09 PM

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail T2M53 2WD Ext Cab 128.3"

INTERIOR

- Seats, front bucket
- Seat adjuster, driver 4-way power with manual recline
- Seat adjuster, passenger 2-way manual, fore/aft with manual recline
- Seats, dual rear with underseat storage (Extended Cab models only.)
- Console, floor, front compartment, custom
- Floor covering, color-keyed carpeting
- Floor mats, carpeted front (Deleted when (B38) full-length Black vinyl floor covering is ordered. Requires (B30) color-keyed carpeting floor covering.)
- Floor mats, carpeted rear (Requires (B30) color-keyed carpeting floor covering.)
- Steering wheel, urethane
- Steering column, tilt, manual
- Speedometer, miles/kilometers
- Display, driver instrument information enhanced, one color
- Door locks, power
- Windows, power with driver Express-Up and Down
- Theft-deterrent system, immobilization
- Air conditioning, single-zone manual climate control
- Handles, door release, front and rear, Jet Black
- Mirror, inside rearview manual day/night
- Visors, driver and front passenger with passenger covered vanity mirror
- Lighting, interior, center dome

MECHANICAL

- Engine, 2.5L I4, DI, DOHC, VVT (200 hp [149.0 kW] @ 6300 rpm, 191 lb-ft of torque [259 N-m] @ 4400 rpm) (Not included on Crew Cab Long Box models.)
- Transmission, 6-speed manual (Extended Cab model only. Requires (LCV) 2.5L I4 engine and (GT5) 4.10 rear axle ratio.)
- Rear axle, 4.10 ratio (Requires (LCV) 2.5L I4 engine. Not included on Crew Cab Long Box models.)
- GVWR, 5400 lbs. (2449 kg) (Standard on Extended Cab models with (LCV) 2.5L I4 engine only.)
- Rear wheel drive
- Frame, fully-boxed
- Steering, electric power-assist
- Brakes, 4-wheel antilock, 4-wheel disc
- Capless Fuel Fill (Requires gas engine and (E63) pickup box.)

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 471.0, Data updated 12/27/2016
©Copyright 1986-2005 Chrome Systems Corporation. All rights reserved.
Customer File:

December 29, 2016 5:07:09 PM

STANDARD EQUIPMENT

STANDARD EQUIPMENT - 2017 Fleet/Non-Retail T2M53 2WD Ext Cab 128.3"

SAFETY

- StabiliTrak, stability control system
- Traction control, electronic
- Daytime Running Lamps
- Air bags, dual-stage frontal and side-impact, driver and front passenger and head-curtain and seat-mounted side-impact, front and rear outboard seating positions with Passenger Sensing System (Always use safety belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
- Rear Vision Camera (Deleted when (ZW9) pickup box delete is ordered.)
- Teen Driver mode a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to encourage safe driving behavior. It can limit certain vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report gives you information on your teen's driving habits and helps you to continue to coach your new driver
- Tire Pressure Monitor System

Report content is based on current data version referenced. Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

GM AutoBook, Data Version: 471.0, Data updated 12/27/2016
©Copyright 1986-2005 Chrome Systems Corporation. All rights reserved.
Customer File:

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 1/9/2017 - 1/9/2017

Jan 09, 2017 03:34PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/17	01/09/2017	45590	953	ALL AMERICAN TITLE CO,INC.	601-20200	217.75
01/17	01/09/2017	45591	2461	ALLIANCE TITLE, LLC.	601-20200	106.11
01/17	01/09/2017	45592	1141	ASSURANT EMPLOYEE BENEFITS	602-20200	539.20
01/17	01/09/2017	45593	9	BERNICKS PEPSI-COLA	609-20200	462.85
01/17	01/09/2017	45594	1241	CENTRAL WOOD PRODUCTS	101-20200	236.00
01/17	01/09/2017	45595	2342	CHANKASKA CREEK	609-20200	117.60
01/17	01/09/2017	45596	1629	CITY OF ISANTI	101-20200	196.57
01/17	01/09/2017	45597	1985	CIVIC SYSTEMS, LLC	101-20200	36,884.99
01/17	01/09/2017	45598	2161	COMPASS MINERALS	101-20200	6,959.50
01/17	01/09/2017	45599	120	CONNEXUS ENERGY	101-20200	15,747.04
01/17	01/09/2017	45600	2466	COOK, AMANDA	601-20200	105.00
01/17	01/09/2017	45601	918	CRYSTAL SPRINGS ICE	609-20200	85.12
01/17	01/09/2017	45602	8	DAHLHEIMER DISTRIBUTING CO	609-20200	5,093.05
01/17	01/09/2017	45603	1941	DELTA DENTAL	861-20200	3,297.55
01/17	01/09/2017	45604	71	EAST CENTRAL SANITATION	101-20200	386.98
01/17	01/09/2017	45605	966	EAST CENTRAL SOLID	603-20200	311.87
01/17	01/09/2017	45606	55	ECM PUBLISHERS INC	101-20200	210.60
01/17	01/09/2017	45607	1400	GENERAL CODE	101-20200	995.00
01/17	01/09/2017	45608	134	GOPHER STATE ONE-CALL INC	601-20200	43.20
01/17	01/09/2017	45609	2433	GRIDOR CONSTR INC	439-20200	149,550.00
01/17	01/09/2017	45610	2465	GRUNSKE, BRANDON	601-20200	32.23
01/17	01/09/2017	45611	739	HACH COMPANY	601-20200	520.40
01/17	01/09/2017	45612	2464	HALL, SHERYL	601-20200	47.90
01/17	01/09/2017	45613	1063	HAYFORD FORD	101-20200	22.35
01/17	01/09/2017	45614	1684	ISANTI COUNTY AUDITOR-	220-20200	298.04
01/17	01/09/2017	45615	188	ISANTI COUNTY SHERIFF	101-20200	1,000.00
01/17	01/09/2017	45616	1534	J. J. TAYLOR	609-20200	333.95
01/17	01/09/2017	45617	496	JOHN HIRSCHS	101-20200	132.44
01/17	01/09/2017	45618	7	JOHNSON BROTHERS LIQUOR CO	609-20200	12,910.69
01/17	01/09/2017	45619	1857	JOSLIN & MOORE	101-20200	5,583.20
01/17	01/09/2017	45620	5	KAWALEK TRUCKING	609-20200	295.80
01/17	01/09/2017	45621	80	LAKES GAS CO	602-20200	414.12
01/17	01/09/2017	45622	1975	LIBERTY TITLE	601-20200	30.98
01/17	01/09/2017	45623	17	MCDONALD DISTRIBUTING CO	609-20200	4,575.30
01/17	01/09/2017	45624	616	MENARDS - CAMBRIDGE	101-20200	153.13
01/17	01/09/2017	45625	1536	MINNESOTA DEED	219-20200	1,498.62
01/17	01/09/2017	45626	176	MN DEPT OF REVENUE	101-20200	23,308.00
01/17	01/09/2017	45627	329	MN RURAL WATER ASSN	602-20200	230.00
01/17	01/09/2017	45628	196	MN STATE TREASURER	220-20200	149.02
01/17	01/09/2017	45629	2080	MVTL LABORATORIES INC	602-20200	194.20
01/17	01/09/2017	45630	1290	NAPA AUTO PARTS	101-20200	415.06
01/17	01/09/2017	45631	1165	NORTHLAND TRUST	932-20200	417,318.75
01/17	01/09/2017	45632	2463	OLSON, LORI	603-20200	49.23
01/17	01/09/2017	45633	2288	PARTNERS TITLE LLC	601-20200	328.00
01/17	01/09/2017	45634	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,409.85
01/17	01/09/2017	45635	12	POSTMASTER	603-20200	7,171.40
01/17	01/09/2017	45636	2341	RED BULL DISTRIBUTION	609-20200	157.00
01/17	01/09/2017	45637	2031	RESOURCE TRAINING	602-20200	34,629.00
01/17	01/09/2017	45638	682	RIVERSIDE MARKET	101-20200	16.36
01/17	01/09/2017	45639	1113	RJM DISTRIBUTING INC	609-20200	252.77
01/17	01/09/2017	45640	2028	SELECTACCOUNT	861-20200	331.02
01/17	01/09/2017	45641	1653	SHR SALES	220-20200	2,200.00
01/17	01/09/2017	45642	2396	SOUTHERN GLAZERS OF MN	609-20200	4,025.81

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/17	01/09/2017	45643	2462	ST. CROIX RECREATION FUN PLAYGROUNDS INC	101-20200	1,628.00
01/17	01/09/2017	45644	890	T & S TROPHIES	101-20200	36.00
01/17	01/09/2017	45645	1678	THORPE DISTRIBUTING CO	609-20200	200.50
01/17	01/09/2017	45646	1909	TR COMPUTER SALES, LLC	101-20200	1,360.72
01/17	01/09/2017	45647	1820	URBANS HARDWARE	601-20200	238.47
01/17	01/09/2017	45648	686	VERIZON WIRELESS	101-20200	625.41
01/17	01/09/2017	45649	686	VERIZON WIRELESS	108-20200	536.72
01/17	01/09/2017	45650	42	VIKING COCA-COLA BOTTLING CO	609-20200	128.80
01/17	01/09/2017	45651	4	WATSON CO INC	609-20200	2,153.95
01/17	01/09/2017	45652	780	WINE MERCHANTS	609-20200	336.00
01/17	01/09/2017	45653	1381	ZEMAN, VALERIE	101-20200	1,264.43
Grand Totals:						752,089.60

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti | Check Register - Summary | Page: 1
Check Issue Dates: 1/13/2017 - 1/13/2017 | Jan 13, 2017 01:00PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/17	01/13/2017	45654	1503	7-UP BOTTLING	609-20200	131.28
01/17	01/13/2017	45655	2343	ADVANTAGE SIGNS	101-20200	116.00
01/17	01/13/2017	45656	53	BELLBOY CORPORATION	609-20200	4,360.58
01/17	01/13/2017	45657	9	BERNICKS PEPSI-COLA	609-20200	255.25
01/17	01/13/2017	45658	2221	C & L DISTRIBUTING	609-20200	183.50
01/17	01/13/2017	45659	1822	CENTURYLINK BUSINESS SERVICES	101-20200	28.57
01/17	01/13/2017	45660	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,888.38
01/17	01/13/2017	45661	55	ECM PUBLISHERS INC	101-20200	13.65
01/17	01/13/2017	45662	385	FEDERATED CO-OPS INC	603-20200	1,099.62
01/17	01/13/2017	45663	2209	INNOVATIVE OFFICE	101-20200	56.29
01/17	01/13/2017	45664	1563	ISANTI ELECTRIC INC	101-20200	1,350.84
01/17	01/13/2017	45665	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,314.18
01/17	01/13/2017	45666	5	KAWALEK TRUCKING	609-20200	142.00
01/17	01/13/2017	45667	17	MCDONALD DISTRIBUTING CO	609-20200	20,929.45
01/17	01/13/2017	45668	2208	MINNESOTA EQUIPMENT	101-20200	89.58
01/17	01/13/2017	45669	479	MN DEPT OF PUBLIC SAFETY	601-20200	50.00
01/17	01/13/2017	45670	2080	MVTL LABORATORIES INC	602-20200	436.80
01/17	01/13/2017	45671	2467	NORTHERN TECHNOLOGIES INITIATI, INC	108-20200	850.00
01/17	01/13/2017	45672	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,815.45
01/17	01/13/2017	45673	2031	RESOURCE TRAINING	101-20200	165.00
01/17	01/13/2017	45674	2028	SELECTACCOUNT	861-20200	1,033.54
01/17	01/13/2017	45675	1653	SHR SALES	101-20200	1,280.00
01/17	01/13/2017	45676	273	STRANDLUND REFRIGERATION	101-20200	929.00
01/17	01/13/2017	45677	96	STREICHERS	101-20200	81.94
01/17	01/13/2017	45678	1740	TOSHIBA FINANCIAL SERVICES	108-20200	267.02
01/17	01/13/2017	45679	1909	TR COMPUTER SALES, LLC	101-20200	559.00
01/17	01/13/2017	45680	2027	US INTERNET	603-20200	57.80
01/17	01/13/2017	45681	427	VESSCO INC	601-20200	249.48
01/17	01/13/2017	45682	42	VIKING COCA-COLA BOTTLING CO	609-20200	164.31
01/17	01/13/2017	45683	4	WATSON CO INC	609-20200	756.77
01/17	01/13/2017	45684	780	WINE MERCHANTS	609-20200	192.00
Grand Totals:						52,847.28

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	79,816.15
Social Security & Medicare	4,203.30
Public Employees Retirement	8,026.44
Total City Expense	92,045.89

Pay Date 1/13/2017

Pay Period 1 (12/25/16-1/7/17)

L.2.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

January 6, 2017

City of Isanti
Attn: Don Lorsung
City Administrator
110 1st Ave N
PO Box 428
Isanti, MN 55040-0428

RE: Pay Request No. 05
Wastewater Treatment Improvements
Isanti, Minnesota
BMI Project No.: R13.109638

Dear Mr. Lorsung:

Please find enclosed three copies of Pay Request No. 05 for the above referenced project. This pay request is primarily for cast-in-place concrete, electrical work, masonry, and site piping work at the wastewater treatment facility. The requested and certified amount is $149,550.00.

If you have any questions do not hesitate to call me at 612-499-0533.

Sincerely,

Bolton & Menk, Inc.

Brian J. Guldan, P. E.
Environmental Project Engineer

cc: Josi Wood, City of Isanti (via email only)
JoAnn Welcome, City of Isanti (via email only)
Lindsey Giese, City of Isanti (via email only)
Paul Saffert, Bolton and Menk, Inc. (via email only)

Enclosures (3 copies, signed Pay Request No. 05)

Bolton & Menk is an equal opportunity employer.

Lump Sum Contract

Contractor's Application for Payment No. 5

Project:	Wastewater Treatment Plant Improvements	From (Contractor):	Gridor Construction, Inc.	Application Date:	12/31/2016
To (Owner):	City of Isanti, MN	Owner's Project No.:		Period From:	12/1/2016
Via (Engineer):	Bolton & Menk, Inc.	Engineer's Proj. No.:	R13.109638	Period To:	12/31/2016

Approved Change Order Summary:

No.	Date Approved	Additions	Deductions
	TOTALS	$0.00	$0.00
	NET CHANGE BY CHANGE ORDERS		$0.00

1.	**ORIGINAL CONTRACT PRICE**		$	2,942,400.00
2.	**Net change by Change Orders**		$	0.00
3.	**Current Contract Price (Line 1 + 2)**		$	2,942,400.00
4.	**TOTAL COMPLETED AND STORED TO DATE** (Column F on Progress Estimate)		$	1,341,990.00
5.	**RETAINAGE:**			
	a. 5% X	$0.00 Work Completed	$	0.00
	b. 5% X	$0.00 Stored Material	$	0.00
	c. Less Total Retainage Released Early		$	0.00
	d. Total Retainage (Line 5a + Line 5b - Line 5c)		$	0.00
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)**		$	1,341,990.00
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**		$	1,192,440.00
8.	**AMOUNT DUE THIS APPLICATION**		$	149,550.00
9.	**BALANCE TO FINISH, PLUS RETAINAGE** (Column G on Progress Estimate + Line 5 above)		$	1,600,410.00

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: _____ Date: 1/3/17

Payment of $ 149,550.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 1/4/17
(Engineer) (Date)

Payment of $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

Endorsed by the Construction Specifications Institute.

Item No.	B Description of Work	C Scheduled Value	D Work Completed: From Previous Application	D Work Completed: This Period: Percent	D Work Completed: This Period: Amount	E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)
Division 1									
1.001	Mobilization Insurance and Bonds	$90,000	$90,000				$90,000	100.0%	$0
1.002	Allowances	$150,000	$23,404				$23,404	15.6%	$126,596
Subtotal for	Division 1	$240,000	$113,404				$113,404	47.3%	$126,596
			$113,404			check	$113,404		
Division 2									
2.001	Erosion Control / Silt Fence	$5,000	$2,500				$2,500	50.0%	$2,500
2.002	Clear and Grub Site	$10,000	$10,000				$10,000	100.0%	$0
2.003	Fine Grade and Restore Site	$10,000					$0	0.0%	$10,000
2.004	Demo Labor and Material	$80,000	$1,600				$1,600	2.0%	$78,400
2.005	Excavation and Fill	$80,000	$72,000				$72,000	90.0%	$8,000
2.006	Backfill of Structure	$50,000	$37,500	10.00%	$5,000		$42,500	85.0%	$7,500
2.007	Manholes and Precast	$35,000					$0	0.0%	$35,000
2.008	Exerior Pipe - Labor and Equipment	$85,000	$29,750	10.00%	$8,500		$38,250	45.0%	$46,750
2.009	Exterior Pipe - Materials	$65,000				$59,305	$59,305	91.2%	$5,695
2.010	Paving	$40,000					$0	0.0%	$40,000
2.011	Landscape and Seedings	$7,500					$0	0.0%	$7,500
2.012	Pond Cleaning / Transfer	$40,000	$8,000				$8,000	20.0%	$32,000
Subtotal for	Division 2	$507,500	$161,350.00		$13,500	$59,305	$234,155	46.14%	$273,345
		check	$161,350			Check	$234,155		
Division 3									
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000	$286,000	8.00%	$26,000		$312,000	96.0%	$13,000
3.002	Rebar Material	$80,000	$76,000	4.00%	$3,200		$79,200	99.0%	$800
3.003	Rebar Labor	$65,000	$58,500	9.00%	$5,850		$64,350	99.0%	$650
3.004	Precast Concrete - Hollow Core	$45,000	$45,000				$45,000	100.0%	$0
Subtotal for	Division 3	$515,000	$465,500.00		$35,050	$0	$500,550	97.19%	$14,450
		check	$465,500			Check	$500,550		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 4									
4.001	Masonry	$200,000	$150,000	25.00%	$50,000		$200,000	100.0%	$0
Subtotal for	Division 4	$200,000	$150,000.00		$50,000	$0	$200,000	100.00%	$0
		check	$150,000			Check	$200,000		
Division 5									
5.001	Misc Metals - Materials	$55,000	$8,250				$8,250	15.0%	$46,750
5.002	Misc Metals - Labor	$15,000	$1,500				$1,500	10.0%	$13,500
Subtotal for	Division 5	$70,000	$9,750.00		$0	$0	$9,750	13.93%	$60,250
		check	$9,750			Check	$9,750		
Division 6									
6.001	Rough Carpentry	$2,500		100.00%	$2,500		$2,500	100.0%	$0
Subtotal for	Division 6	$2,500	$0.00		$2,500	$0	$2,500	100.00%	$0
		check				Check	$2,500		
Division 7									
7.001	Waterproofing / Insulation	$10,000	$10,000				$10,000	100.0%	$0
7.002	Roofing	$40,000					$0	0.0%	$40,000
7.003	Sealants / Caulking	$5,000					$0	0.0%	$5,000
Subtotal for	Division 7	$55,000	$10,000.00		$0	$0	$10,000	18.18%	$45,000
		check	$10,000			Check	$10,000		
Division 8									
8.001	HM Doors, Frames and Hardware	$15,000				$10,544	$10,544	70.3%	$4,456
Subtotal for	Division 8	$15,000	$0.00		$0	$10,544	$10,544	70.29%	$4,456
		check				Check	$10,544		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 9									
9.001	Painting	$140,000					$0	0.0%	$140,000
Subtotal for	**Division 9**	**$140,000**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$140,000**
		check				Check	$0		
Division 10									
10.001	Signs	$2,500					$0	0.0%	$2,500
10.002	Fire Extinguishers	$400					$0	0.0%	$400
10.003	Safety Equipment	$500					$0	0.0%	$500
Subtotal for	**Division 10**	**$3,400**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$3,400**
		check				Check	$0		
Division 11									
11.001	Hydraulic Gates	$20,000					$0	0.0%	$20,000
11.002	Submersible Pumps	$45,000				$40,463	$40,463	89.9%	$4,537
11.003	Vortex Pumps	$20,000					$0	0.0%	$20,000
11.004	Grit Removal	$40,000				$40,000	$40,000	100.0%	$0
11.005	Grit Seperation	$30,000					$0	0.0%	$30,000
11.006	Fine Screen	$160,000					$0	0.0%	$160,000
11.007	Blowers	$125,000					$0	0.0%	$125,000
11.008	Coarse Bubble Aeration	$20,000				$16,712	$16,712	83.6%	$3,288
11.009	Automatic Sampler	$15,000				$13,450	$13,450	89.7%	$1,550
Subtotal for	**Division 11**	**$475,000**	**$0.00**		**$0**	**$110,625**	**$110,625**	**23.29%**	**$364,375**
		check							
Division 12									
	NONE						$0	0.0%	$0
Subtotal for	**Division 12**	**$0**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$0**
		check				Check	$0		
Division 13									
13.001	Steel Filter Modifications	$100,000					$0	0.0%	$100,000
Subtotal for	**Division 13**	**$100,000**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$100,000**
		check				Check	$0		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 14									
	NONE	$0					$0	0.0%	$0
Subtotal for	**Division 14**	**$0**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$0**
		check				Check	$0		
Division 15									
15.001	Interior Process Piping - Material	$65,000	$6,500			$13,185	$19,685	30.3%	$45,315
15.002	Interior Process Piping - Labor & Equipment	$20,000	$2,000				$2,000	10.0%	$18,000
15.003	Process Valves - Material	$15,000				$7,690	$7,690	51.3%	$7,310
15.004	Mechanical Insulation	$34,000					$0	0.0%	$34,000
15.005	Plumbing	$50,000	$25,000				$25,000	50.0%	$25,000
15.006	HVAC	$125,000	$2,500			$22,415	$24,915	19.9%	$100,085
Subtotal for	**Division 15**	**$309,000**	**$36,000.00**		**$0**	**$43,290**	**$79,290**	**25.66%**	**$229,710**
		check	$36,000			Check	$79,290		
Division 16									
16.001	Electrical GC's	$30,000	$9,000	10.00%	$3,000		$12,000	40.0%	$18,000
16.002	Branch Wiring	$35,000	$7,000	10.00%	$3,500		$10,500	30.0%	$24,500
16.003	Lighting and Heaters	$35,000				$27,572	$27,572	78.8%	$7,428
16.004	Service / Distribution Equipment	$20,000	$2,000	10.00%	$2,000		$4,000	20.0%	$16,000
16.005	Motor Control Equipment	$15,000	$2,100				$2,100	14.0%	$12,900
16.006	Motor Control Wiring	$50,000	$15,000				$15,000	30.0%	$35,000
16.007	Control Panels	$65,000					$0	0.0%	$65,000
16.008	Instruments	$30,000					$0	0.0%	$30,000
16.009	Engineering and Start up	$30,000					$0	0.0%	$30,000
Subtotal for	**Division 16**	**$310,000**	**$35,100.00**		**$8,500**	**$27,572**	**$71,172**	**22.96%**	**$238,828**
		check	$35,100			Check	$71,172		
	Grand Total	**$2,942,400**	**$981,104**		**$109,550**	**$251,336**	**1,341,990**	**45.61%**	**$1,600,410**

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 5
Period Ending: 12/31/2016

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
	Grand Totals	$2,942,400								
1.001	Mobilization Insurance and Bonds	$90,000								
1.002	Allowances	$150,000								
Subtotal for	Division 1	$240,000								
Division 2										
2.001	Erosion Control / Silt Fence	$5,000								
2.002	Clear and Grub Site	$10,000								
2.003	Fine Grade and Restore Site	$10,000								
2.004	Demo Labor and Material	$80,000								
2.005	Excavation and Fill	$80,000								
2.006	Backfill of Structure	$50,000								
2.007	Manholes and Precast	$35,000								
2.008	Exterior Pipe - Labor and Equipment	$85,000								
2.009	Exterior Pipe - Materials	$65,000	$59,305			$59,305				$59,305
2.010	Paving	$40,000								
2.011	Landscape and Seedings	$7,500								
2.012	Pond Cleaning / Transfer	$40,000								
Subtotal for	Division 2	$507,500	$59,305	$0		$59,305	$0	$0	$0	$59,305
Division 3										
3.001	F/P/I Concrete 550 cy @$500 yrd	$325,000								
3.002	Rebar Material	$80,000	$17,715			$17,715	$17,715		$17,715	
3.003	Rebar Labor	$65,000								
3.004	Precast Concrete - Hollow Core	$45,000								
Subtotal for	Division 3	$515,000	$17,715	$0		$17,715	$17,715	$0	$17,715	$0
Division 4										
4.001	Masonry	$200,000								
Subtotal for	Division 4	$200,000	$0	$0		$0	$0	$0	$0	$0
Division 5										
5.001	Misc Metals - Materials	$55,000								
5.002	Misc Metals - Labor	$15,000								
Subtotal for	Division 5	$70,000	$0	$0		$0	$0	$0	$0	$0

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 5
Period Ending: 12/31/2016

Pay Item No.	Pay Application Work Item	Scheduled Value	Previously Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 6										
6.001	Rough Carpentry	$2,500								
Subtotal for	Division 6	$2,500	$0	$0		$0	$0	$0	$0	$0
Division 7										
7.001	Waterproofing / Insulation	$10,000								
7.002	Roofing	$40,000								
7.003	Sealants / Caulking	$5,000								
Subtotal for	Division 7	$55,000	$0	$0		$0	$0	$0	$0	$0
Division 8										
8.001	HM Doors, Frames and Hardware	$15,000	$10,544			$10,544				$10,544
Subtotal for	Division 8	$15,000	$10,544	$0		$10,544	$0	$0	$0	$10,544
Division 9										
9.001	Painting	$140,000								
Subtotal for	Division 9	$140,000	$0	$0		$0	$0	$0	$0	$0
Division 10										
10.001	Signs	$2,500								
10.002	Fire Extinguishers	$400								
10.003	Safety Equipment	$500								
Subtotal for	Division 10	$3,400	$0	$0		$0	$0	$0	$0	$0
Division 11										
11.001	Hydraulic Gates	$20,000								
11.002	Submersible Pumps	$45,000	$40,463			$40,463				$40,463
11.003	Vortex Pumps	$20,000								
11.004	Grit Removal	$40,000		$40,000	Weir	$40,000				$40,000
11.005	Grit Seperation	$30,000								
11.006	Fine Screen	$160,000								
11.007	Blowers	$125,000								
11.008	Coarse Bubble Aeration	$20,000	$16,712			$16,712				$16,712
11.009	Automatic Sampler	$15,000	$13,450			$13,450				$13,450
Subtotal for	Division 11	$475,000	$70,624	$40,000		$110,624	$0	$0	$0	$110,624

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 5
Period Ending: 12/31/2016

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 12										
	NONE									
Subtotal for	Division 12	$0	$0	$0		$0	$0	$0	$0	$0
Division 13										
13.001	Steel Filter Modifications	$100,000								
Subtotal for	Division 13	$100,000	$0	$0		$0	$0	$0	$0	$0
Division 14										
	NONE									
Subtotal for	Division 14	$0	$0	$0		$0	$0	$0	$0	$0
Division 15										
15.001	Interior Process Piping - Material	$65,000	$13,185			$13,185				$13,185
15.002	Interior Process Piping - Labor & Equipment	$20,000								
15.003	Process Valves - Material	$15,000	$7,690			$7,690				$7,690
15.004	Mechanical Insulation	$34,000								
15.005	Plumbing	$50,000								
15.006	HVAC	$125,000	$22,415			$22,415				$22,415
Subtotal for	Division 15	$309,000	$43,290	$0		$43,290	$0	$0	$0	$43,290
Division 16										
16.001	Electrical GC's	$30,000								
16.002	Branch Wiring	$35,000								
16.003	Lighting and Heaters	$35,000	$27,572			$27,572				$27,572
16.004	Service / Distribution Equipment	$20,000								
16.005	Motor Control Equipment	$15,000								
16.006	Motor Control Wiring	$50,000								
16.007	Control Panels	$65,000								
16.008	Instruments	$30,000								
16.009	Engineering and Start up	$30,000								
Subtotal for	Division 16	$310,000	$27,572	$0		$27,572	$0	$0	$0	$27,572
	Grand Totals	$2,942,400	$229,050	$40,000		$269,050	$17,715	$0	$17,715	$251,335

WEIR

ROTO-JET®
WEMCO®
WSP™

Weir Specialty Pumps
440 West 800 South
Salt Lake City, UT 84101
Tel: 801-359-8731
FED ID#: 87-0529231

INVOICE

Payment by MAIL:
PO Box 93779
Chicago, IL
60673-3779

Payment by ACH:
JPMorgan Chase Bank
Chicago, IL
ABA #: 071000013
Account #: 5587662

Payment by WIRE:
JP Morgan Chase Bank
Chicago, IL 60661 USA
SWIFT Acct #: CHASUS33
ABA #: 021000021
Account #: 5587662

19160

SOLD TO: GRIDOR CONSTRUCTION
3990 27TH STREET SE

BUFFALO MN 55313

SHIP TO: GRIDOR CONSTR., INC.
C/O WASTEWATER FACILITY
100 ISANTI PARKWAY NW

ISANTI MN 55040

Invoice Number	Date	Customer's Order Number	Payment Terms	
7835088	12/09/16	2016-08 11310	NET 30 DAYS	
Shipped From		**Routing**	**Date Shipped**	**Sales Sheet**
FACTORY		CNW - PPD/Allowed Dom-#2	12/09/16	DW10961

Ordered	Shipped	Description	Price per Unit	Amount
		CUSTOMER P/O - 2016-08 1131 P/O AMT - $40,120.00 --- PROGRESS PAYMENT SCHEDULE FINAL ACCEPTNCE 5.0% SHIPMENT 95.0% ---		
1	1	12STWE-HYD 12" STR TANK,WEIR END CYCL WEMCO HYDROGRITTER SEPARATOR TANK CLASSIFIER, CONSISTING OF: - A STEEL 12" STRAIGHT TANK CLASSIFIER & - ONE MODEL 1000C WEMCLONE . 250 GPM Capacity, Pressure drop not more than 7 psi. . Steel tank, Non air-tight design Stainless steel hardware Standard steel tank support . Single pitch 12 RPM steel spiral with ARS wear shoes Stainless steel spiral hardware Fiberglass/polyethylene spiral guard . Steel driven assembly, belt driven with Fiberglass/Polyethylene belt guard . 120V Brass sluice water valve with explosion proof enclosure . Single 1000C Aluminum Wemclone		

Pay Item 11.004

$40,000

DUPLICATE COPY

CONTINUED ON PAGE 2

Our responsibility for shipment ceases when we secure clear receipt from the transportation company. Claims must be made within five days after receipt of goods. Seller represents that with respect to the production of the articles and/or the performance of the services covered by this invoice, it has fully complied with Section 12(a) of the Fair Labor Standards Act of 1938, as amended. A service charge of 1½% per month (annual percentage rate of 18%) will be charged on invoices not paid within 30 days. Merchandise for return must be authorized in writing. Prices are subject to change without notice.

Unless previously agreed to in writing, this sale is subject to Weir Specialty Pumps General Terms & Conditions of Sale Available at: http://www.weirpowerindustrial.com/pdf/wspterms.pdf .

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
December 6, 2016
Isanti City Hall

1. Call to Order

The meeting was called to order by President Wimmer at 7:30 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present: George Wimmer, Keith Dragisich, Ross Lorinser, Dan Collison, Paul Bergley, Steve Lundeen and Tara Hallberg

Commissioners Absent: None

Staff Present: Economic Development Director Sean Sullivan

c. Agenda Modifications

2. Approval of Agenda

Motion to approve Agenda as presented by Lundeen, second by Collison, motion carried unanimously.

3. Approve Minutes of November 1, 2016 Regular Economic Development Meeting

Motion by Lorinser second by Collison to approve the minutes for November 1, 2016. Motion carried unanimously.

4. Consider Survey of Newly Constructed Houses/Residents

Economic Development Director Sullivan highlighted the steady growth Isanti has seen over the past three years and the opportunity to survey approximately 140 new households that has moved into newly constructed houses. He indicated that this sample would be a good group to survey to get an idea on why people are moving to Isanti. Information could be used to for economic development, marketing and planning. He also indicated that it would increase changes of a returned surveys if a self-addressed stamped envelope was included. Staff asked for feedback from the EDA.

Commissioner Hallberg stated that an incentive should be included in the survey to get a better response rate.

President Wimmer indicated that they had talked about this at a League of MN Cities conference and that new residents appreciated that the city wanted their feedback

Economic Development Director Sullivan and Commissioner Collison shared the opinion that if an incentive were used the person being surveyed would lose their confidentiality.

Commissioner Dragisich stated that he thought this was a good idea.

Commissioner Lundeen expressed concern at the cost for this survey, especially if the City didn't get a good return rate. He thought it might be better to ask local realtors.

Commissioner Collison requested some changes in the form letter to be sent signed by Mayor Wimmer.

Consensus of the EDA was that this information would be optional. It was also recommended to ask some local businesses for some gift cards that could be used as incentives. The ability to sign up for the incentive would be optional.

Motion by Lundeen, second by Bergley to recommend to the City Council to direct staff to add an incentive section to the survey, work with President Wimmer on the cover letter and to send out a survey to the residents of the houses constructed 2014-2016. This project to be funded from EDA Marketing 495 fund. Motion carried unanimously.

5. City of Isanti and Chamber Map Update

Economic Development Director Sullivan outlined the two map concepts and their purposes. He referenced the sizing of the map in the North 65 Chamber of Commerce and that it was now representing Isanti proportionally and fairly in the publication. Based on this changed has asked if the EDA was comfortable moving forward with and ad in the publication.

Commissioner Bergley pointed out that the location of the Cities (Isanti, Braham and Cambridge) shown on the draft North 65 Chamber Map was not consistent to their actual location and this this was a concern of his. Commissioners stated that the Isanti County map being on the reverse side helps minimize this concern.

Discussion ensued but consensus was that based on the change in the sizing of the map the EDA wanted to advertise in the publication.

Sullivan explained to the EDA that he has been working with ECM and other vendors to get quotes for a City of Isanti Map in addition to the Chamber map. At this point he has only able to get a solid quote for ECM but was waiting for quotes from two other vendors. He expressed concern at getting the project complete in order to get it in the March Isantian for delivery.

Commissioner Dragisich asked if the city had considered an App for a City map that would be mobile. Commissioner Dragisich asked if it would be better to have a less highway and more descriptive and fun map that residents might use more.

President Wimmer stated that he thought this was a good idea and that it had been discussed at a League of Minnesota Cities conference he had attended. He stated that the current city technology

is not where it needs to be to do something like this. He reference that the city will be getting GIS in the future (2018) and that once this was in place project like this would be possible.

Sullivan passed out a version of map done by Bolton and Menk that had only a City map on one side and places to vise and things to see on the other without a county a map. He asked if the EDA would like to do something like this.

The consensus was that the Isanti County map was helpful as it helped in identifying the locations of specific cities in reference to each other and certain destinations. The EDA did want to keep the Isanti County Map as part of its publication and note replace it with other City or regional information.

Motion by Lundeen, second by Lorinser to recommend to City Council to purchase a business card sized ad in the North 65 Chamber of Commerce Map for a cost not to exceed $300. Staff is to provide information for the ad that included City Logo, address and contact information for the city. This project to be funded from EDA Marketing 495 fund. Motion carried unanimously.

Motion by Lundeen, second by Dragisich to direct staff to continue work relating into process, quotes and design of Isanti of Isanti/County of Isanti Map to be mailed out in the Isantian and to ultimately bring to City Council for consideration.

6. Consider Recommendation for Installation of Real Estate Sign at 100 Dahlin

Sullivan presented the staff memo and highlighted the cost and design of the proposed sign. Cost were separated between actual cost of the sign ($260.00), the posts ($125) and the installation ($200).

Discussion ensued. EDA commissioners referenced past practice in relation to the installation of sign and felt that the purchase of posts and installation should be done by public works.

Motion by Lundeen, second by Lorinser to recommend to the City Council accept the real estate sign design, cost and vendor for $260.00 and to have public works purchase the posts and install the sign at 100 Dahlin Ave NE.

7. Other Business / Updates / Communications

Sullivan highlighted items on the Staff Memo including that O'Reilly Auto Parts was coming to town.

Sullivan read the letter of resignation submitted by Commissioner Dragisich.

The EDA and Staff thanked him for his service.

a. Business Prospects/Projects
b. GPS 45:93
c. EDAM
d. NLX Steering Committee
e. CVN
f. CGI

g. Legislative Visit with House Speaker Kurt Daudt
h. Tentative 2017 EDA Meeting Schedule
i. Housing Starts in 2016
j. Business Arrivals and Departures in Isanti 2016

6. Adjournment

Lorinser motioned, seconded by Collison to adjourn at 8:02 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 6th Day of December, 2016.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

RESOLUTION NO. 2017-XXX

CITY OF ISANTI
CONFLICTS OF INTEREST POLICY

Purpose
The City Council of the City of Isanti confirms its determination that ethical standards among the Mayor and Council Members and members of the various Boards and Commissions and employees of the City (Public Officials) are essential to the proper conduct of City affairs. By eliminating conflicts of interest and providing a guide for conduct in City matters, the City Council strives to promote the faith and confidence of the citizens of the City in their government. The following standards of conduct are intended to serve as a guideline for Public Officials in carrying out their responsibilities. This Policy is in addition to any statutory requirements, Attorney General Opinions or court rulings, which prescribe allowable actions for Public Officials.

Definition
Public Officials shall be defined as follows:

Mayor
City Council
Planning Commission
Economic Development Authority
Parks, Recreation, and Culture Board
City Administrator
Human Resources / City Clerk
Finance Director / Treasurer
Economic Development Director
Community Development Director
Public Services Director / Assistant City Administrator
Chief of Police
Liquor Store Manager
Building Official
City Attorney
City Engineer
Other employees of the City of Isanti

Standards of Conduct

1. Public Officials, City employees, and Police Reserve members:

   a) Shall not use their positions to secure special privileges or exemptions for themselves or others to intentionally jeopardize the position of employment of others;

   b) Shall not engage in, solicit, negotiate for, or promise to accept private employment nor shall they render services for private interests or conduct a private business when

such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties;

c) Shall not participate in deliberations in any matter before the Council, Board or Commission, which affects that Public Official's, Public Official's spouse or minor child's financial interests directly or indirectly or those of a business, profession or occupation with which the Public Official is associated. Whenever such conflict is recognized, the affected Public Officials shall disclose in writing such interest prior to any discussion or vote and disqualify themselves from any further involvement pertaining to the issue;

d) Shall not act as agent or attorney for another in any matter before the Council or any Board or Commission or before any court or administrative board in any matter in which the City is a party;

e) Shall not directly or indirectly receive, or agree to receive, any compensation, gift or reward or gratuity as an inducement to support or influence any matter or proceeding connected with, or related to, the duties of the office; The following types of gifts are permitted under exceptions to the law:

1) Lawful campaign contributions.

2) Services to assist an official in the performance of official duties.

3) Services of insignificant monetary value.

4) A plaque or similar item.

5) A trinket or item of insignificant monetary value.

6) Informational material of unexceptional value.

7) Food or beverage given at a reception, meal, or meeting by an organization before whom the recipient makes a speech or answers questions as part of a program (this exception is only available if the location of the reception, meal, or meeting is away from the recipient's place of work).

8) Gifts given because of the recipient's membership in a group.

9) Gifts between family members.

f) Shall not disclose to others or use to further their personal interest confidential information acquired by them in the course of their official duties.

2. Any Public Official who is an officer, director, partner, agent, proprietor or employee of any firm or has a proprietary interest of 10 percent (10%) or more in any company, business, enterprise or corporation, partnership, labor union or association doing business

with the City shall make known that interest in writing as provided in the disclosure section of this Policy.

3. No Public Official nor business entity that the Public Official has a financial interest in, in excess of 10 percent (10%), shall enter into any contract with the City unless otherwise authorized by law.

4. Public Officials shall disclose to the governing body any relationship to another person or entity in any instance where there is a conflict of interest or could be the appearance of a conflict of interest.

5. Public Officials shall not have a personal financial interest in any sales, lease, or contract that they are authorized to make in their official capacities.

6. A Public Official shall not hold two positions if the positions' functions are incompatible with one another.

Disclosures

Public Officials, elected or appointed and employees serving as Department Heads or Supervisors, shall, no later than thirty (30) days following election or appointment to office and each year thereafter by February 1, complete the Disclosure Form and return it to the City Administrator. All subsequent applicants for appointment on Boards and Commissions shall file a completed Disclosure Form together with the application form. Within thirty (30) days after the acquisition or sale of any property, each Public Official shall file as a public record with the City Administrator, a list of all real property in the City owned by such person, that person's spouse, or minor child, or in which the Public Official has a beneficial interest, disclosing each individual item held, and by whom. Homestead shall be excluded from the above disclosure. Each Public Official shall disclose all positions as officer, director, partner, agent, proprietor or employee of any firm in which such Public Official has a proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City, and indicate with respect to each such relationship whether services are gratuitous or for compensation.

Disclosure Form

The disclosure information required by this Policy shall be set forth on a form which shall be made available by the City Administrator and is part of this Policy.

Discipline

Upon a signed written complaint of any person questioning adherence to this Policy or on the Council's own volition, the Council shall refer the matter to the City Attorney for investigation and the City Attorney shall report the results of the investigation to the Council within forty-five (45) days thereafter. A copy of such report shall be furnished to the person complained against. Such person may request a hearing on this matter before the Council which request shall be filed with the City Administrator not later than ten (10) days following receipt by such person of the City Attorney's report.

Upon receipt of the City Attorney's report and at the conclusion of any hearing on the matter, the Council by majority vote may dismiss the complaint as having no merit, may adopt a resolution of censure, or with respect to members of Boards and Commissions, the Council may remove a member from such Board or Commission. In the event the complaint is against a member of the Council, such member shall not participate in the Council's deliberations or vote on the issue.

Violations

Any Public Official who violates the Conflict of Interest Law can be found guilty of a gross misdemeanor, be fined up to $3,000, and imprisoned for up to one year. Any contract that has been made illegally is void.

This Resolution is hereby approved by the Isanti City Council this 17th day of January, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

DISCLOSURE FORM

Public Officials of the City of Isanti are required to complete and file this Disclosure Form with the City Administrator in accordance with the provisions of the Conflicts of Interest Policy.

1. **Affiliations with Agencies Doing Business with the City**
   Identify all positions as officer, director, partner, proprietor or employee of any firm or proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City.

Name of Organization	Position Held	Compensation Involved
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____

2. **Real Property Owned in the City of Isanti**
   Identify real property items owned or being purchased by a Public Official, spouse, or child, or in which the Official has a beneficial interest. The actual value of any item is not required.

   (Exclude homestead property.)

Property Item	Address	PID #
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Assets

Identify all ownership or beneficial interests in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City where such interest exceeds ten percent (10%) of the total ownership.

Name of Organization

_____

_____

_____

****

Public Official and/or Applicant:

_____ _____

Print Name Signature

Date: _____

Please provide the following information:
(Please Print)

_____
Current Address and Post Office Box Number

_____
City, State, Zip Code

_____
Home Phone Number

_____
Work Phone Number

_____
Cell Phone Number

Received by the City Administrator/designee on: _____

L.5.

A Community For Generations.
Isanti

MEMO

Request for City Council Agenda

To: **Mayor Wimmer and City Council Members**
From: Chief Gene C. Hill
Date: January 4, 2017
Subject: Verizon Jet Packs for PD Administrative Staff

Background:

In 2016 the Finance Committee reviewed the request of the Chief of Police in regards to getting Verizon Internet Jet Packs ($34.99/month) for the PD administrative staff in lieu of the $30.00 cell phone stipend. Cell phones are required by policy for PD administrative staff. PD administrative staff would continue to maintain their existing phones at their own expense and that the Jet Packs would be billed through the City's existing Verizon government account. A signed letter from the Chief of Police and the Lieutenant are included.

The Jet packs would allow PD administrative staff better cell phone coverage and allow the use of their laptop computers while away from traditional Wifi networks to access the records management system and other criminal justice connections.

The Finance has approved this request.

Action:

For the City Council to review and consider moving forward with this request.

Thank you for your consideration
Chief Gene C. Hill

RESOLUTION NO. 2017-_____

A RESOLUTION AUTHORIZING THE REQUISITION OF VERIZON INTERNET JET PACKS FOR THE POLICE DEPARTMENT ADMINISTRATIVE STAFF IN LIEU OF THE CELL PHONE STIPEND

WHEREAS, the Police Department Administrative Staff are authorized to receive cell phone stipends by City Policy, and;

WHEREAS, the Administrative Staff has requested Verizon Internet Jet Packs in lieu of the cell phone stipend, and;

WHEREAS, the Finance Committee has reviewed and recommended moving forward with requisition of the Verizon Internet Jet Packs to be billed to the existing Verizon City Account, and;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council authorizes the Chief of Police and the Police Lieutenant to each receive a Verizon Internet Jet pack in lieu of their cell phone stipend and it is to be billed on the existing City Verizon Account.

Adopted by the Isanti City Council this 17th day of January 2017.

Attest: _____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

Isanti Police Department

A Community for Generations
State of Minnesota

Chief Gene C. Hill

ChiefHill@cityofisanti.us

401 First Ave. Nw.
P.O. Box 428
Isanti, Mn. 55040

01/04/2017

Don Lorsung
City Administrator
City of Isanti

Reference: Police Department Cell Phone Stipend

As previously discussed at a Finance Committee meeting in 2016, I brought up in discussion that Lt. Muyres and I would like to forgo our cell phone stipend from the City in lieu of getting a Verizon Jet Pack. This item would allow increased cell phone coverage and both of us to use our laptops when needed for work when we are away from internet or a Wi-Fi location. The ladder scenario does happen frequently when I travel and am away from the office. This would drastically speed up my responses to questions and be useful in emergency management situations.

Both Lt. Muyres and myself find that the Verizon Jet Pack would better suit or needs.

Respectfully,

Gene C. Hill
Gene C. Hill
Chief of Police
Emergency Management Director

T Muyres
Travis Muyres
Lieutenant

L.6.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: January 10, 2017

Subject: Resolution to Adopt Policy for City Council Pay Process

---

Staff has developed a formal Pay Process for City Council Pay (per diems). The need for a formal process and policy stems from a review of the current informal process, in which there were errors, etc. The proposed policy is a more professional approach, clarifying responsibilities and using email to communicate and document meeting attendance. The Finance Committee has reviewed the policy and is recommending its adoption.

A Resolution to Adopt the Policy for City Council Pay Process is attached for your consideration.

RESOLUTION NO. 2017-_____

A RESOLUTION ADOPTING A POLICY FOR CITY COUNCIL PAY PROCESS

WHEREAS, the Process for City Council Pay needed to be reviewed due to inconsistencies and errors in the current system; and,

WHEREAS, Staff has prepared a revised policy that centralizes the responsibilities for documenting and processing per diem pay for City Councilor service on Boards and Committees; and,

WHEREAS, the Finance Committee has reviewed this policy and recommends its adoption; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby adopts a Policy for City Council Pay Process, as provided in 'Exhibit A'.

This resolution was duly adopted by the Isanti City Council this 17th day of January 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

EXHIBIT A

POLICY FOR CITY COUNCIL PAY PROCESS

1. The Administrative Data Clerk (ADC) will be responsible for keeping the quarterly records for City Council Meeting Attendance. In their absence, the Human Resources/City Clerk will take on this role.

2. Department Heads or subordinate staff that attend City Council Committee Meetings are responsible for e-mailing attendance by City Councilmembers to the ADC. These emails shall be copied to the Human Resources/City Clerk. This includes extensions of Committee Meetings for Finance or Personnel, or other in-house meetings as defined for Council Pay by the City Council.

3. Emails should be sent with the subject line "Council Committee Attendance" and include the Councilmember that was present, the date of the meeting, and what the meeting was for.

4. Councilmembers that attend assigned Board or Organization meetings are responsible for e-mailing or reporting attendance in writing to the ADC.

5. The ADC will prepare a Quarterly Report and submit it to the Department Heads for review approximately one week prior to the required processing of quarterly payroll. Once reviewed and approved by the Department Heads, the Quarterly Report will be sent to the Mayor and City Council for their review. Each party will have 3 business days to review the list and report back to the ADC.

6. Once the Review is complete, the ADC will forward the final Quarterly Report to the Assistant Finance Director for processing.

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING A LOCAL GAMBLING PERMIT TO THE CAMBRIDGE CAMPUS FOUNDATION (ANOKA RAMSEY COMMUNITY COLLEGE)

WHEREAS, the Cambridge Campus Foundation has applied for a Local Gambling Permit for a raffle event to be held on January 27, 2017 at the Spirit River Community Center, 1320 County Road 5 NE; and,

WHEREAS, the applicant estimates the value of the raffle prizes to be approximately $1,000; and,

WHEREAS, the Foundations proceeds are to be used for scholarships at Anoka Ramsey Community College – Cambridge Campus; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and

WHEREAS, the applicant successfully passed a background check by the Isanti Police Department.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that the Cambridge Campus Foundation application for a local gambling permit is approved for the following date:

Friday, January 27, 2017
At the Spirit River Community Center

This resolution was duly adopted by the Isanti City Council this 17th day of January, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR LOCAL GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Cambridge Campus Foundation - Aroka Ramsey Community College

Address of Organization: 300 Spirit River Dr.

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Lisa Sisson, Name; Address, MN; Phone No.

Lea Jacquemart, Name; Address, MN; Phone No.

Katie Tenlaff, Name; Address, MN; Phone No.

Type of Event: Fundraising

Date of Event: Jan 27, 2017

Type of gambling activity your organization will conduct: Raffle, Silent auction, games

Use of Proceeds: Scholarships - Aroka Ramsey Community College - Cambridge Campus

Location and address of event: Spirit River Community Center, Isanti, MN

Estimated value of prizes to be awarded: $1,000 for raffle

Name of applicant: Lea Jacquemart

Applicant's phone number:

Signature of applicant: Lea Jacquemart

Date: 12/14/16

Approved by City Council

Resolution #

City of Isanti
110 1st Ave NW
PO Box 428
Isanti MN 55040 (763) 444-5512

Receipt No: 1.017747 Jan 11, 2017

Cambridge Campus Foundation

LICENSES & PERMITS	
Gambling Permit - Appl & Inves	50.00
Total:	50.00
CHECK	
Check No: 2691	50.00
Payor:	
Cambridge Community College Foundation	
Total Applied:	50.00
Change Tendered:	.00

01/11/2017 01:10PM

1/3/2017				$50.00	$50.00
				$0.00	$0.00
				$50.00	$50.00
To:	City of Isanti		Totals:		
1/3/2017		FY17 Event Gambling Application Fee			

L.8.

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING APPLICATION FOR A LOCAL GAMBLING PERMIT TO THE CAMBRIDGE-ISANTI RED LINE HOCKEY CLUB

WHEREAS, the Cambridge-Isanti Hockey Club applied to the City Council for a Local Gambling Permit for a Raffle Drawing to be held on January 31, 2017 at the Isanti Arena 600 1st Ave NW; and

WHEREAS, the Cambridge-Isanti Hockey Club estimates the value of prizes to be awarded as $1,040.00; and

WHEREAS, proceeds from the raffle are to be used for team supplies not currently covered in the school budget; and

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and

WHEREAS, the applicant has successfully passed a background check by the Isanti Police Department.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that Cambridge-Isanti Red Line Hockey Club application for a local gambling permit is approved for the following date:

Tuesday, January 31, 2017
At Isanti Arena 600 1st Avenue NW; and

This resolution was duly adopted by the Isanti City Council this 17th day of January, 2017.

_____
Mayor George A. Wimmer

Attested:

_____
Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

APPLICATION FOR LOCAL GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Cambridge - Isanti Red Line Hockey Club

Address of Organization: 600 1st Ave. NW, Isanti, MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Todd Smrekar
Name Address Phone No.

Scott Nelson
Name Address Phone No.

Melissa Skelton
Name Address Phone No.

Type of Event: Raffle Drawing Date of Event: 1/31/2017

Type of gambling activity your organization will conduct: Raffle Drawing

Use of Proceeds: To pay for jerseys, hockey bags + team supplies not covered in the school budget

Location and address of event:

Isanti Arena 600 1st Ave. NW, Isanti, MN 55040

Estimated value of prizes to be awarded: $1,040.00

Name of applicant: Todd Smrekar Applicant's phone number:

Signature of applicant:

Date: 1/11/17

Approved by City Council _____ Resolution # _____

POS = 3 /311
S:\OFFICE\Forms\Master Forms\Licensing-Permits\Gambling Application - Local.doc

L.9.

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: January 5, 2017

RE: 2017 City Council Committee Meeting Schedule

Staff has been working on setting up the monthly or periodic City Council Committee meetings for this year. Listed below is the 2017 City Council Committee Meeting Schedule. Unless noted, meetings are held in the City Hall Library Meeting Room. This schedule is being presented for consideration by the City Council.

Building & Grounds – Following Public Works Committee meetings at 6:15 p.m., scheduled as necessary.

Development & Operations Advisory Committee – Following the Finance Committee meetings.

Finance Committee - 8:30 a.m. – Thursdays after the regular City Council meetings

Liquor Committee - 5:30 p.m., 3rd Tuesday of each month (Alternates – Liquor Store or City Hall)

Personnel Committee – Following Development & Operations Advisory Committee meetings, scheduled as necessary.

Police Committee – 6:00 p.m. Tuesdays, 1/24, 4/25, 8/1 (National Night Out, meet at ICC at 5:30 p.m.) and 10/24, unless noted meets at the Police Department.

Public Works Committee – 5:45 p.m., Tuesdays, 2/7, 4/4, 6/6, Wednesday, 8/2, 10/3, and 12/5

L.10.

A Community For Generations.

Isanti

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

MEMO

Date: January 12, 2017

Subject: Purchasing Policy Amendment – Purchasing Flexibility

---

Per direction from City Council Goal Setting in January, 2016, staff had prepared an Amendment to the City Purchasing Policy to allow Purchasing Flexibility for goods and services that are outside of the approved City Budget (see attached) for that line item. As discussed, this discretion is for purchases of up to $1,000.00. Such purchases must be recommended by the Department Head and Finance Director, and approved by the Finance Committee. Funding for these purchases must be from budgeted allocations under a specific line item. The proposed policy wording has been reviewed by the City Auditors. This proposed amendment had been reviewed and recommended by the Finance Committee for consideration in March, 2016, and needs City Council consideration to be placed into formal policy.

RESOLUTION 2017-____

A RESOLUTION ADOPTING AMENDMENT TO THE PURCHASING POLICY

WHEREAS, the City of Isanti requires quality goods and services to meet the need of its citizens, while maximizing tax dollars; and

WHEREAS, the approved budget adopted provides the basis for spending in a year but a purchasing policy gives direction to staff on authorized approval on dollar limit of expenditures; and

WHEREAS, guidelines are necessary for governing the process in which goods and services are purchased; and

WHEREAS, expediency and flexibility is required in purchasing for City Operations. Sometimes needed purchases of goods or services are outside of a City Department's Approved Annual Budget. In order to expedite these purchases, the City Council grants the Finance Committee discretion to approve such purchases of goods and services not to exceed $1,000.00. These purchases must be within allocations as budgeted in the City Department's Approved Annual Budget, under a specified line item for that year, as recommended by the Department Head and Finance Director.

WHEREAS, Resolution 2007-083 authorized a Purchasing Policy; and Resolutions 2009-010, 2009-309, 2011-194, 2014-125, 2016-093 authorized amendments to the Purchasing Policy;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota, hereby approves the Purchasing Policy as amended and attached as 'Exhibit A'.

This Resolution hereby approved by the Isanti City Council this 17th day of January 2017.

Attest: _____ Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

'Exhibit A'

City of Isanti
Purchasing Policy
Amended January 6, 2009
Amended December 15, 2009
Amended August 16, 2011
Amended June 3, 2014
Amended March 15, 2016- Addendum
Amended January 17, 2017

PURPOSE

The City of Isanti will support a purchasing policy that provides quality goods and services that meet the need of the City. These goods and services will be acquired in a manner to maximize the value received for each tax dollar spent. Purchasing policies are designed to facilitate the effective delivery of municipal services while maintaining adequate financial controls.

All purchasing by local government units is regulated by State Law. Consequently, these laws will govern each employee's responsibility in all purchasing processes.

The primary basis for the City's system of internal control is the City's annual budget. The budget, as adopted by the City Council, serves as the basis for the City's spending for that year. All purchases must be within a Department's approved budget or in the list of capital purchases in the Replacement Fund's approved budget.

It will be the responsibility of each City employee to adhere to the purchasing process and procedures for the actual ordering/purchasing of goods and services, procedures for receiving and reporting purchases and procedures for payment of vendor invoices.

The City of Isanti encourages its staff to consider local purchasing when all factors are relatively equal.

GUIDELINES

It is the policy of the City of Isanti that the following ethical principles shall govern the conduct of every employee involved, directly or indirectly, in the City procurement process.

1. All purchases must be within a Department's approved budget or in the list of capital purchases in the Replacement Fund's approved budget. The Finance Committee has authority to authorize non-budgeted purchases of goods or services in the amount of $1,000.00 or less, as recommended by the Department Head and Finance Director. Such purchases must be within the approved annual Budget for that Department, allocated under a specified line item.

2. Employees will avoid activities which would compromise or give the perception of compromising the best interests of the City of Isanti. Employees will not knowingly use confidential proprietary information for actual or anticipated personal gain.

3. Employees will avoid any activity that would create a conflict between their personal interest and the interest of the City. Conflicts exist in any relationship where a person is not acting in the City's best interest and may be acting in their own interest or the interest of someone associated with them. Such conflicts of interest would include being involved in any procurement in which:

    a. The employee or any member of the employee's family has a financial interest pertaining to the City procurement process.
    b. A business or organization in which the employee, or any member of the employee's family, has a financial interest pertaining to the City procurement process.
    c. Any other person, business, or organization with whom the employees or a member of the employee's family is negotiating or has an arrangement concerning prospective employment.

    If such conflicts of interest exist, the employee will notify the City Administrator in writing and will remove him/herself from the City procurement process.

4. Employees will avoid the appearance of unethical or compromising practices in relationship, actions, and communications regarding the procurement process.

5. Employees will never solicit or accept money, loans, gifts, favors, or anything of value, from present or potential contractors which might influence or appear to influence a purchasing decision. If anyone is in doubt about whether a specific transaction complies with this policy, the person should disclose the transaction to the City Administrator for a determination of compliance.

6. The City of Isanti shall be environmentally conscious by encouraging the use of recycled products whenever practicable and in the best interest of the City.

7. It is City policy not to endorse or in any way permit an employee's name, position or the City's name to be used and advertised as supporting a product or vendor. This does not apply to giving references for products or services used by the City.

8. No individual shall be allowed to make any purchases for personal use through the City.

9. Effective January 1, 2014, the City is exempt from paying sales tax on most goods and services. Reference Minnesota Statutes for current guidelines on Local Government Sales and Use Tax Exemptions.

PURCHASING PROCEDURES

These policies regulating the degree of formality are to be followed in the purchase of goods and services, depending on the costs of the items to be purchased. The splitting of purchases into smaller orders to avoid these requirements is strictly prohibited.

Purchase Level	Quotes/Bids	Approving Authority
$0 - $1,000	**Invoice**	**Department Head**

$1,000.01 - $5,000	**2 Written Quotes***	**Finance Director**
$5,000.01 - $10,000	**2 Written Quotes***	**City Administrator**
$10,000.01 - $100,000	**3 Written Quotes ***	**City Council**
Over $100,000	**Bids**	**City Council**

**Written quotes or a completed quote form is to be attached where there is more than one feasible source*

All purchases must be within a Department's approved budget or in the list of capital purchases in the Replacement Fund's approved budget.

Purchases Under $1,000. Department heads are authorized to purchase directly from vendors for any purchase under $1,000. It is the responsibility of each Department head to insure complete control over this segment of the purchasing process. It is recommended that equipment purchases under $1,000 should have two (2) quotations to confirm competitive pricing. Department heads should designate employees who will be allowed to make purchases and to provide internal control procedures to ensure that all purchases are for legitimate public purposes and all purchases accounted for.

Purchases from $1,000.01 to $5,000. Purchase requisitions for goods or services having a value of $1,000 to $5,000 must be submitted for approval by the City Finance Director prior to placing an order with a vendor. Before submitting a purchase requisition, Department heads must obtain two (2) or more written quotations for the goods or services required. The quotations may be obtained via mail, e-mail or fax machine and must be signed by an authorized representative of the vendor. The purchase requisition awarding the purchase to the lowest responsible bidder should then be forwarded to the City Finance Director who will check to insure that the quotation form has been completed correctly and that funds are available in the appropriate budget. If Department heads are unable to secure two (2) quotations, a notation explaining why less than two (2) qualified vendors were available should be made on the quotation form, attached to the purchase order and forwarded to the City Finance Director. When seeking two (2) quotes, the practice of "auctioneering" should be avoided by refusing to disclose to a vendor the price quoted by competitors. Purchase requisition and quotation request form will be attached to the appropriate City Council bill list.

Purchases from $5,000.01 to $10,000 The same procedures apply as when purchasing from $1,000 to $5,000 except that once approved by Finance Director further approval must be made by City Administrator.

Purchases from $10,000.01 to $100,000 Prior to processing a purchase requisition to secure goods or services valued at $10,000 to $100,000, Department heads must obtain three (3) written quotations. For purchases over $25,000 the State of Minnesota's Cooperative Purchasing Venture (CPV) must be considered. If Department heads are unable to secure three (3) written quotations a memo explaining why less than three (3) qualified vendors were available as well as the Quotation Request form should be attached to the purchase order and forwarded to the City Clerk/Assistant for placement on the City Council agenda. All purchases over $10,000 require City Council approval. The Quotation Request form requires appropriate planning to insure that adequate lead time is available to satisfy the purchasing requirements. For local improvement contracts that are paid for with special assessments the purchases over $100,000 process must be used if the estimated costs of the contract exceeds $50,000.

Purchases over $100,000 Department heads anticipating the purchase of goods or services

valued over $100,000 should prepare specifications based upon standards appropriate to meet the City's needs. For local improvement contracts that are paid for with special assessments the purchases over $100,000 process must be used if the estimated cost of the contract exceeds $50,000. Specifications should be forwarded to the City Clerk/Assistant City Administrator. The City Clerk/Assistant City Administrator will then direct the preparation of the necessary bid packet, public notices and advertisements to meet the City's purchasing policy and will also send invitations to bid to qualified vendors. Department heads should submit a list of such vendors along with the specifications. A bid packet containing an invitation to bid, specifications, and general bid documents will be sent to these vendors, as well as those that respond to the legal notice. Formal bids will be advertised for at least ten (10) business days prior to bid opening.

After the bids are opened, the bids will be referred to the Department head for review. The Department head will prepare a written tabulation of all bids and draft a memo to the City Clerk/Assist City Administrator that will be placed on the next City Council Agenda, which will include the Department heads recommendation for the bid award. All purchases over $10,000 must be awarded by the City Council. The award will normally be made to the low bidder meeting specifications. If not, documentation should be made to list the reasons why other than the low bidder was selected in the best interest of the City. Performance bonds and payments bonds are required for all public work contracts over $75,000. Bid bonds may be requested. Workers compensation insurance and general insurance certificates may also be required with the City of Isanti named as an additional insured.

Independent Contractor Exemption Certificate (ICEC) Residential and commercial building construction or improvement service independent contractors carrying on a trade or business as a sole proprietor must present and ICEC when submitting a quote or bid. In accordance with state law if a sole proprietor does not have an ICEC the individual becomes an employee of the City of Isanti. Payments made to a sole proprietor are subject to 2% withholding for Minnesota income tax if the work was performed in the State of Minnesota and the total payments during the year exceed $600.

State of Minnesota Cooperative Purchasing Program All requirements of this policy are deemed to be met if purchases are made through this State Program. Depending upon purchase level of item appropriate approvals still apply. All purchases over $25,000 require consideration of the Cooperative Purchasing Venture (CPV).

Cumulative Purchases The same purchase level guidelines under PURCHASING GUIDELINES remain effective for the total amount purchased throughout the year, however purchases for the same product may be made by a department by obtaining quotes/bids once during the year. Example: Sand/salt purchases for public works.

Emergency Purchases An "emergency" is defined as an unforeseen combination of circumstances that calls for immediate action to prevent a "disaster" from developing or occurring. A "disaster" is defined as a situation that creates an actual or imminent serious threat to the health and safety of persons, or a situation that has resulted or is likely to result in catastrophic loss to property or the environment, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss.

A "public health emergency" means an occurrence or imminent threat of an illness or health condition in Minnesota where there is evidence that the cause of the illness or health condition is bioterrorism, or an airborne infectious agent or toxin and that the illness poses a high

probability of a large number of deaths or disabilities or widespread exposure to an airborne infectious agent that poses a significant risk to a large number of people.

Professional Services are considered to be unique and are not subject to the bid law even though the contract amount may exceed $100,000. This group includes: architects, engineers, construction managers, attorneys, accountants, consultants, and other services requiring technical, scientific or professional training

A REQUEST FOR PROPOSAL (RFP) can be prepared much the same way as specifications including requirements and minimum standards for the services to be provided. RFP's should be submitted to the City Administrator for review and approval prior to distribution. When a RFP is approved, a limited number of qualified professionals will be invited to submit a proposal setting forth their interest, qualifications and how they can meet the City's needs. In securing professional services it is the primary goal of the City to obtain the services of a professional who has a proven record of providing in a professional way those services required. A contract will be negotiated with the professional deemed to best meet the City's needs.

Contracts Only the city council may make contracts on behalf of the city. Individual council members, council committees, and city administrative officers may not enter into these contracts.

The following purchases are exempt from this purchasing policy:

Utility invoices-telephone, electric, natural gas, gasoline, mileage, products purchased for resale, emergency purchases, maintenance and repairs, schools, conferences and meeting reimbursements.

Major capital repairs beyond normal maintenance are NOT exempt from the purchasing policy.

Attachments: Addendum – Environmental Sustainability
Quotation Request Form
Purchase Requisition

Addendum to City Purchasing Policy
Environmental Sustainability

I. PURPOSE AND NEED FOR POLICY The goal of this policy is to encourage and increase purchasing that reflects the City's commitment to sustainability. This Policy promotes:

- Conserving natural resources
- Minimizing environmental impacts, such as pollution
- Supporting strong recycling markets
- Increasing the use and availability of environmentally preferable products that protect the environment
- Rewarding manufacturers and vendors that reduce environmental impacts in their production and distribution systems
- Creating a model for successfully purchasing environmentally preferable products that encourages other purchasers in our community to adopt similar goals
- Lowering overall costs by addressing full cost accounting (purchase, maintenance, disposal, staff time, and labor)
- Leveraging buying power

II. POLICY The following guidelines are to be followed as practicable by the City of Isanti:

1. Recycled Paper Products and Recycled-Content Products. Per Minnesota Statute 16B.122 and per the Federal Environmental Protection Agency's (EPA) requirements, the City of Isanti will endeavor to purchase paper products containing the highest postconsumer content practicable, but no less than 30% recycled-content for copy paper (which is the minimum recycled content standard established by the EPA Comprehensive Procurement Guidelines: www.epa.gov). The City should purchase other products made with recycled material whenever possible and economically feasible.

2. Waste Minimization. The City should buy in bulk whenever practicable to reduce packaging. Packaging that is reusable, recyclable or compostable is preferred, when suitable uses and programs exist.

3. Energy Saving Products. All appliances and products purchased by the City, for which the US EPA Energy Star certification is available, will meet Energy Star certification, provided such products are available and financially feasible (www.energystar.gov). This would include lighting systems, exhaust fans, water heaters, computers, exit signs, and appliances, such as refrigerators, dishwashers, and microwave ovens.

4. Water Saving Products. Water saving products purchased by the City will meet the WaterSense certification when such products are available and financially feasible (www.epa.gov). This includes, but is not limited to, high-performing fixtures, such as toilets, waterless urinals, low-flow faucets and aerators, and upgraded irrigation systems.

5. Cleaning Products. Cleaning products purchased by the City will meet Green Seal, EcoLogo, and/or U.S. EPA Design for the Environment cleaning product standards, if such products are practicable, available, and perform to an acceptable standard.

6. Lighting. The City should purchase and install LED lighting on any new construction, retrofits, remodels or replacement projects, including street lighting.

III. PROCEDURE When purchasing products and services for the City, staff will:

- Ensure that specifications support the use of reusable, recycled, or environmentally preferable products by following these guidelines.
- Evaluate environmentally preferable products to determine the extent to which they may be used by the department and its contractors.
- Facilitate data collection on purchases of designated environmentally preferable products by the department in order to determine the effectiveness of the products and services.
- Use a standard of accepting a 10% increased cost for these items. Financial incentives should be taken into consideration in cost comparisons. Authorization from the Finance Committee is required if the additional cost to buy the environmentally preferable product is greater than $1,000. (It is recognized that these costs may be more expensive in the near term, but usage will contribute to a lowering of costs over time for environmentally sustainable products and services).

IV. RESPONSIBILITY All City departments are responsible for implementation of this policy and to ensure their respective employees are fully aware and supportive of the City's policy to purchase environmentally preferable goods and services. City staff will implement these guidelines in conjunction with the city's normal purchasing procedure and with consideration of the above price differential

A Community For Generations.

Isanti

CITY OF ISANTI

Quotation Request Form

ITEM_____

Quote

Vendor_____
Address_____
_____ $_____
Is an Independent Contractor Exemption Certificate required? ___No ___Yes
If yes a copy must be attached to the quote.

Vendor_____
Address_____
_____ $_____
Is an Independent Contractor Exemption Certificate required? ___No ___Yes
If yes a copy must be attached to the quote.

Vendor_____
Address_____
_____ $_____
Is an Independent Contractor Exemption Certificate required? ___No ___Yes
If yes a copy must be attached to the quote.

Specifications/Details:

_____
_____
_____
_____

This is not an order

Return to: _____
_____
_____
_____

A Community For Generations.

Isanti

CITY OF ISANTI

Purchase Requisition Recommended Vendor_____

ITEM_____

Quote

Vendor_____

_____

_____ $_____

Is an Independent Contractor Exemption Certificate required? ___No ___Yes
If yes a copy must be attached to the quote.

Vendor_____

_____

_____ $_____

Is an Independent Contractor Exemption Certificate required? ___No ___Yes
If yes a copy must be attached to the quote.

Vendor_____

_____

_____ $_____

Is an Independent Contractor Exemption Certificate required? ___No ___Yes
If yes a copy must be attached to the quote.

Specifications/Details:

_____

_____

_____

_____

Approvals:

_____ _____
Department Head Date

_____ _____
Finance Director Date

_____ _____
City Administrator Date

IF SOLE SOURCE, ADD EXPLANATION

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
January 3, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:30 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Tara Hallberg, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley and George Wimmer
Members Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

No modifications to the agenda were presented.

2. Organization of Advisory Bodies as per Ordinance 181

Economic Development Director Sullivan called for nominations for 2017 officers.

Member Lundeen suggested the officers remain the same as last year. The suggested officers are listed below.

a) Oath of Office
No new commissioners for 2017. No oaths administered.

b) Election of 2017 EDA President
George Wimmer as President

c) Election of 2017 EDA Vice-President
Ross Lorinser as Vice-President

d) Election of 2017 EDA President Pro-tem
None Suggested.

e) Election of 2017 EDA Secretary
Economic Development Director Sean Sullivan as Secretary.

f) Election of 2017 EDA Treasurer
Finance Director Ms. Jackie Fisher as Treasurer.

g) Adoption of Bylaws
No changes were made to Bylaws.

h) Adoption of 2017 EDA Meeting Schedule.

Motion by Commissioner Lundeen, second by Commissioner Collison to Adopt of City of Isanti Economic Development Authority Resolution 2017-1 a Resolution Organizing the Economic Development Authority of the City of Isanti. Motion passed unanimously.

President Wimmer assumed the role of Meeting Chair.

3. Approve Minutes of December 6, 2016 Regular Economic Development Meeting

Motion by Lundeen second by Bergley to approve the minutes for December 6, 2016. Motion carried unanimously.

4. 2014-2016 Minnesota Manufacturing Week Summary Report

Economic Development Sullivan highlighted the manufacturing business reports generated on behalf of the city of Isanti by Greater MSP. 22 visits were conducted in 2016. Sullivan explained that the City enters the raw data from business visits and various reports can be generated to show trends and areas to review. He highlighted a few of the large changes from 2015 to 2016 and also areas that the City scored below neutral for the business environment. Sullivan pointed out that planned investment by companies was down but the ratings for local government assistance and attitude toward business showed improvement.

President Wimmer highlighted some of the recent home sales information in Isanti and the surrounding area. He indicated both he and Economic Development Director Sullivan monitor this information. He indicated values were increasing at a higher rate in the City of Isanti than in Cambridge. He indicated that it made sense as incomes were higher in Isanti. He also noted that Isanti has a higher volume of sales compared to Cambridge which was interesting.

No Action was requested and no action was taken as this was an information item.

5. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo which included Whiskey Road Pub and Grub has submitted an IUP. President Wimmer indicate he met with owners and that they understand City expectations. Final number of single family housing permits for 2016 was 63.

a. Business Prospects

b. GPS 45:93
c. EDAM – Winter Conference
d. CGI
e. CVN
f. Housing Starts in 2016
g. Business Arrivals and Departures in Isanti 2016

6. Adjournment

Lundeen motioned, seconded by Bergley to adjourn at 7:49 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 3rd day of January, 2017.

Respectively Submitted,

_____
Sean M. Sullivan, Economic Development Director

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

December 2016

Reported Crime	Month to Date	Year to Date
Theft	15	152
Assault	2	41
Vandalism/Damage to Property	5	91
Narcotics	4	42
Burglary	1	25
Domestics	6	83
Crim Sex	0	5
Robbery	0	0
Loud Party/Disturbance	9	124
Medical	27	265
Permit to Purchase (Eff 3/1/2016)	9	68

Traffic Offenses	Month to Date	Year to Date
No Insurance	3	90
DUI	2	27
Accidents	7	79
Hit & Run	0	3
Warrant P/U	2	52
Speed	18	222
DAR/DAS	4	46
Administrative Citations (Including Speed)	17	150

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford 221	38,954	1,398	17,682
Dodge 222	111,219	3,474	20,385
Dodge 225	156,884	609	12,843
Chevy Silverado 224*	OUT OF SERVICE		738
Chevy Silverado 220	101,224	697	4,210
Chevy Impala 223	80,673	643	5,413
Ford Explorer 224	17,056	3,655	18,847

ISANTI POLICE DEPARTMENT ANNUAL REPORT

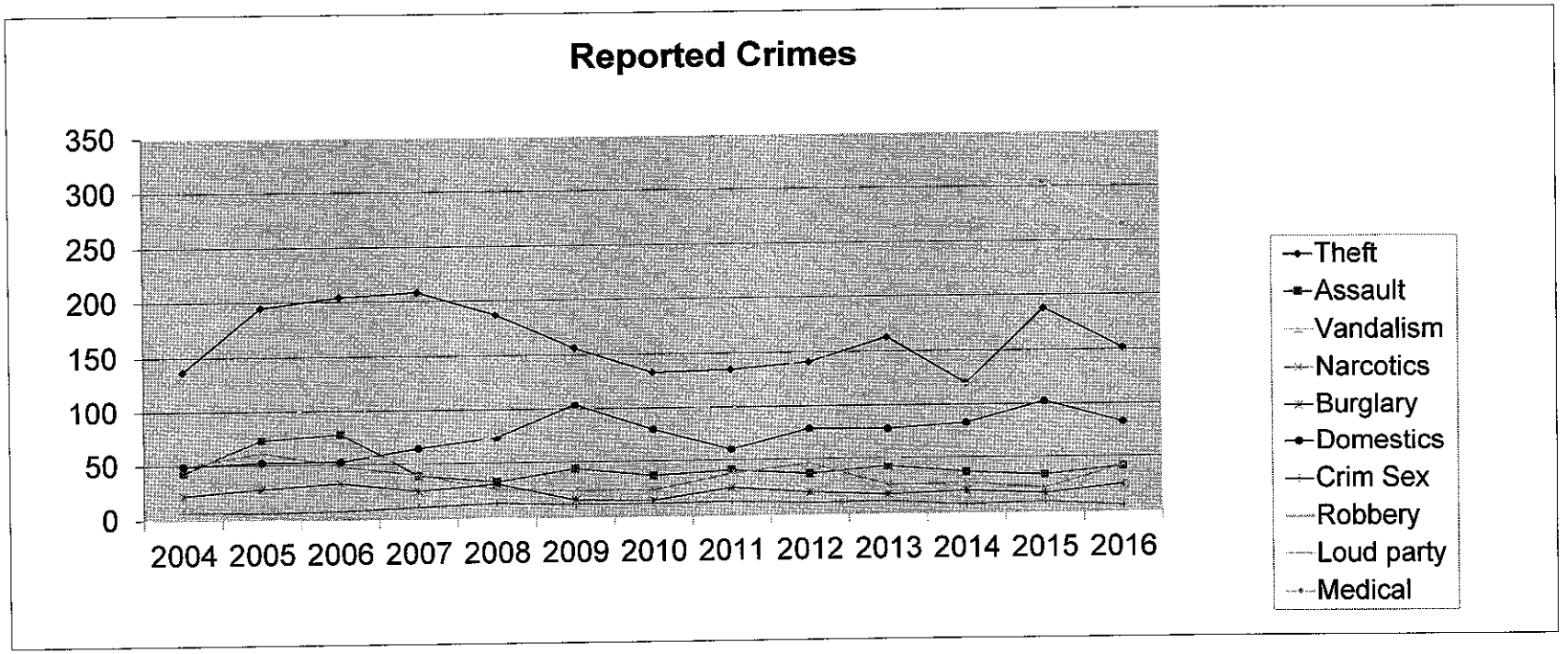
Reported Crime	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	% Change
Theft	137	195	204	208	187	156	133	135	141	163	120	188	152	-19.15%
Assault	43	73	78	39	33	44	37	41	37	43	37	34	41	20.59%
Vandalism	72	89	112	75	63	102	92	81	94	49	59	80	91	13.75%
Narcotics	49	61	48	40	26	24	24	38	46	26	27	22	42	90.91%
Burglary	22	28	33	25	31	15	14	25	20	17	20	17	25	47.06%
Domestics	49	52	52	64	74	104	80	60	79	78	83	103	83	-19.42%
Crim Sex	7	6	7	10	13	11	11	12	10	11	7	9	5	-44.44%
Robbery		1	0	0	1	0	0	0	0	0	0	0	0	0.00%
Loud party			62	49	76	108	106	97	151	125	119	132	124	-6.06%
Medical												304	265	-12.83%

Traffic Offenses	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	
No Ins	87	89	83	129	95	109	110	90	46	89	90	89	90	1.12%
D.U.I.	62	80	77	80	49	46	27	35	34	18	23	33	27	-18.18%
Accidents	67	85	71	75	53	68	66	74	67	96	76	68	79	16.18%
Hit & Run	12	9	16	11	6	6	5	5	9	11	5	6	3	-50.00%
Warrant P/U	33	54	47	45	45	67	47	42	45	61	50	31	52	67.74%
Speeding	183	257	247	318	259	125	331	194	126	125	123	189	222	17.46%
DAR/DAS				101	75	55	44	46	44	49	33	34	46	35.29%

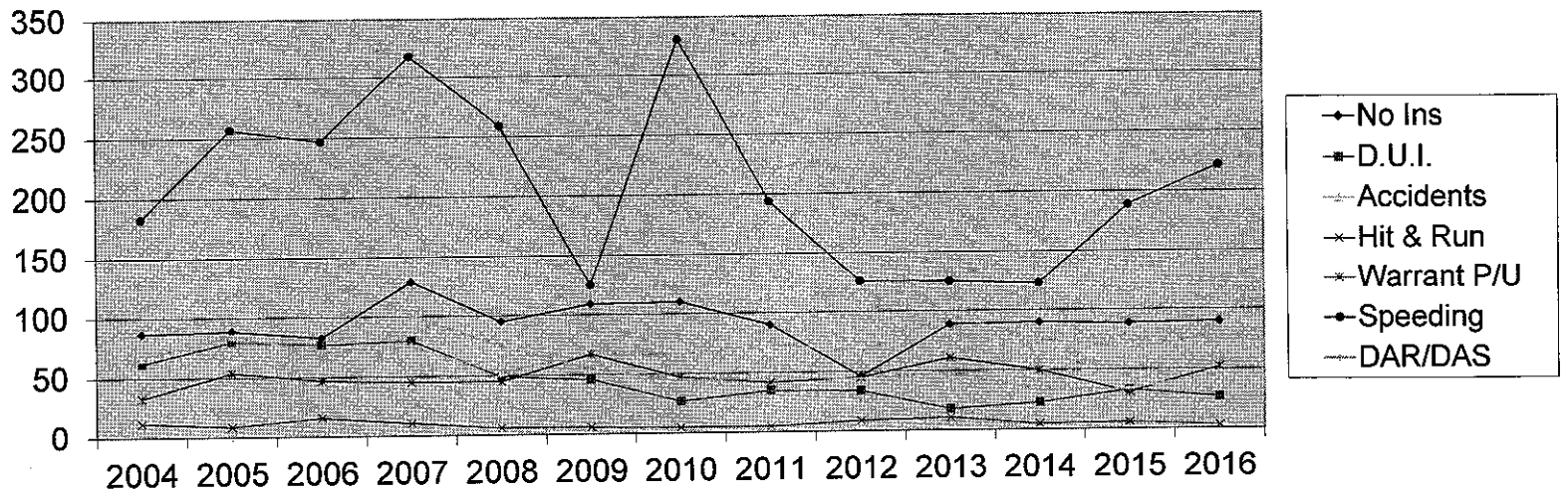
Squad Mileage													
06 Dodge 221			23,744	56,868	84,399	110,354	130,210	140,020					
06 Dodge 222			16,512	54,305	82,891	112,234	124,078						
08 Dodge 223					14,037	38,044	53,346	69,041	83,656	97,615			
2004 Ford	15,923	73,399	105,656	126,189	137,755								
98 Blazer	71,052	75,977	82,751	90,024	96,953	103,107							
10 Dodge 225							18,625	48,406	75,221	98,492	120,322	26,353	12,846
Chev Silverado 224						70,529	82,736	91,712	97,785	105,488	109,579	2,655	738
Chev Silverado 220							71,264	77,971	82,517	88,986	94,445	3,211	4,210
11 Dodge 222								4,693	27,285	50,053	72,381	22,628	20,385
2014 Ford 221											5,017	16,255	17,682
Chev Impala												5,460	5,413
Ford 224													18,847

	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Total Miles Driven	59,529	101,350	97,631	98,723	88,649	87,489	81,146	75,662	70,357	72,834	62,675	76,562	80,121

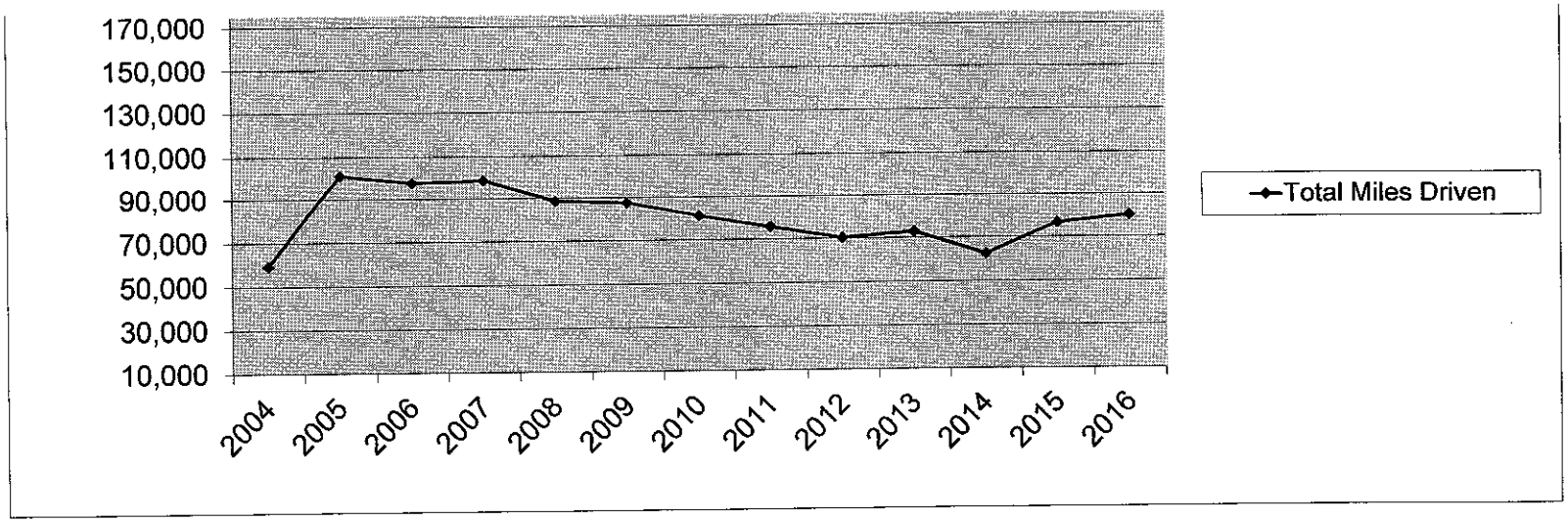
* 2004 Data base lost. Back up stats


Reported Crimes
350
300
250
200
150
100
50
0
2004 2005 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016
Theft
Assault
Vandalism
Narcotics
Burglary
Domestics
Crim Sex
Robbery
Loud party
Medical

Traffic Offenses



Total Miles Driven


170,000
150,000
130,000
110,000
90,000
70,000
50,000
30,000
10,000
2004
2005
2006
2007
2008
2009
2010
2011
2012
2013
2014
2015
2016
Total Miles Driven

CEZT SCORE CARD

December 2016

CEZT SCORECARD

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**711**	**663**	**613**	**572**	**512**	**414**	**311**
TOTAL OPEN CASES	**36**	**37**	**25**	**37**	**51**	**80**	**38**
VIOLATIONS CLOSED THIS PERIOD	**46**	**48**	**48**	**75**	**109**	**67**	**78**
NEW ISSUES THIS PERIOD	**48**	**50**	**41**	**60**	**98**	**103**	**82**
CAN-Proh Animals							
CCV-Comm Vehicle Storage			1				
CDO--Dogs							
CPA-Park & Store	27	28	26	35	24	40	19
CSN-Snow Removal							
CSP-Solicitors/Peddlers							
CST--Fish Houses, PODS, Rolloffs							
NEX-Exterior Structure, Paint/Repair				1	2	1	
NGA-Garbage Service & Storage		1					
NGR--Grass Length			4	9	60	60	62
NJU--Junk/Brush	6	6	8	10	12	2	1
NUV-Unlicensed vehicle or missing plates	11	15	2	5			
SGN-Signs	4						
ZAC-Accessory Building							
ZFE-Fence							
ZTD--Temporary Dwelling							
ACTIONS TAKEN							
New Resident Letters Mailed							
Compliance Letters Mailed this period	49	56	46	62	154	108	92
Administrative Citations Issues/period	2	1	1	1	0	0	1
Criminal Citations Issued/period							
Abated Properties/Period	0	0	0	9	7	23	14
Admin Hearings Requested	0						
Admin Hearings Held w positive judgement							
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**18**	**17**	**28**	**14**	**13**	**15**	**14**

M.3.

CITY OF ISANTI MONTHLY REPORT

December 2016

Category	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Residential Category	**Month**	**YTD**	**Month**	**YTD**	**Month**	**Quarter**	**Month**	**YTD**	**Month**	**YTD**
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	1	53	$0.00	$0.00	$1.00	$7,000.00	$80.00	$4,240.00		
Decks	0	30	$0.00	$89,735.32	$0.00	$27,444.75	$0.00	$4,615.72		
Basement Finish	1	19	$0.00	$133,658.33	$1.00	$0.00	$80.00	$4,410.11		
Addtns. Remodel	0	3	$0.00	$41,676.86	$0.00	$23,276.16	$0.00	$996.42		
Garages / Sheds	0	4	$0.00	$33,276.16	$0.00	$0.00	$0.00	$1,072.17		
Miscellaneous	8	125	$0.00	$68,557.11	$8.00	$1.00	$870.00	$14,966.75		
Single dwellings	4	63	$654,874.60	$10,577,417.66	$327.74	$0.00	$9,508.92	$145,952.65		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	3	89			$3.00	$15.00	$225.00	$6,755.00		
Plumbing	3	97			$3.00	$15.00	$300.00	$11,515.00		
									$35,609.00	$466,691.00
Resid. Totals	**20**	**483**	**$654,874.60**	**$10,944,321.44**	**$343.74**	**$57,751.91**	**$11,063.92**	**$194,523.82**	**$35,609.00**	**$466,691.00**
Commercial										
New Buildings	1	5	$0.00	$5,650,000.00	$0.00	$0.00	$3,384.38	$52,433.91		
Addtns./Remodel	1	10	$0.00	$1,879,000.00	$1.00	$2.00	$132.00	$17,257.72		
Plumbing	0	13	$0.00	$264,401.00	$0.00	$78.38	$0.00	$7,405.28		
Mechanical	0	8	$0.00	$507,798.00	$0.00	$107.20	$0.00	$11,555.22		
Roofing	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Tenant Change/Fill	2	32	$0.00	$1,692,205.00	$2.00	$5.00	$212.00	$21,688.13		
Comm. Totals	**4**	**69**	**$0.00**	**$9,993,404.00**	**$3.00**	**$192.58**	**$3,728.38**	**$110,420.26**	**$0.00**	**$218,414.88**
Resid. Plus Comm. Totals	**24**	**552**	**$654,874.60**	**$20,937,725.44**	**$346.74**	**$57,944.49**	**$14,792.30**	**$304,944.08**	**$35,609.00**	**$685,105.88**

YEARLY BUILDING PERMIT COMPARISONS

YTD Dec 2016

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2012	268	3	0	0	$1,926,948.00	$44,416.18	$21,918.00
2013	0	0	0	0	$0.00	$0.00	$0.00
2014	437	34	0	2	$14,621,172.44	$172,167.41	$280,048.17
2015	0	0	0	0	$8,026,537.06	$147,002.54	$279,405.00
2016	552	63	0	4	$20,937,725.44	$304,944.08	$685,105.88

Total permit fees do not include Sac / Wac or State Surcharge fees

COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	24	$80,003.00	$3,660.48
February	43	$3,603,092.10	$38,740.16
March	40	$1,914,872.04	$28,610.22
April	61	$1,485,568.60	$26,085.67
May	80	$6,057,162.93	$73,228.05
June	62	$1,354,717.77	$28,061.92
July	58	$320,077.97	$10,400.69
August	49	$1,894,275.41	$25,748.23
September	40	$2,820,069.41	$33,333.12
October	42	$521,352.97	$16,340.78
November	29	$231,658.64	$5,942.46
December	24	$654,874.60	$14,792.30
Totals	552	$20,937,725.44	$304,944.08

M.5.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: January 11, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: Project Status Report
Isanti, MN
Project No.: R13.113062

Please find listed below a status report of the current projects in the City of Isanti:

1) Palomino Road Preliminary Engineering Report

We will complete the report this month.

2) Railroad Avenue Trail Infill Study

We will complete the report this month.

3) 2017 Pavement Maintenance Project

We have incorporated City comments and will finalize the plans and specs this month.

4) MS4 Phase 2 & 3 Implementation

We will continue to assemble documents to assist the City in meeting the requirements of the MS4 permit for Phase 2 and Phase 3 of the implementation schedule.

5) City Hall Parking Lot Expansion

The final payment request will be submitted to Council this month.

6) Wastewater Treatment Improvements

The Contractor plans to perform the following work this month:
- Install pretreatment equipment
- Continue blower replacement
- Continue filter rehab work

7) 1st Avenue Sidewalk & Curb Replacement

We have incorporated City comments and will finalize the plans and specs this month.

8) Cajima Street/TH 65 Signal Study

We will compile the traffic count data and analyze traffic flow patterns this month.

In addition to the current projects listed above we have completed and accepted 44 private developments and 48 city contracts since being selected as your City Engineer in 2008.

Please contact Brad or Jason if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL GOAL SETTING WORK SESSION
MONDAY, JANUARY 23, 2017
8:00 AM
CITY HALL

Facilitator Clark Joslin, City Attorney

8:00 – 8:30 1. Welcome / Overview of 201 Goals – Clark Joslin

Attachments
- a. Council Resolution Approving Goals for year 2016
- b. 2016 City Council Goal Setting Session Minutes
- b. 2015 City Council Goal Setting Session Minutes
- c. 2014 City Council Goal Setting Session Minutes
- d. 2013 City Council Goal Setting Session Minutes
- e. 2012 City Council Goal Setting Session Minutes

8:30 – 9:00 2. Review of Long Term Financial Plan – Mayor Wimmer

Attachments
- a. Asset Management Plan
- b. Pavement Management Plan

9:00 – 10:00 3. Review of 2017 Projects / Goals / Workload-Capacity – Clark Joslin
- a. Annexation of Surrounded Properties
- b. Dog Park
- c. Outdoor Hockey Rink
- d. Park Dedication Fund Use
- e. City Comprehensive Plan Update
- f. 2017 Pavement Management Program
- g. Palomino Road Reconstruction
- h. Railroad Avenue Sidewalk/Trail
- i. 2017 Liquor Store Tasting Event
- j. Setting a Future Target Date for Discussion of a New Liquor Store Project.
- k. Public Works and Police Department Storage

10:00 – 10:10 4. Break

10:10 – 11:15 5. Council Goal Setting – Clark Joslin, Facilitator
- a. Establish 2017 Goals

Adjournment

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: January 12, 2017

RE: City Council 2016 Goal Updates

Overview

This memo has been prepared to provide the City Council with a report on the status of 2016 City Council Goals, as a part of the 2017 City Council Goal Setting. City Attorney Clark Joslin will review this report with you.

2016 Goals/Project Status

- 2016 Elections – Implement Polling Places – Second Precinct created and a new Polling Place at ICC planned and implemented for last year's general elections.

- Adopt New EDA Marketing Plan – A decision was made to implement specific marketing activities that include an updated Welcome Brochure, a direct mail to targeted industrial businesses, a promotional bag, generation and distribution of a community map, partnerships with Isanti businesses, the Mayor's 10 Annual Employer Celebration Day, Real estate sign on 100 Dahlin and finalization of the CGI video and placement on the City website. All items are in various stages of implementation and are dependent on each other. In addition, a Community Survey has be issued for new homes and survey should be helpful for future marketing. These types of activities are supported in the current Marketing Plan.

- Hotel Project Options – Project at a standstill with no new investor coming forward. Study is still current and can be used for interested parties. Staff to continue to provide study to potential partners.

- Fifth Street Extension – Develop Funding Options- Staff has worked with Federal EDA and Congressman Nolan's Office to find funding opportunities for the extension. Project size and economic impact too small for federal programs. Staff fees that a potential partnership with Allina and impacted landowners possible but would need direction and negotiating parameters from City Council to proceed.

- New City Councilmember Orientation – Former HR/City Clerk Karissa Henning started work on this project, but with her departure the project was not completed. Staff recommends this project be added to be completed prior to the 2018 City Council Elections.

- City Comprehensive Planning Update – DOAC reviewed. GIS work to be implemented for 2017 and the Comp Plan Update for 2018. It is on the agenda today for discussion.

- 2016 Collective Bargaining – The City has completed negotiations and a 3 year Contract with the LELS. The Personnel Committee and staff are continuing contract negotiations with Local 49 and it is hoped to have a settlement soon.

- Department Head Salary Review – This was completed by the Personnel Committee/staff, and implemented in 2016.

- City Staffing Plan – This was completed by the Personnel Committee/staff and adopted in 2016.

- Purchasing Discretion - Purchasing Policy Amendment to allow up to $1,000 budget discretion by – Initial work was completed by the Finance Committee and staff in 2016, with the resolution officially adopted on 1/17/17.

- Isanti Liquor Tastings Event – This was planned by the Liquor Committee/staff and the event was held at the Isanti Community Center in October, 2016. It is on the agenda for discussion at Goal Setting.

- Railroad Avenue Sidewalk – As directed by the City Council, the City Engineer is preparing a feasibility report. The next step is review of the Feasibility Report by the Finance Committee.

- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base – Continued ongoing effort by EDA, DOAC and staff.

- Maintain City and Development Standards – Continued on-going effort by DOAC and staff. This includes enforcement and code/regulation changes to enhance efforts.

RESOLUTION NO. 2016-026

RESOLUTION APPROVING GOALS FOR YEAR 2016

WHEREAS, annually the City Council sets goals for the current year; and

WHEREAS, City Council met on January 25, 2016 to establish goals for year 2016; and

WHEREAS, goals for year 2016 were established which include the following items:

1. 2016 Elections – Implement Polling Places
2. Adopt New EDA Marketing Plan
3. Hotel Project Options
4. Fifth Street NE Extension – Develop Funding Options
5. New City Councilmember Orientation
6. City Comprehensive Planning Update
7. 2016 Collective Bargaining
8. Department Head Salary Review
9. City Staffing Plan
10. Purchasing Discretion
11. Isanti Liquor Tastings Event
12. Railroad Avenue Sidewalk
13. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
14. Maintain City and Development Standards

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to:

1. Approve year 2016 goals and assign the 2016 goals for completion; as per Attachment A.

This resolution was duly adopted by the Isanti City Council this 2nd day of February, 2016.

Mayor George A. Wimmer

Attest:

Karissa A. Henning
Human Resources/City Clerk

(SEAL)

ATTACHMENT A

2016 Isanti City Council Goals

1. 2016 Elections – Implement Polling Places
    a. HR/City Clerk Karissa Henning, City Administrator Don Lorsung
2. Adopt New EDA Marketing Plan
    a. EDA (Mayor Wimmer, Economic Development Director Sean Sullivan)
3. Hotel Project Options
    a. EDA (Mayor Wimmer, Economic Development Director Sean Sullivan, and Community Development Director Roxanne Achman)
4. Fifth Street NE Extension – Develop Outside Funding Options
    a. EDA (Economic Development Director Sean Sullivan)
5. New City Councilmember Orientation
    a. City Council, Personnel Committee (HR/City Clerk Karissa Henning, City Administrator Don Lorsung)
6. City Comprehensive Planning Update
    a. City Council, DOAC (Community Development Director Roxanne Achman, Economic Development Director Sean Sullivan, HR/City Clerk Karissa Henning, and City Administrator Don Lorsung). (Timelines 2017 GIS and 2018 Comp. Plan Update)
7. 2016 Collective Bargaining
    a. City Council, Personnel Committee (City Attorney Clark Joslin, HR/City Clerk Karissa Henning, and City Administrator Don Lorsung)
8. Department Head Salary Review
    a. City Council, Personnel Committee (HR/City Clerk Karissa Henning, City Administrator Don Lorsung)

9. City Staffing Plan

    a. City Council, Personnel Committee (HR/Karissa Henning, City Administrator Don Lorsung)

10. Purchasing Discretion

    a. City Council, Finance Committee (Finance Director Brenda Frechette, City Administrator Don Lorsung)

11. Isanti Liquor Tastings Event

    a. City Council, Liquor Committee (Liquor Store Manager John Jacobi, Public Services Director Josi Wood)

12. Railroad Avenue Sidewalk

    a. City Council, Public Works Committee (Public Services Director Josi Wood, City Engineer Brad DeWolf, and City Administrator Don Lorsung)

13. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base

    a. City Council and EDA (Economic Development Director Sullivan)

14. Maintain City and Development Standards

    a. City Council, DAC Committee (Community Development Director Roxanne Achman)

** Unless indicated, timelines will be set by the Committee working on the goal. In some cases the timeline is on-going.

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 25, 2016

The meeting was called to order at 8:30 a.m.

Members Present: Mayor George Wimmer, Councilors Dan Collison, Steve Lundeen, Adam Johnson and Paul Bergley.

Members Absent: None.

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator Don Lorsung, Human Resources/City Clerk Karissa Henning, Finance Director Brenda Frechette, Liquor Store Manager John Jacobi, Economic Development Director Sean Sullivan, Community Development Director Roxanne Achman, Public Services Director Josi Wood, Police Chief Gene Hill, and City Engineer Brad DeWolf.

City Attorney Joslin welcomed the City Council and staff to the Goal Setting meeting.

City Attorney Joslin gave a brief introduction regarding the Goal Setting Session Agenda.

Overview of Prior Year Goals
Joslin reviewed the top goals from previous years and they were as follows:

2015

- Adopt a Long Range Revenue Plan
- Adopt Pavement Management and Utility Improvement Plans
- Complete a Utility Rate Study
- Create Joint Planning Advisory Board with City of Cambridge and Isanti Township - Comprehensive Planning
- Work on Sidewalk Infill on CSAH 23 and Heritage Boulevard
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2014

- Police Chief Search - Internal Posting Process
- Change Sidewalk Snow Removal Policy
    - Formal Policy Change for Council Consideration
    - Purchase of new equipment
    - Hiring of one new full-time maintenance technician
    - Discontinue charging citizens for un-cleared sidewalks

- Create Joint Planning Meetings with Cambridge and Isanti Township - Compatible Land Usage/ Common Control Boundaries
- County Road 5 (Heritage Blvd) Traffic Study - Traffic Control/ Improvement
- Street Light Infill - Phased Plan for Budget Consideration
- Community Center Improvements / Parking Lot Improvements
    - Tie in Downtown Accessibly to City Hall/ Community Center through Downtown Parking Improvements, Access East of City Hall
    - Community Center Improvements
- Complete Implementation of City Website Improvements
- Continue Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City Standards

2013

- Community Center - Finalize Process/ Make it Financially Viable
- HRA Option - Evaluate
- CSAH 5 Aesthetic Standards / Traffic Flow Evaluation
- City Website Update
- Maintain City Standards
- Utility Billing - Pursue In House Billing
- Continue Economic Development Efforts to Diversify and Increase the Tax Base

2012

- Community Center Review – Citizen Task Force
- Capital Replacement Fund – Review Reserves
- Utility Billing Review and Recommendation
- CSAH 5 – Traffic and Congestion Issues
- Main Street Traffic Issues
- Continue Economic Development – Diversify and Increase Tax Base

Mayor Wimmer did note that the 2011 community meeting minutes and staff memo is also within the goal setting agenda packet. Mayor Wimmer indicated there were two community meetings held in 2015 to review the pavement and utility management plans; however, there were no citizens present at either meeting.

Mayor Wimmer reported that the City is on track from a financial standpoint. The City is building its fund reserve back up. It is recommended by the City's auditors that that City maintain minimally a 50% fund balance. Maintaining a 50% fund balance helps the City receive better bond ratings. Mayor Wimmer emphasized the importance of maintaining a 50% fund balance as the City will need to bond for upcoming street improvement projects.

Mayor Wimmer shared with the Council that he anticipates seeing savings in utilities as a result of the 2016 utility rate study.

Mayor Wimmer explained the City's financial plan has been reviewed at other City Council meetings and that once the numbers have been finalized from the 2015 audit, the financial plan will be updated.

There was discussion from the Council on bringing in the 108 unit apartment building to the northeast corner of Isanti; this should attract developers.

There was discussion on the asset management and pavement plans.

The Mayor indicated that he is going to try to hold more informal meetings with the public and business community. He will be trying to start up 'Coffee with the Mayor' for those interested in discussing City matters and providing him with their input. This is in attempt to receive a wider range of input from all citizens and business owners.

Review of 2016 Projects/ Goals

a. 2016 Elections – Dual Polling Locations

Mayor Wimmer indicated that as required by the County, the City is splitting into two polling precincts.

Lorsung explained that the City's two precincts would be divided by a line on the centerline of Heritage Boulevard that extends from the City's western boundary to its intersection with Hwy. 65. From there, the line extends south on the centerline of Highway 65. Precinct one would be at City Hall and serving those to the south of heritage, west of 65; precinct two would be at the Isanti Community Center, serving those to the north of heritage, east of 65.

b. EDA Marketing Plan

The City Council briefly reviewed the EDA marketing plan. More information will be provided once Sullivan is able to get final numbers. There was discussion on the more the City can do at the City level for businesses, the more likely the City is to bring businesses in. Credit was given to the development team for their great work in 2015.

c. Hotel Project

In review of past studies, having a hotel in Isanti is viable. However, the success of being able to bring a hotel to the City of Isanti may be contingent upon the City's level of involvement in a hotel project. There are three different ways the City could be involved in a hotel project: 1) wholly fund a hotel 2) partial ownership in a hotel 3) providing as many financial incentives as possible for a business interested in doing a hotel project. The Mayor noted that he believes a hotel will come in the next three to five years - into the area - however, 'area' does not necessarily mean a hotel will come to Isanti. The Mayor asked the Council if they would like to consider having any ownership stake in a hotel.

Bergley mentioned he would be willing to look at partial ownership with intent to sell to a private business.

Johnson concurred that he would be in favor of a hotel and some level of City involvement.

Lundeen noted he does not believe a City should own any business.

Collison made comment that he would be in favor of looking into a hotel and potential levels of City involvement, but would also want to see an end to the City's involvement; a hotel should not remain under City ownership.

Mayor Wimmer informed the Council that from a dollars and cents standpoint, it looks better to have whole ownership of a hotel versus partial. The Mayor continued to state though that he understands it is a big question as to whether or not a government entity should be involved in a hotel, and that is what the Council will need to decide.

Sullivan reviewed some tax advantages of having a hotel in the City of Isanti.

There was direction for Sullivan to gather more information regarding a hotel in Isanti and review with the EDA.

d. Hockey Rink Capital Improvements

Mayor Wimmer reported that the Youth Hockey Association is no longer able to maintain or assist in maintaining the hockey rink. The current rink is in bad shape. There was discussion on moving the hockey rink and pleasure rink to the south of the BMX building, and putting cement slabs down and using wooden boards. This way, citizens using the rinks can be closer to the BMX warming house, and the wooden boards can be taken down in the summer. Doing this would be a lot less expensive than reserving funds to build a new hockey rink. A new hockey rink could cost between $30,000 and $50,000 dollars.

There was discussion in regards to citizens using the rink and concerns regarding parking lot space for BMX.

There was discussion in regards to more storage being needed for public works and the police department. Having wooden boards on the rinks would mean another thing public works would need to store in the off-season.

Mayor Wimmer stated he wanted the Council to be aware of this as it is something the Park, Recreation, and Culture Board will be looking at.

e. 5th Street NE Road Extension

There was discussion on finding outside funding options for this extension.

f. New City Councilmember Orientation

Staff will be preparing a new City Councilmember orientation process and packet for new members. Councilmembers are to reach out to staff if they have any suggestions on how to make the onboarding process for new Councilmembers better. An orientation packet will come back to the Council for review.

g. City Comprehensive Plan Update

The Mayor indicated doing a comprehensive plan could easily cost $50,000. There was discussion with staff on the best process for doing a comprehensive plan. Staff requested Council consideration of a facilitator to assist staff through the process and gathering data. Staff is to

bring back to City Council timelines for 2017 GIS needs and for a 2018 comprehensive plan update.

h. 2016 Collective Bargaining

Staff reported that preparation for collective bargaining will happen in late summer. It is anticipated that notices to bargain will be received in early to mid-fall and negotiations will take place in mid to late fall.

i. Department Head Salary Review

Mayor Wimmer stated that the City pays considerably less than other cities for department head positions. He would like to see a $5,000 increase for all department head positions. Mayor Wimmer added that City staff is incredibly efficient; overall the City's administrative costs are 30-40% less than peer groups. There was discussion amongst Council about staff members wearing many hats and being great at what they do.

j. City Staffing Plan

Mayor Wimmer noted he would like to have a City staffing plan laid out and approved by Council so staff members can see how the Council foresees positions and departments growing. The Council agreed with this and felt doing so would empower staff and create commitment from staff members - as they can know that their positions or departments will grow overtime.

k. Purchasing Discretion – Finance Committee

Mayor Wimmer and Lorsung explained that a purchasing timeline for staff can at times take multiple weeks due to needing Council approval. The Mayor would like the Finance Committee to have the ability to allow smaller budget items be approved at the Committee level versus bringing it back to Council to save staff time.

l. Isanti Liquor Tastings Event - ICC

There was consensus among the Council that Isanti Liquor should hold its tastings in Isanti. Last year the annual liquor tasting event (hosted by the Chamber of Commerce) was held in Cambridge. The Council discussed the idea of holding an Isanti Liquor Store tasting and was in favor of it. The Liquor Committee will be working on this.

With the City Council's guidance, staff will direct all goals and action items discussed to the appropriate Committees for consideration.

Adjournment

Meeting adjourned at 10:55 a.m.

Respectfully submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

1.c.

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 26, 2015

The meeting was called to order at 8:30 a.m.

Members Present: Mayor George Wimmer, Councilors Dan Collison, Steve Lundeen, Adam Johnson and Paul Bergley.

Members Absent: None.

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator/City Clerk Don Lorsung, Human Resources/Deputy City Clerk Karissa Henning, Finance Director Sarah Cotton, Liquor Store Manager John Jacobi, Economic Development Director Sean Sullivan, Community Development Director Roxanne Achman, Community Events Manager/ Parks Coordinator Josi Wood, Police Chief Gene Hill, City Engineer Brad DeWolf, and Public Works Director Nick Fleischhacker.

City Attorney Joslin welcomed the City Council and staff to the Goal Setting meeting.

City Attorney Joslin gave a brief introduction regarding the Goal Setting Session Agenda.

Overview of 2011 - 2013 Top Goals
Joslin reviewed the top goals from previous years and they were as follows:

2011
- Restructure City Government – Joslin discussed Community Meetings/Outcome

2012
- Community Center Review – Citizen Task Force
- Capital Replacement Fund – Review Reserves
- Utility Billing Review and Recommendation
- CSAH 5 – Traffic and Congestion Issues
- Main Street Traffic Issues
- Continue Economic Development – Diversify and Increase Tax Base

2013
- Community Center - Finalize Process/ Make it Financially Viable
- HRA Option - Evaluate
- CSAH 5 Aesthetic Standards / Traffic Flow Evaluation
- City Website Update
- Maintain City Standards
- Utility Billing - Pursue In House Billing
- Continue Economic Development Efforts to Diversify and Increase the Tax Base

2014

- Police Chief Search - Internal Posting Process
- Change Sidewalk Snow Removal Policy
    - Formal Policy Change for Council Consideration
    - Purchase of new equipment
    - Hiring of one new full-time maintenance technician
    - Discontinue charging citizens for un-cleared sidewalks
- Create Joint Planning Meetings with Cambridge and Isanti Township - Compatible Land Usage/ Common Control Boundaries
- County Road 5 (Heritage Blvd) Traffic Study - Traffic Control/ Improvement
- Street Light Infill - Phased Plan for Budget Consideration
- Community Center Improvements / Parking Lot Improvements
    - Tie in Downtown Accessibly to City Hall/ Community Center through Downtown Parking Improvements, Access East of City Hall
    - Community Center Improvements
- Complete Implementation of City Website Improvements
- Continue Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City Standards

Mayor Wimmer explained that he would like to hold community meetings again like the City did in 2011 for input on the pavement and asset management plans, the assessment policy and funding strategy. Mayor Wimmer indicated he would like to hold one daytime session and one evening session so all member of the community have a chance to provide input.

City staff gave reports on their departments, work plans, projects, and work load.

Chief Hill gave a report on the Police Department a few key topics Hill addressed were:

- Strengths/weaknesses of the Police Department
- Opportunities/Threats
- Need to continue training/mentoring for employees to move up within the Department
- Community Policing - Key Foundation to the Police Department
- Looking into grant funding for automated external defibrillators (A.E.D's) for all City Buildings
- Looking into grant funding for thermal imaging cameras
- Need for new technology/equipment in the investigation room such as cameras
- Gas prices are currently down, but ammunition prices have gone up

Public Works Director Nick Fleischhacker reported on the following:

- Water and long term planning
- Water process testing is done 1,300 times per year
- Sewer and long term maintenance needs
- Sewer process testing done 1,000 times per year
- Reporting for water/sewer and new legislation
- Streets - straight salt versus dirt makes an ease for clean-up in spring for streets
- Looking into paint that lasts for a longer term - currently re-paint yearly

- Streets are in pretty good shape if start to repair and maintain now - this will lead to a decrease in costs for road maintenance/reconstruction long term
- Parks and summer maintenance

Liquor Store Manager John Jacobi reported on the Liquor Store:

- 4.4% increase in sales over year prior
- Development in wines
- Great employees and ideas
- Backroom always over stacked/ over crowded
- EMV pay chip and pin credit cards
- Parking lot deterioration
- Plans for the future
- Hope for a new Liquor Store in future plans

Mayor Wimmer and the Council discussed that they do not foresee planning for a new Liquor Store for at least five more years.

Community Development Director Roxanne Achman reported on the following:

- Several potential commercial projects
- Code Updates
- Numerous calls on platting and adding on to homes/ businesses
- 2016 Comprehensive Plan
- Creation of a Joint Planning Board for the Comprehensive Plan with the City of Cambridge and Isanti Township
- Potential change to the make-up of the Planning Commission
- Need for GIS and Mapping software
- Succession Planning - Building Official position
- Code Enforcement/ Zoning Technician obtaining permit technician certification

Economic Development Director Sean Sullivan reported on the following:

- The Economy is improving from where is has been from the last 5 years. Isanti has an opportunity to grow again - we need to stick to our message
- Currently over 150 businesses in Isanti that employ over 1500 workers
- 38 permits for single family residential homes were pulled in 2014
- East Central MN Housing Study and Tourism Impact Hotel Feasibility Study were completed in 2014 and will be used to market to specific end users
- Demand for senior and residential housing for Isanti identified in East Central MN Housing Study
- Future Development Needed: Working on Hotel and Clinic and other CEDS Priorities
- Upgraded City Website 2014
- Need to consider potentially to recruiting businesses from the North
- Continued development of City owned lots in Industrial Park
- Need for quality development along highway 65, beginning to see some push for development that doesn't maximize land on 65 and could be detrimental for future of Isanti (Do we want used car lots?)

- Monument Sign or Billboard on Hwy 65 for Isanti would be a great way to market community

Lundeen stated that a monument sign with an electronic billboard would be a great attraction.

Community Events Manager/ Parks Coordinator Josi Wood reporting on the following:

- Community Center - increase in rentals since 2014 improvements
- Numerous Community Center showings and renting
- Creation of new parks brochure
- Summer planning - farmers market and street dances
- Custodian position filled for cleaning the Community Center and Indoor Arena (home of Isanti BMX)
- Need for Community Center capital improvement replacement plan
- Family programming
- Playground audit
- Looking for grant opportunities
- Some DNR land issues with newly acquired park land - will need to clean-up/ work on

Mayor Wimmer talked about holding off on some of the improvements on the City Hall and Community Center parking lot project for the upcoming year.

Human Resources/ Deputy Clerk Karissa Henning reported on the following:

- Need to look into electronic records management system and future planning for such a system
- Creation of formal data practices policy
- Administrative Intern - tasks/ projects assigned
- Investigator and Building Inspector Search/ Building Official succession planning
- Personnel Policy updates (2014 law changes)
- Job Audit on office positions - 1st quarter of 2015
- Phone system research and replacement for 2015
- Licensing/ Pawn renewals and potential of the new strong beer and wine license for City Center Market's 'The Green Table'
- Safety Consultant Contract expires November 2015 - potential RFP for services
- OSHA Simulated inspections and OSHA Reporting
- Pay Equity Reporting
- Benefits Consultants contract up December 2015 - potential RFP for services
- Compliance with ACA requirements
- Monitor aggregate plan value in anticipation of Cadillac Tax (2018)
- Establish Look Back Policy - determine benefit eligibility and avoid future penalties
- Benefit renewals and commercial insurance renewals - Fall 2015
- Monitor claims and look for ways to decrease claim rating

City Engineer Brad DeWolf reported on the following:

- 2014 was a planning year in terms of improvements

- Asset Management Plan - invest for the future
- The City is ahead of many other cities in terms of planning and capital improvement replacement schedules
- Reviewed requirements for public works departments
- Wastewater requirements will continue to become more stringent
- The main lift station has exceeded it's useful life and the City needs to look at the replacement of this
- 2014 good work on traffic sign policies and sign retro-reflectivity
- Storm water pond maintenance
- Annual pavement maintenance and storm sewer and well head maintenance
- Re-alignment of credit union drive

Mayor Wimmer, the City Council, and Lorsung hosted a discussion on the difficulties that may be faced with the re-alignment of credit union drive and Lorsung noted that with the building of Family Dollar, this will alter how things will be re-aligned.

Finance Director Sarah Cotton reported on the following:

- Movement of Utility Billing in-house dramatically increased foot traffic at City Hall
- Importance of Payroll Clerk, Utility Billing Clerk, and Receptionist - front line staff; great customer service provided to citizens
- Review of what the Finance Department does
- 2015 utility rate study
- Funding for capital improvement projects
- Goal - credit card payments online for all permits

Mayor Wimmer reviewed the five year plan fund balance and discussed the City's long term plan. Mayor Wimmer touched base on planning for increases in payments to the Fire District and how the City may need to start levying for fire services due to the yearly increases. Mayor Wimmer noted fire services have increased around 10 % each year. Mayor Wimmer stated that fire service is the one thing within the City budget that the City cannot control.

Mayor Wimmer noted local government aid (LGA) will change and fluctuate. Mayor Wimmer touched base on a revenue shortfall and attributes some of the shortfall to undeveloped lots.

Mayor Wimmer touched base on the pavement management plan and noted the more the City can take care of on the front end, the less costly repairs will be later; this will save the City some money in reconstruction fees for streets. Mayor Wimmer stated there is a need to get caught up on street repairs now while the City is able to make minor repairs so larger repairs do not need to be made later. Mayor Wimmer noted the city will need to take a look at debt payments for the pavement plan. Mayor Wimmer emphasized the importance of a good road and utility system.

Mayor Wimmer touched base on potential franchise fees for utilities in public right-of-ways.

Mayor Wimmer talked about the downtown parking project and also again on how he does not recommend doing City Hall parking lot improvements in 2015.

Mayor Wimmer talked about a new liquor store and how he does not anticipate implementing a new liquor store in the next five years. Mayor Wimmer explained this is because if the City were to have a new liquor store, this would mean revenues would then not be able to go back to the City as it would be going to debt service payments.

Jacobi did note that the liquor store will plateau in terms of revenue generated for the City due to lack of space. Jacobi mentioned the store may have already hit its plateau and that in talking with the auditors and other cities it is surprising how much money comes out of sales for the store due to its size. Mayor Wimmer noted the City's budget does need the money generated from the liquor store for the next three to five years.

After a short break Mayor Wimmer touched base on/ followed up on a few remaining goals:

Mayor Wimmer noted again that he would like to hold community meetings one in the morning and one in the evening for the pavement utility and asset management plans.

Mayor Wimmer touched base on the assessment policy and asked the Council whether or not they wanted to review it and make changes. Cotton noted that if the Council keeps the current policy, this would not be a significant impact to the citizens in terms of cost. The Council was in favor of keeping the same assessment policy.

Mayor Wimmer touched base on having a rate study done for City utilities. Mayor Wimmer touched base on doing the housing study and marketing plan. Mayor Wimmer touched base on the desire to create a joint planning board for the comprehensive plan.

Mayor Wimmer noted that Henning will do a job audit of office positions in 2015.

Joslin asked for goals from the other Council members for the year 2015.

Collision

- Address storage room concerns for Liquor Store
- Police Department Interview Room technology
- Policy for Police Officers body cameras
- Entry sign into Isanti
- Concentrate on maintaining current parks and weed control
    - There was discussion on irrigated versus non-irrigated sections of parks and how nothing can be done about this due to the sand in some areas

Lundeen

- Fire District - do what the City can to make changes
- Finishing sidewalk on Whiskey road on east side
- Establish long range financial plan
- Continue economic development
- Streetlight infill
- Maintaining city standards

- Monument/ sign on north and south sides of City
    - Electronic billboard if can afford

Johnson

- Clean up the compost site

Bergley

- Work with Fire District on changes

Through the above discussions at City Council Goal Setting Session, the following was compiled for the 2015 City Council Goals:

1. Adopt a Long Range Revenue Plan
2. Adopt Pavement Management and Utility Improvement Plans
3. Complete a Utility Rate Study
4. Create Joint Planning Advisory Board with City of Cambridge and Isanti Township - Comprehensive Planning
5. Work on Sidewalk Infill on CSAH 23 and Heritage Boulevard
6. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
7. Maintain City and Development Standards

With the City Council's guidance, staff will direct all goals and action items discussed to the appropriate Committees for consideration

Adjournment

Meeting adjourned at 11:45 a.m.

Respectfully submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

1.d.

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 27, 2014

The meeting was called to order at 8:30 a.m.

Members Present: Mayor George Wimmer, Councilors Dan Collison, Steve Lundeen, Adam Johnson and Sue Larson.

Members Absent: None.

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator/City Clerk Don Lorsung, Human Resources/Deputy City Clerk Karissa Henning, Finance Director Sarah Cotton, Liquor Store Manager John Jacobi, Economic Development Director Sean Sullivan, Community Development Director Roxanne Achman, Community Events and Parks Coordinator Josi Wood, Police Chief Ron Sager, Police Lieutenant Gene Hill, and Public Works Director Nick Fleischhacker.

City Attorney Joslin gave a brief introduction regarding the Goal Setting Session Agenda.

Overview of 2010 - 2013 Top Goals
Joslin reviewed the top goals from previous years and they were as follows:

2010
- Economic Development Comprehensive Plan
- Downtown Plan
- Consideration of EDA to an HRA
- Continue work on Rail Industrial Park
- Budgeting without LGA
- Establishing a list of cuts and prioritize budget items
- Determine the percentage of general funds to reserve
- Restructuring bonded debt

2011
- Restructure City Government – Joslin discussed Community Meetings/Outcome

2012
- Community Center Review – Citizen Task Force
- Capital Replacement Fund – Review Reserves
- Utility Billing Review and Recommendation
- CSAH 5 – Traffic and Congestion Issues
- Main Street Traffic Issues
- Continue Economic Development – Diversify and Increase Tax Base

2013
- Community Center - Finalize Process/ Make it Financially Viable

- HRA Option - Evaluate
- CSAH 5 Aesthetic Standards / Traffic Flow Evaluation
- City Website Update
- Maintain City Standards
- Utility Billing - Pursue In House Billing
- Continue Economic Development Efforts to Diversify and Increase the Tax Base

It was indicated that utility billing is now in house and that a majority of the 2013 goals are completed and other goals are still moving forward as directed. It was also noted that the donation by the Ruby Johnson Trust Dated February 17, 2010 for Capital Improvements to the Isanti Community Center, accepted by the City Council on November 6, 2013, will greatly assist in the capital improvements needed.

Long Term Plan
Mayor Wimmer reviewed the five year plan fund balance, talked about the City's long term plan, how the City should stay strong with rental and nuisance ordinances to protect property values, and a desire to increase the commercial industrial tax base.

Mayor Wimmer touched on the City being in good financial shape and having a higher percentage of its operating expenses in its fund balance than other cities. The State recommends having around 35% - 50% of operating expenses within the fund balance. It is projected that the City will be able to be around 60% through 2018. Mayor Wimmer also noted the City has been subsidizing the fund balance around $200,000 - $300,000 dollars a year in order to maintain its service level to citizens without raising taxes.

Mayor Wimmer noted the Chief of Police submitted his retirement letter on January 21, 2014 and discussed with the Council moving forward with an internal posting for the position. There was consensus among the Council to do an internal posting and to first try to promote from within the Police Department.

There was discussion amongst the Council regarding all City sidewalks being cleared by Public Works staff, and what it would take to make that possible. Currently only 40% of City sidewalks are cleared. There was direction from Council for staff to take the necessary steps to proceed forward with investing in new equipment, hiring another employee, discontinue fining citizens who have not cleared sidewalks, and to change the sidewalk snow removal policy so that the City is to clear all City sidewalks (besides those exempt within the plowing policy and private sidewalks). The direction is effective from this date (01-27-2014) forward.

Collison discussed the need for a new Liquor Store and recommended that the store be relocated off of highway 65. Mayor Wimmer noted the Liquor Store is an economic development tool that can help support other local businesses in town on County Road 5 (Heritage Blvd) and Main Street. There was discussion regarding business being taken away from other businesses off of County Road 5 (Heritage Blvd) and Main Street if the Liquor Store were to move. Mayor Wimmer expressed that he felt that Liquor Store was still about three to five years away from expanding/being built. Mayor Wimmer indicated in order for it to be financially feasible, the Liquor Store would need to increase sales by around 1.5 million dollars. Jacobi noted that a cost study should be done to see whether

or not it would be feasible, at this point in time, to build a new store. Jacobi shared his concern that there is not enough space to house everything that the customers would like and that he does lose business because of this. There was consensus that the Liquor Store has most likely neared its potential for sales and that more space is needed in order for the store to grow and generate more money in sales. There was discussion for Sullivan and Jacobi to continue working together towards promoting economic development and the Liquor Store through joint signage. Mayor Wimmer directed the Liquor Store market study be placed back on the 2015 Goal Setting session for discussion.

City Finances Report
Cotton reviewed the updated capital improvement plan, capital replacement reserves and debt schedule. The City has a little over four million dollars in outstanding debt.

Mayor Wimmer stated LGA funds can be used to help with purchasing capital replacements.

Cotton recommended a rate study be done in 2015 for water and sewer.

City Council Discussion
Mayor Wimmer noted that in 2015-2016 the City should be taking a look at redoing the comprehensive plan, and that he would like to have joint planning meetings with Cambridge and the Townships regarding compatible land usage/ common control boundaries.

There was discussion amongst the Council that there is still a desire to have smooth traffic flow and for it to be aesthetically pleasing along County Road 5 (Heritage Blvd). Staff is to work with the City Engineer on possible traffic controls along County Road 5 (Heritage Blvd).

After a short break, there was discussion on replacing street lights, and for the Public Works Committee to review this matter and put together a phased plan for replacing the lights. Mayor Wimmer asked that the costs be reviewed and a plan to be in place by May 2014 for budgeting purposes.

Larson brought up the issue of frozen water pipes downtown. There was discussion that moving forward insulation should be put underneath the sidewalks or roadways without sufficient cover.

There was discussion on having Sullivan continue moving forward with updating the City website.

There was discussion on Community Center improvements, having the Community Center parking lot conjoin with an expanded City Hall parking lot, and for drainage issues to be looked at. Mayor Wimmer clarified that the donation of money received for the Community Center can only be used for the Community Center; any additional work done in conjunction with the Community Center improvements would be taken from other City funds.

Lundeen and Larson stated they would like to see continued support for economic development and the maintaining of City standards be placed back on as City goals for 2014.

Through the above discussions at City Council Goal Setting Session, the following was compiled for the 2014 City Council Goals:

1. Police Chief Search - Internal Posting Process
2. Change Sidewalk Snow Removal Policy
    a. Formal Policy Change for Council Consideration
    b. Purchase of new equipment
    c. Hiring of one new full-time maintenance technician
    d. Discontinue charging citizens for un-cleared sidewalks
3. Create Joint Planning Meetings with Cambridge and Isanti Township - Compatible Land Usage/ Common Control Boundaries
4. County Road 5 (Heritage Blvd) Traffic Study - Traffic Control/ Improvement
5. Street Light Infill - Phased Plan for Budget Consideration
6. Community Center Improvements / Parking Lot Improvements
    a. Tie in Downtown Accessibly to City Hall/ Community Center through Downtown Parking Improvements, Access East of City Hall
    b. Community Center Improvements
7. Complete Implementation of City Website Improvements
8. Continue Economic Development Efforts to Diversify and Increase the Tax Base
9. Maintain City Standards

Items to be reviewed at the 2015 Goal Setting Session:

1. Liquor Store Market Study
2. Water and Sewer Rate Study
3. Comprehensive Plan Update

With the City Council's guidance, staff will direct all goals and action items discussed to the appropriate Committees for consideration

Adjournment

Meeting adjourned at 10:14 a.m.

Respectfully submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

1.e.

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 28, 2013

The meeting was called to order at 8:30 a.m.

Members Present: Mayor George Wimmer, Councilors Dan Collison, Steve Lundeen, Adam Johnson and Sue Larson.

Members Absent: None.

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator/City Clerk Don Lorsung, Human Resources/Deputy City Clerk Karissa Henning, Finance Director Sarah Cotton, Liquor Store Manager John Jacobi, Economic Development Director Sean Sullivan, Planning and Parks Director Lisa Wilson, City Engineer Brad DeWolf, Police Chief Ron Sager and Public Works Director Pat Meyer.

City Attorney Joslin gave a brief introduction regarding the Goal Setting Session Agenda.

Overview of 2009 - 2012 Top Goals
Joslin reviewed the top goals from previous years and they were as follows:

2009
- Long Term Financial Plan
- Commercial Tax Base
- Disaster Plan
- New Personnel Policy
- City Multi Modal Transportation Plan

2010
- Economic Development Comprehensive Plan
- Downtown Plan
- Consideration of EDA to an HRA
- Continue work on Rail Industrial Park
- Budgeting without LGA
- Establishing a list of cuts and prioritize budget items
- Determine the percentage of general funds to reserve
- Restructuring bonded debt

2011
- Restructure City Government – Joslin discussed Community Meetings/Outcome

2012
- Community Center Review – Citizen Task Force
- Capital Replacement Fund – Review Reserves
- Utility Billing Review and Recommendation

- CSAH 5 – Traffic and Congestion Issues
- Main Street Traffic Issues
- Continue Economic Development – Diversify and Increase Tax Base

It was indicated that majority of the goals were completed. Councilor questions and project history were discussed that included the Pedestrian Bridge Project, Rail Industrial Park, Economic Development efforts and organizations, EDA and HRA concepts, the Isanti Community Center Task Force efforts to date/next steps and physical condition of the building/equipment/parking lot and recent fundraising efforts.

Joslin then asked each City Councilmember to comment on what they were pleased about with the 2009-2012 Goals.

- Councilor Larson – Economic Development Efforts
- Councilor Johnson – Financial Planning and Marketing of Isanti
- Mayor Wimmer – Long Term Financial Planning
- Councilor Lundeen – Economic Development – Past efforts/Upcoming Opportunities
- Councilor Collison – Financial Planning – Budgeting w/o LGA, Commercial and Residential Marketing Efforts

Joslin then asked each City Councilmember to comment on areas in the 2009-2012 Goals that needed more review and work.

- Councilor Larson – Historic Downtown Area – More planning and economic development effort needed for vibrant Downtown
- Councilor Johnson – Downtown Development – Need Businesses to attract traffic. Make it a destination
- Mayor Wimmer – Downtown – Discussed past Efforts, rail/bus planning to connect to Metro and amenities that would draw residents downtown and First Avenue Loop
- Councilor Lundeen – Downtown – Businesses moved to CSAH 5, agreed First Avenue Loop need. Community Center – largest major goal left
- Councilor Collison – Downtown – Businesses not open on Sundays and times that are convenient to residents

More discussion was had concerning past Downtown activities and that the City has been facilitating recent projects, such as the Historic Downtown Sign. Sullivan noted that the Chamber's Downtown Committee had been disbanded.

Mayor Wimmer gave a presentation on the Long Term Financial Plans. The purpose of the plan is to look long range at revenue, fund balances and expenses, as the City moves through a time period with a lower tax base. The presentation included information on the long term financial plan, comparison of taxes received based upon residential housing size, change in percentages of owner occupied and rental housing, the Hwy 65 corridor, Isanti's niche commercial and smaller retail draw, strengths include the industrial park and successes with industrial firms, and city tax base shift from 2009 to 2012, city general fund balances, savings in City operations in that time period, use of grants for equipment, local government aid use, and future capital replacement funds needs.

After a short break, a report on City Finances was given by Cotton that covered the following items: General Financial Conditions, Capital Improvement Plan projects and equipment, City debt/bonds, Union Contracts/terms, Health Insurance and Cotton's planning for an upcoming personal leave.

Sullivan gave a report on the 2013 EDA Marketing/Work Plan and current projects. Sullivan discussed that there are several projects in various stages, local job creation and Isanti strengths with recruitment, and neighboring community draws that may affect Isanti. Sullivan discussed the need for additional marketing funding. The EDA has reviewed the 2013 Work Plan, and has recommended its approval to the City Council. Staff will put the plan on the February 5, 2013 City Council meeting for consideration.

Joslin stated that this was the point in goal setting where the City Council had the opportunity to ask City staff any questions they had on projects and operations. Discussion was had concerning Liquor Store operations/future of the store /site, and store size needs/events and signage costs. Community signage on Hwy 65 was also discussed.

Joslin then began the City Council Goal Setting with a Visioning Session and asked the City Councilmembers to state what their vision was for Isanti.

- Councilor Larson – Make the Isanti Community Center viable with Marketing. Economic Development – Marketing for the City of Isanti, fill the Industrial Park and East 65 Commercial Area. Look at CSAH 5 Corridor (it's a baby Hwy 95) and address issues.
- Councilor Johnson – Prepare a Larger Over-arching Plan and Vision for Isanti, promote its own unique attributes, close to metro for commuting, small town amenities, have more downtown draws. Cambridge is close enough for some amenities but more restaurant options are needed.
- Mayor Wimmer – Define and work towards Isanti's Niche. Be able to afford and fund operations and needs independently, 10 year plan for that, Develop assets and tax base. Heavy lifting for downtown, commercial, etc. needs to come from City to make plans happen. Systematic plan to make city self-supporting.
- Councilor Lundeen – Grow the downtown and restaurant base, Isanti is in a great position to make things happen, Isanti will grow and standards do not have to be given up, Main Street has shifted to include CSAH 5, Continue to grow Isanti, have the City Council agree on standards, retain the small town feeling.
- Councilor Collison – Concentrate on being Isanti, don't compete with neighboring cities, keep hometown/small town feeling, have efficient services, have wider spread commercial, beyond downtown, concentrating on smaller industrial/retail businesses.

Joslin reviewed a composite of ideas discussed that included themes of: Growth Continues, "Hometown Feel", Niche (Identity), Self Sufficiency, Maintain Efficiencies, and Best Practices. It was commented that over the next 5 years current services should be maintained.

A lunch break was taken in the session at 11:50 a.m.

The goal setting session was reconvened at 12:20 p.m. Joslin then asked City Councilmembers to list their top goals for 2013.

- Councilor Collison –
  a. Promote and retain existing businesses
  b. Look at a City owned sign on Highway 65
  c. Community Center – Work on self sustaining through marketing and providing amenities (horseshoe pits, ping pong tables, etc.)
  d. Rum River Meadows Park – Look at basketball court and sand volleyball court
  e. Martin's Landing – Work with DNR to Improve
  f. Public Works Department – Look at Efficiencies, PW Building Space Issues, Parking Area Surfacing, Use of Salt for Winter Plowing
  g. Development – Residential and Industrial – Heading in right direction, keep working on this
- Councilor Lundeen
  a. Community Center – How to fund and maintain – top priority
  b. Continue growth of Industrial, Commercial and Retail businesses in town
  c. Street Lighting and Sidewalks – general public safety – look into
  d. Park System – Continue to develop amenities in the parks we have (ex. another pavilion in Bluebird Park
  e. Building Permit Costs – Regarding sac/wac fees – why higher than adjacent communities – need to be competitive
- Mayor Wimmer
  a. In-house Utility Billing – review, prepare proposal, look at contract with current vendor
  b. City Website – Needs to be cleaned up and updated with more economic development focus
  c. Capital Improvements – Need to define funding for priority projects, (ex. CSAH 5 Sidewalks, street lights)
  d. Employee Groups – include non bargaining group in benefits discussion
  e. Maintain City Standards – Consistent standards at all levels for nuisances and regulations.
  f. HRA Option – Review it as option to purchase/manage properties for downtown loop and development
- Councilor Johnson
  a. City Website – needs update – include new pictures of industrial park and parks
  b. Hwy 65 & CSAH 5 – What are we looking for in development out there (needs planning)
  c. CSAH 5 – Downtown includes CSAH 5. Needs to be cleaned up with consistent planned development (markets city)
  d. Downtown Plan – review and complete a new plan
  e. HRA Option – Would assist with Isanti on path to being an independent city with unique identity, consider this option

- Councilor Larson
  a. Community Center – look at options – figure out how to make it sustainable
  b. Downtown – make it successful
  c. HRA Option – may be a good decision – help market the City and increase tax base
  d. CSAH 5 – There are multiple issues (look and appeal), need sidewalks in place and look further at Credit Union Drive Option for traffic flow.
  e. Utility Billing – this is a sore spot with residents, will need part-time staff to assist.

Mayor Wimmer summarized the 2013 goals

1. Community Center
   a. Finalize process
   b. Need to make it financially viable
2. HRA Option - Work on Business Loop
3. CSAH 5 Aesthetic (appearance) Standards and Traffic Flow Evaluation
4. City Website Update
5. Maintain City Standards – Consistency on City Standards at all levels
6. Utility Billing – Pursue In House Option
7. Continue Economic Development Efforts to Diversify and Increase the Tax Base.

Mayor Wimmer acknowledged that there were other items discussed and that staff will direct those to the appropriate Committees for consideration

Adjournment

Meeting adjourned at 1:35 p.m.

Respectfully submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

1.f.

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 13, 2012

The meeting was called to order at 8:30 a.m.

Members Present: Mayor George Wimmer, Councilors Steve Lundeen, Jim Kennedy, Ross Lorinser and Sue Larson.

Members Absent: None.

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator/City Clerk Don Lorsung, Human Resources/Deputy City Clerk Karissa Henning, Finance Director Kristi Smith, Economic Development Director Sean Sullivan, Planning and Parks Director Lisa Wilson, Police Chief Ron Sager and Public Works Director Pat Meyer.

Overview of 2010 Top Goals
Joslin reviewed the top 2010 goals and they were as follows:

- Economic Development Comprehensive Plan
- Downtown Plan
- Consideration of EDA to an HRA
- Continue work on Rail Industrial Park
- Budgeting without LGA
- Establishing a list of cuts and prioritize budget items
- Determine the percentage of general funds to reserve
- Restructuring bonded debt

Overview of 2011 Goal
Joslin reviewed the goal set for 2011:

- Restructure City Government
    - Provide a three year Budget framework

Joslin also noted that there was direction by the Council to establish two citizen input meetings, which were held in March 2011. The outcomes of the meetings were fairly positive and that the citizens were happy with the services provided by the City.

Economic Development Director Sean Sullivan reviewed with Council a draft EDA Marketing / Work Plan for 2012. The Plan included goals and objectives that included the following:

- Update Brochures for real estate to include "Shovel Ready" certification and updated aerials
- Attendance at conferences and networking events for marketing

- Continued website enhancements and updates specific to promoting economic development
- Continue to support large events held in Isanti that bring commerce or help local businesses
- Development of current maps to market Isanti
- Calls to targeted industries
- Continued business retention and expansion visits
- Analysis comparing development costs from Isanti and its regional competitors
- Consider addition of a Business Spotlight section in the Isantian
- Use various forms of media to highlight Isanti successes
- Market Isanti's Shovel Ready Certification

Larson made comment she finds it very important for Sullivan and Lorsung to have presence at legislative forums to help Isanti marketing. Lorsung stated Sullivan and himself can attend legislative forums but will need direction from Council to do so. Mayor Wimmer agreed with Larson and requested of staff to make Council aware of the events and from there it will be decided.

There was discussion on the need for review and recommendation of Utility Billing; this will be brought to Finance Committee.

Finance Director Kristi Smith provided an update of the 2011 Goal as previously stated above in regards to:

- General Fund Financial Condition– changes in the market value credit, by 2015 the City will have a lack of revenue sources and will need to find balances to cover expenditures
- Capital Replacement Fund – Smith stressed concern for the lack of funding for the Capital Replacement Fund

There was discussion on the Municipal Building Reserve in regards to if the reserve is only for the City Hall and Public Works buildings. Smith will look into this for verification.

Lundeen questioned when the Police Department building was built and if anything needs to be replaced. Police Chief Ron Sager stated the building was built in 1984 and the last time the building was renovated most everything was replaced from the furnace to roofing. However, Sager noted that the windows within the building could be replaced; a lot of heat is lost through the windows and window replacements would cut down on heating costs for the building.

Larson questioned what is the yearly average that is being placed into the municipal fund per year and if the City could continue to place money into this account for unexpected building maintenance needs. Smith will look into on average how much was being placed in the municipal fund.

Lorinser made comment that it would be hard for the City to keep placing money into the Municipal Building Reserve Fund at this point due to low City funds.

Mayor Wimmer directed the Finance Committee to look into the Municipal Building Reserve fund in regards to allowed expenditures and to have a policy set in place to clarify this matter, along with a resolution, which will be brought back to City Council at a later date.

Smith presented the Isanti Community Center losses from 2007 through 2012 with budgeted data provided for 2011 and 2012.

Mayor Wimmer discussed some possible options he has and will be looking into regarding the Isanti Community Center. Mayor Wimmer made comment that the Isanti Lions Club does not have an interest to take over the Community Center. Mayor Wimmer noted that he had meet with Pastors within the area to discuss options of moving the programs currently held at the Isanti Community Center to the churches within the area if need be. The Mayor received a positive message from the churches within the Community if the programs were to need a new site. Mayor Wimmer also will be looking into asking the townships if they would help financially sustain the Isanti Community Center and its programs, as a large number of those using the Isanti Community Center's programs are from within the townships.

Both Mayor Wimmer and Larson made comment on the importance of the Community Center and their hopes to find a way to keep the Community Center up and running.

Mayor Wimmer and Lorsung agreed that a plan needs to be made as far as what will happen to the Community Center within the next year.

Mayor Wimmer decided that a task force will be made up for the Community Center. This task force will research and review all of the options for the future of the Community Center. Mayor Wimmer set a time frame of 6 to 12 months from now for the task force to complete researching all the available options for the Community Center; whereas at that time they will present to City Council their recommendations.

There was discussion on County Road 5 regarding traffic and congestion issues as well as a concern for pedestrians. Mall owners will be met with regarding the right of way for pedestrian access.

There was discussion about a growing concern of cars speeding on Main Street. Chief Sager will set up traffic reading systems to see the average speed of cars traveling on Main Street and report back to the City Council.

Mayor Wimmer summarized the 2012 goals:

1. Community Center Review
    a. Contact Townships regarding Assistance with Facility costs.
    b. Citizen Task Force – To be formed to review the Community Center and all options and within 6-12 months present to the City Council their recommendations.
2. Capital Replacement Fund – Municipal Building Fund Reserve

Finance Committee to review and bring back a recommendation on the following:

a. Municipal Building Replacement Policy
b. On-going Balance in Account
c. Use of Existing Funds
d. Review of General Maintenance Building Reserve Funds and consider if fund needs to be adjusted.

3. Review and Recommendation regarding Utility Billing – Finance Committee
4. Review CSAH 5 Traffic and Congestion Issues
    a. Meet with Mall owners regarding the right of way for pedestrian access. Report back as to potential solutions.
5. Main Street Traffic Issues
    a. Police Chief Sager to conduct vehicle speed study and report back on findings and potential recommendations.
6. Continue Economic Development Efforts to Diversify and Increase the Tax Base.

Adjournment

Meeting adjourned at 9:50 a.m.

Respectfully submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: January 19, 2017

To: Don Lorsung, City Administrator

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Asset Management Plan – 2017 Update
City of Isanti, MN
Project No.: R13.113062

The Asset Management Plan was created in 2014 and becomes outdated as we undertake and complete items in the plan. This plan has two Asset Management Plans, one for the Wastewater Treatment Facility and one for the Water Treatment Facility.

Wastewater Treatment Facility:

With this year's 2017 Wastewater Treatment Facility Improvements we are completing all but one item in the 10-year Capital Improvement Plan for this facility. The only remaining major item is the Clarifier Rehabilitation that is scheduled for 2025. This is still anticipated to be needed at that time and the associated estimated cost is still $500,000. It is anticipated that an annual preventative maintenance cost of approximately $20,000 will be needed as well.

Wastewater Treatment Facility – Capital Improvement Plan			
Year	**Budget**	**Description**	**Current Status**
~~2015~~	~~$1,500,000~~	~~Pretreatment Building~~	**Under Construction**
~~2016~~	~~$600,000~~	~~New Main Lift Station~~	**Under Construction**
~~2016~~	~~$200,000~~	~~Aerated Pond Diffuser Replacement~~	**Under Construction**
~~2016~~	~~$100,000~~	~~Aerated Pond Blower Replacement~~	**Under Construction**
~~2017~~	~~$500,000~~	~~Filter Rehabilitation~~	**Under Construction**
2025	**$500,000**	**Clarifier Rehabilitation**	

Bolton & Menk is an equal opportunity employer.

Water Treatment Facility:
We have completed the Additional Chlorine Generation System on schedule and continue to be on schedule to complete the remaining 4 major items in the 10-year plan. The next item scheduled item for this facility is in 4 years (2021) when we recommend rebuilding one filter a year for each year from 2012 through 2024.

Water Treatment Facility – Capital Improvement Plan			
Year	**Budget**	**Description**	**Current Status**
~~2015~~	~~$200,000~~	~~Additional Chlorine Generation System~~	**Completed**
2021	**$300,000**	**Rebuild Filter 1 Underdrain**	
2022	**$300,000**	**Rebuild Filter 2 Underdrain**	
2023	**$300,000**	**Rebuild Filter 3 Underdrain**	
2024	**$300,000**	**Rebuild Filter 4 Underdrain**	

Please contact me if you have any questions.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: January 19, 2017

To: Don Lorsung, City Administrator

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Pavement Management Plan – 2017 Update
City of Isanti, MN
Project No.: R13.113062

The Pavement Management Plan was created in 2014 and has become outdated as we complete items in the plan. This plan has multiple 10-year maintenance schedules. We have not completed maintenance work on the trail system or the parking lot system so the only 10-year maintenance plan that requires an update is the Road Maintenance Plan and associated estimated costs.

In 2015 the City performed the first year of the pavement management plan completing a mill and overlay and a large sealcoat project. During the 2015 Pavement Management Project design, it was determined that the roadways City Staff rated at a 6 out of 10 could all be sealcoated when the original assumption was that half of these roadways rated at a 6 would require a mill and overlay. This modified which roadways were included in the project and how future projects would be scheduled.

The difference in cost for the maintenance of these roads is substantial. A mill and overlay project costs approximately $70/linear foot where a simple sealcoat project cost is only $9/lineal foot.

Updating these costs in the remaining 9-year maintenance schedule reduced the estimated cost per year by approximately $140,000 for the 2018 maintenance project.

The estimated project cost for the Palomino Road Project is shown in the 2017 project year.

The Brookview South 1-4 Additions Rehabilitation project that is included in the 2010-2020 City Capital Improvement Plan would be a large part of the proposed reconstruction project scheduled for construction in 2018 in the attached schedule.

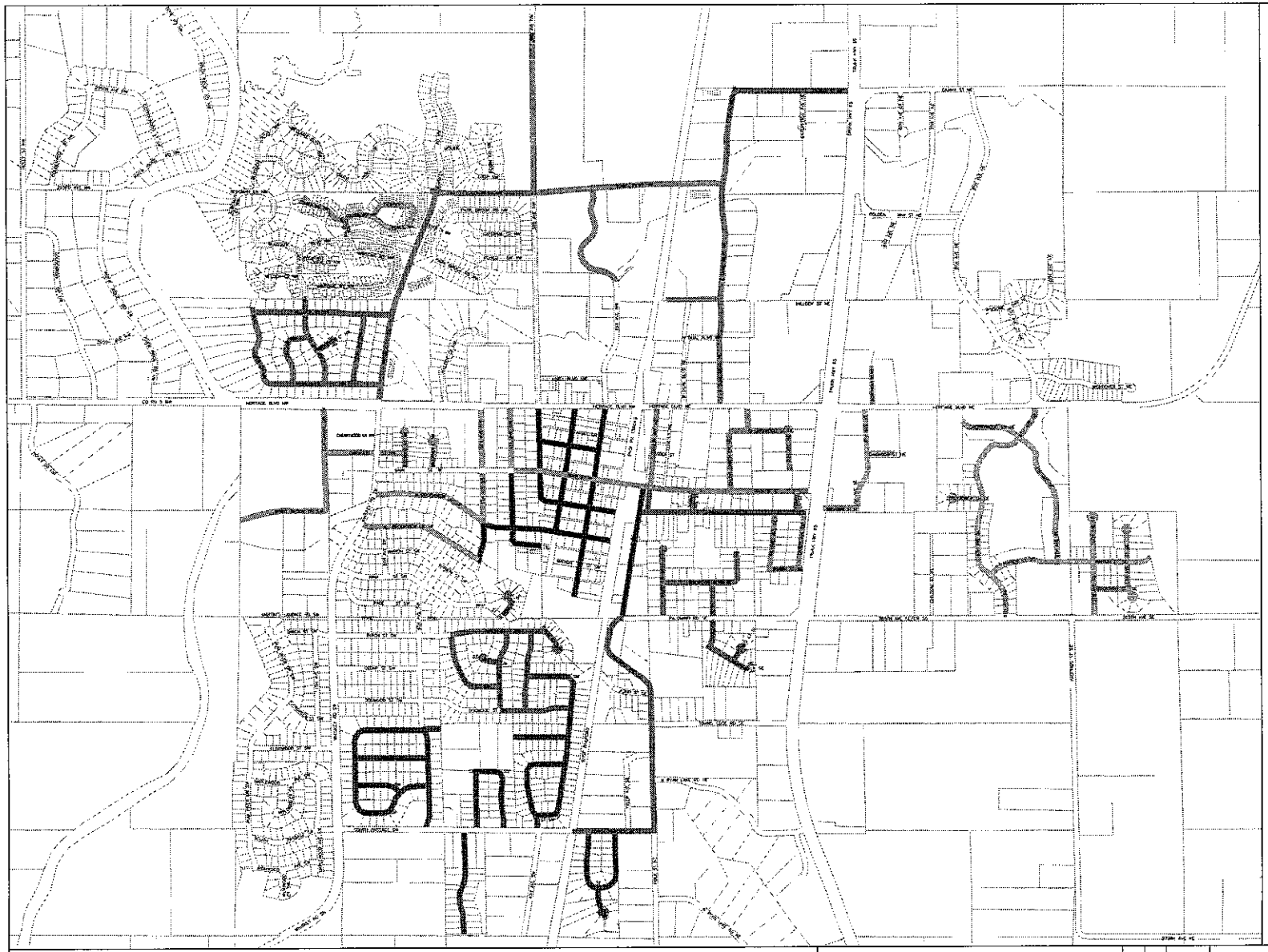
Attached is the updated 9-year maintenance cost breakdown as well as the updated 9-year Road Maintenance Concept Map.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

Funding Type: Local				Funding Type: MSA			
Year	Annual Inflation Rate	Maintenance Total	Recon/FD Total	Maintenance Allocation	Construction Allocation*	Total	Combined Total
2017		$ 266,097.00	$ 174,435.00	$ 39,465.48	$ 502,986.00	$ 542,451.48	$ 982,983.48
2018	3%	$ 288,963.56	$ 689,510.74	$ 40,649.44		$ 40,649.44	$ 1,019,123.74
2019	3%	$ 297,632.47		$ 41,868.93		$ 41,868.93	$ 339,501.39
2020	3%	$ 306,561.44	$ 731,501.94	$ 43,125.00		$ 43,125.00	$ 1,081,188.38
2021	3%	$ 315,758.28		$ 44,418.75	$ 585,085.63	$ 629,504.37	$ 945,262.65
2022	3%	$ 325,231.03		$ 45,751.31		$ 45,751.31	$ 370,982.34
2023	3%	$ 334,987.96	$ 799,331.92	$ 47,123.85		$ 47,123.85	$ 1,181,443.73
2024	3%	$ 345,037.60		$ 48,537.56		$ 48,537.56	$ 393,575.16
2025	3%	$ 355,388.73		$ 49,993.69	$ 853,321.66	$ 903,315.35	$ 1,258,704.08
Total		***$ 3,585,700.00***	***$2,394,779.60***	***$ 476,450.00***	***$1,941,393.29***	***$ 2,417,843.29***	***$ 8,398,300.00***

* MSA construction funding schedule assumes city is granted advanced fund requests for each construction season shown.



UPDATED: JANUARY 201

0 600 1200
SCALE FEET

© Bolton & Menk, Inc. 2014. All Rights Reserved.

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN BURNSVILLE, MN WILLMAR, MN
CHASKA, MN RAMSEY, MN MAPLEWOOD, MN BAXTER, MN ROCHESTER, MN
AMES, IA SPENCER, IA DES MOINES, IA FARGO, ND

REV.	BY	DATE

ISANTI, MINNESOTA
PAVEMENT SURFACE EVALUATION AND RATING
9-YR ROAD MAINTENANCE CONCEPT - 2017 UPDATE

FIGURE
1

TO: Mayor Wimmer & City Council

FROM: Don Lorsung, City Administrator

DATE: January 13, 2017

RE: 2017 City Council Goal Setting – Information on Potential Goals

Please find below information on proposed projects/directives that will be reviewed at the City Council Goal Setting Session:

- Annexation of Surrounded Properties – The City of Cambridge annexed a number of properties that it surrounded that were formerly in Isanti Township. Surrounded properties benefit from City services and facilities while not paying for their operation or maintenance. The City Council discussed the concept of Annexation of Surrounded Properties in 2008 and 2011, but decided not to consider further action. After City Council discussion on Annexation in 2011 there were communications with Isanti Township regarding a possible payment in lieu for City services. This did not transpire.

- Dog Park – City residents have expressed an interest in having a place to bring their dog's off-leash. Dog parks are popular amenities provided in many cities. The area east of the Isanti Indoor Arena has been identified as a possible location for a future dog park, and at the July 5, 2016 City Council meeting, the location and park concept were approved by Council. Funds for the project have not been budgeted and a timeline for development has not been determined.

- Outdoor Hockey Rink – The hockey rink boards formerly located in Bluebird Park were sold in 2016 due to deteriorating conditions and prohibitive maintenance costs. This location will now be used for skate park equipment (to be moved in 2017). The Park Board has discussed desire for an outdoor hockey rink, but the project has not been budgeted. A new hockey rink would ideally be located closer to the warming house on the south end of the Isanti Indoor Arena – there is no lighting, electricity, or water service in this area at this time.

- Park Dedication Fund Use – City Ordinance 536, Article 10, Subdivision 2.O. states "*The cash contributions for parks and trails shall be deposited in either the city's park and recreation development fund or multipurpose pedestrian trail fund and shall be used only for park acquisition or development and trail acquisition*

or development." Minnesota State Statute 462.358 Subd 2b. (g) states "*Cash payments received must be used only for the acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands, or open space based on the approved park systems plan. Cash payments must not be used for ongoing operation or maintenance of parks, recreational facilities, playgrounds, trails, wetlands, or open space.*" The city's language is more restrictive than the state statute requires, and revision could potentially allow for future funds to help with improving Isanti's existing parks.

- City Comprehensive Plan Update – The City's Comprehensive Plan was last updated in 2008. The City has greatly changed since 2008. Isanti had experienced a downturn in the economy shortly after the 2008 Plan was approved and has since experienced a rebound in development in all areas – housing, businesses, jobs, etc. In order to develop in the most efficient and effective manner, the Comprehensive Plan should be updated to reflect the City's Goals and Objectives over the next decade. Updating the Comp Plan is an expensive, but necessary, process.

- 2017 Pavement Management Program – Based on prior review and direction from the City Council, the City Engineer is preparing a program for the next phase of crack sealing and sealcoating per the Pavement Management Plan. Most of the activity this year will occur in the NW Quadrant of the City. Funding for the work, as well as engineering services, will come from Franchise Fee Revenues from electric and natural gas utility providers that use the City right-of-way.

- Palomino Road Reconstruction Project – Based on City Council prior review, and acceptance of a proposal for a Preliminary Study from the City Engineer, per the Pavement Management Plan, this project is planned for consideration for 2017. The Preliminary Study will be reviewed by the Finance Committee at their February 9th meeting. It is anticipated that funding for this project will include Municipal State Aid funds, as well as Special Assessments and City Bond funds.

- Railroad Avenue Sidewalk/Trail – As with the preceding items, per City Council Direction, the City Engineer is preparing a feasibility study for this project. The Feasibility Study for this project will also be reviewed by the Finance Committee. Railroad Avenue is also a Municipal State Aid Route and funds can be used for walk improvements.

- 2017 Liquor Store Tastings Event – In 2016, Liquor Store staff and vendors held a Tastings Event at the ICC. The Liquor Committee reviewed the event and discussed what improvements could be made. It is being recommended for 2017 to try "in-house tastings", which would be advertised and held on Thursdays in October, prior to the Holidays. The tastings would be staffed by vendors, with different product classes on successive Thursdays. One date would be for malt beverages, one date for wine and one date for cordials.

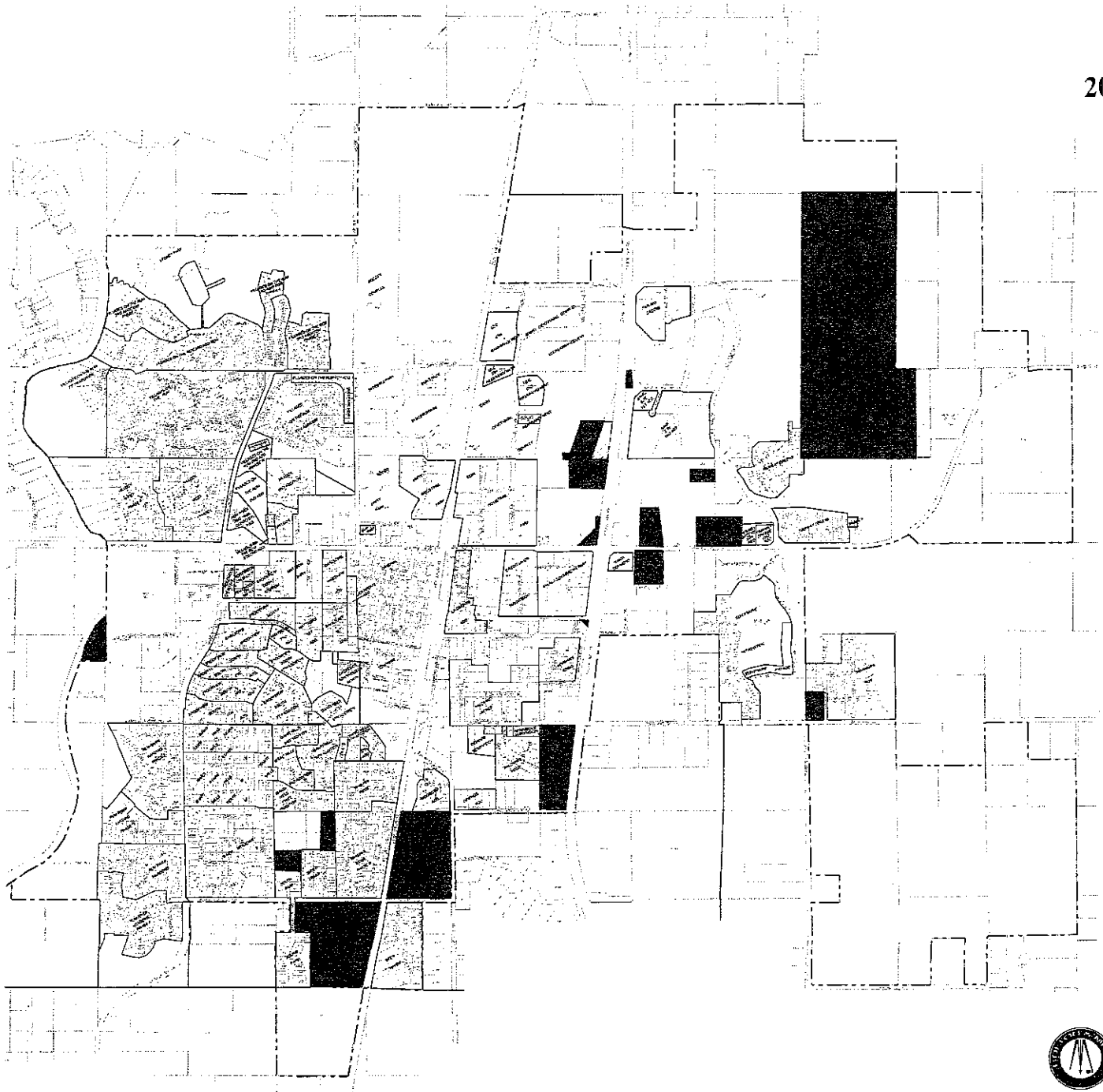
- Setting a Future Date of Discussion of a New Liquor Store Project – The Liquor Committee discussed the increased patronage and sales at the Liquor Store. It is being recommended to select a future City Council Goal Setting date where the idea of a new Liquor Store would be discussed. The original target date for discussion of consideration was 2019. It is realized that it will be later than that, so the Committee would like to set a placeholder for future discussion.

- Public Works and Police Department Storage – For years there has been a need for an increase in adequate and secured storage for both the Public Works and Police Department's equipment and vehicles. The Departments have needed to use storage options in various areas to "stack" equipment to get them out of the elements. Also, some equipment including four of the PD squad cars do not have storage options available and remain outside. The two storage buildings currently used are not up to City Code and would be cost prohibitive to modify or improve, are not in a secured area, and are not in a good location should the proposed dog park look to expand. There is space for a new storage facility within the secured Public Works area which would consolidate and protect the valuable assets the departments have while ensuring proper storage.

CITY OF ISANTI
2016 SUBDIVISION MAP

ISANTI COUNTY, MINNESOTA
FEBRUARY, 2016

A Community For Generations.
Isanti



LEGEND

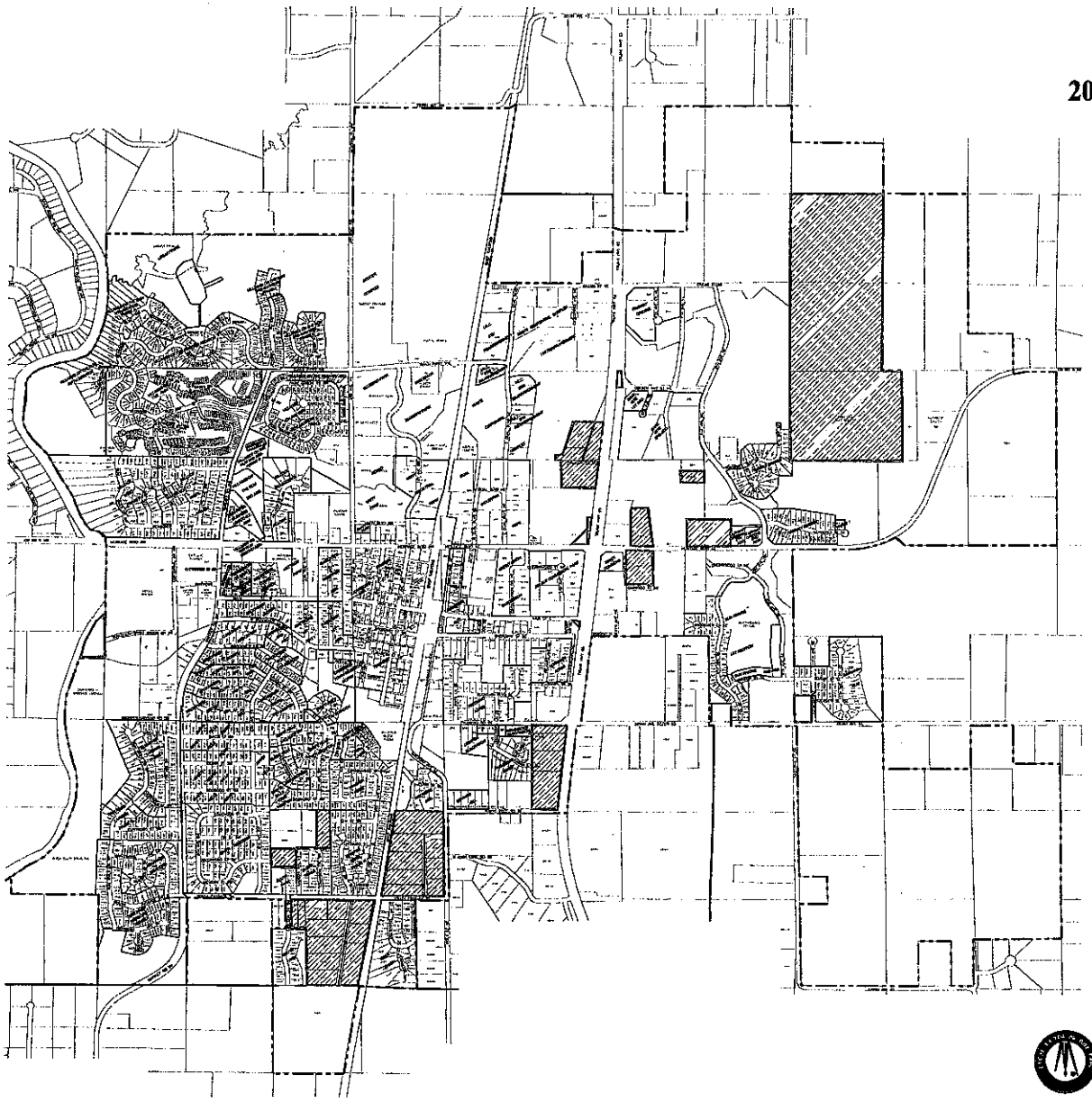
CORPORATE BOUNDARY
SUBDIVISION BOUNDARY

N

0 500 1000
SCALE FEET

BOLTON & MENK,
Consulting Engineers & Surveyors

3.a.



CITY OF ISANTI
2016 SUBDIVISION MAP

ISANTI COUNTY, MINNESOTA
FEBRUARY, 2016

A Community For Generations.
Isanti

LEGEND

CORPORATE BOUNDARY
SUBDIVISION BOUNDARY

N

0 500 1000
SCALE FEET

BOLTON & MENK, INC.
Consulting Engineers & Surveyors

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 7, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. January 17, 2017 – Regular Meeting of the City Council
2. January 23, 2017 – Goal Setting Meeting of the City Council

G. Citizens Input

H. Announcements

1. **CITY OFFICES CLOSED**	Monday, February 20, 2017 *(In Observance of President's Day)*
2. City Council Meeting	Tuesday, February 21, 2017 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, February 21, 2017 at 7:00 p.m. *(Immediately following City Council Meeting)*
4. Park, Recreation, and Culture Board Meeting	Tuesday, February 28, 2017 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution Approving a Special Event Permit for DK Gold Cup Regional Race Weekend *(Andy Strom, Rum River BMX Association)*
2. Interview Applicant for Vacant Term Seat for Planning Commission *(Mayor Wimmer)*
    a. Resolution to Appoint Candidate to Fill Vacant Planning Commission Seat

<u>City Attorney Clark Joslin</u>
3. Resolution Approving City Council Goals for Year 2017

<u>City Administrator Don Lorsung</u>
4. Resolution Approving Acceptance of Grant from Partners in Healthy Living for River Bluff Preserve Trail Maps
5. Resolution Approving a Conditional Use Permit for the Operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for Shared Parking Agreement
6. Resolution Approving the Final Plat of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota
7. Resolution Approving the Final Plat of Sun Prairie Third Addition, legally described as Outlot H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota
8. Resolution Setting a Public Hearing for the Vacation of All Drainage and Utility Easements Lying Within Lots 2 and 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota

Community Parks & Events Coordinator Katie Everett

9. Resolution Approving a Special Event Request for Downtown Street Dances

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $940,611.56 and Payroll in the amount of $98,781.71
2. Contractor's Pay Request No. 06 Wastewater Treatment Improvements in the Amount of $437,335.00
3. Final Minutes of the November 22, 2016 Park, Recreation and Culture Board Meeting
4. Final Minutes of the December 13, 2016 Planning Commission Meeting
5. Resolution Approving the Purchase of a 2017 Ford F150 Crew Cab 4x4 SSV Police Edition
6. Resolution Authorizing the Purchase of Two New Panasonic Toughbook CF-31 Computers for Squads
7. Resolution Approving Amended City Council Meeting Procedures
8. Resolution Approving Program Advertisement in the Cambridge-Isanti Community Education 2017 Summer Brochure
9. Resolution Approving a Check be Written to Cambridge-Isanti Soccer Club for Volunteering at the Community Movie Night
10. Resolution Authorizing the Emergency Repair of the Watermain Leak on 285th Ave SE
11. Resolution Approving the Placement of Two Stop Signs at the Intersection of Cherrywood St NE and 5th Ave NE
12. Resolution Approving an Exempt Gambling Permit to the Cambridge-Isanti Rotary Club of Rotary Int'l District 5960
13. Resolution to Terminate Reserve Officer Greta Freeman
14. Resolution Accepting Reserve Officer Evan Peterson's Letter of Resignation
15. Resolution Approving the Contract Release from TR Computer Sales, LLC and Authorizing the Acceptance of Contract Services from White Bear IT Solutions, LLC

M. Other Communications

1. Draft Minutes of the January 17, 2017 Planning Commission Meeting
2. Draft Minutes of the January 24, 2017 Meeting of the Park, Recreation and Culture Board

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JANUARY 17, 2017 – 7:00 P.M.
CITY HALL

F.1.

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Attorney Clark Joslin, City Administrator Don Lorsung, Assistant City Engineer Jason Cook, Community Development Director Roxanne Achman, Human Resources/City Clerk Lindsey Giese, Police Chief Gene Hill

Others Present: R. Doohen, B. Slawson, D. Heille, A. Patneaude, J. Solomonson, A. Maxwell

D. Adopt Agenda
Motion by Lundeen, second by Collison to accept the agenda. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards
None

F. Approve City Council Minutes
1. January 3, 2017 - Regular Meeting of the City Council

Motion by Lundeen, second by Lorinser to approve the minutes. Motion carried unanimously.

G. Citizens Input
None

H. Announcements

1. City Council Goal Setting Session	Monday, January 23, 2017 at 8:00 a.m.
2. Park, Recreation, & Culture Board Meeting	Tuesday, January 24, 2017 at 6:00 p.m.
3. City Council Meeting	Tuesday, February 7, 2017 at 7:00 p.m.
4. EDA Meeting	Tuesday, February 7, 2017 *(Immediately following the City Council Meeting)*

I. Council Committee Reports
Mayor Wimmer reported that 23% of our new resident surveys have been returned, which is great as they were sent out approximately 1 ½ weeks ago.

The Mayor praised Isanti County for keeping the area of County Road 23 and County Road 5 through Isanti, cleaned up and clear of snow.

Mayor Wimmer noted that Sunday liquor sales may get through the legislature. He indicated that staff is working on a plan if that were to happen. The Mayor also mentioned that our liquor store has gone from

the lower third ranked to one of the top 14 in the State last year, from a profit stand point. Councilor Collison reported that during the liquor store meeting tonight, it was noted this last December was the best December on record for sales. Collison commended Liquor Store Manager John Jacobi for the excellent job.

J. Public Hearings

K. Business Items

City Administrator Don Lorsung

1. **Resolution 2017-016 Accepting State Bid for a Building Official Service Vehicle**

Motion by Lorinser, second by Bergley to approve Resolution 2017-016 as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $804,936.88 and Payroll in the Amount of $92,045.89
2. Contractor's Pay Request No.05 Wastewater Treatment Improvements in the Amount of $149,550.00
3. Final Minutes of the December 6, 2016 Economic Development Authority Meeting
4. **Resolution 2017-017 Approving the City of Isanti Conflicts of Interest Policy**
5. **Resolution 2017-018 Authorizing the Requisition of Verizon Internet Jet Packs for the Police Department Administrative Staff in Lieu of the Cell Phone Stipend**
6. **Resolution 2017-019 Adopting a Policy for City Council Pay Process**
7. **Resolution 2017-020 Approving a Local Gambling Permit to the Cambridge Campus Foundation (Anoka Ramsey Community College)**
8. **Resolution 2017-021 Approving a Local Gambling Permit to C-I Redline Hockey Club**
9. Consider 2017 City Council Committee Meeting Schedule
10. **Resolution 2017-022 Adopting Amendment to the Purchasing Policy**

Motion by Lundeen, second by Bergley to accept the Consent Agenda. Motion carried unanimously.

M. Other Communications

1. Draft Minutes of the January 3, 2017 Economic Development Authority Meeting
2. December and Annual 2016 Police Department Reports
3. December Code Enforcement Officer Report
4. December Building Inspector Report
5. January Engineering Project Status Report

Adjournment

Motion by Bergley, second by Lundeen to adjourn. Motion carried unanimously. The meeting was adjourned at 7:04 p.m.

Respectfully Submitted,

Lindsey Giese

Lindsey Giese
Human Resources/City Clerk

MINUTES OF THE CITY COUNCIL
GOAL SETTING SESSION
CITY OF ISANTI
January 23, 2017

The meeting was called to order at 8:00 a.m.

Members Present: Mayor George Wimmer, Councilors Dan Collison and Paul Bergley

Members Absent: Councilors Ross Lorinser and Steve Lundeen

Staff Present: City Attorney Clark Joslin as Facilitator, City Administrator Don Lorsung, Human Resources/City Clerk Lindsey Giese, Finance Director Jackie Fisher, Liquor Store Manager John Jacobi, Economic Development Director Sean Sullivan, Community Development Director Roxanne Achman, Public Services Director/Assistant City Administrator Josi Wood, Community Events/Parks Coordinator Katie Everett, Police Chief Gene Hill, and City Engineer Brad DeWolf

City Attorney Joslin welcomed the City Council and staff to the Goal Setting meeting.

City Attorney Joslin gave a brief introduction regarding the Goal Setting Session Agenda.

Overview of Prior Years Goals
Joslin reviewed the top goals from 2016 and briefly reviewed the status of each of them. The 2016 goals were as follows:

2016

- 5th Street NE Extension – Develop Funding Options
- 2016 Elections – Implement Polling Places
- Adopt New EDA Marketing Plan
- Hotel Project Options
- New City Councilmember Orientation
- City Comprehensive Planning Update
- 2016 Collective Bargaining
- Department Head Salary Review
- City Staffing Plan
- Purchasing Discretion
- Isanti Liquor Tastings Event
- Railroad Avenue Sidewalk
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

Earlier years Goals were listed in the handouts and briefly reviewed. The earlier years' Goals were as follows:

2015

- Adopt a Long-Range Revenue Plan
- Adopt Pavement Management and Utility Improvement Plans
- Complete a Utility Rate Study
- Create Joint Planning Advisory Board with City of Cambridge and Isanti Township - Comprehensive Planning
- Work on Sidewalk Infill on CSAH 23 and Heritage Boulevard
- Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City and Development Standards

2014

- Police Chief Search - Internal Posting Process
- Change Sidewalk Snow Removal Policy
    - Formal Policy Change for Council Consideration
    - Purchase of new equipment
    - Hiring of one new full-time maintenance technician
    - Discontinue charging citizens for un-cleared sidewalks
- Create Joint Planning Meetings with Cambridge and Isanti Township - Compatible Land Usage/ Common Control Boundaries
- County Road 5 (Heritage Blvd) Traffic Study - Traffic Control/ Improvement
- Street Light Infill - Phased Plan for Budget Consideration
- Community Center Improvements / Parking Lot Improvements
    - Tie in Downtown Accessibly to City Hall/ Community Center through Downtown Parking Improvements, Access East of City Hall
    - Community Center Improvements
- Complete Implementation of City Website Improvements
- Continue Economic Development Efforts to Diversify and Increase the Tax Base
- Maintain City Standards

2013

- Community Center - Finalize Process/ Make it Financially Viable
- HRA Option - Evaluate
- CSAH 5 Aesthetic Standards / Traffic Flow Evaluation
- City Website Update
- Maintain City Standards
- Utility Billing - Pursue In-House Billing
- Continue Economic Development Efforts to Diversify and Increase the Tax Base

2012

- Community Center Review – Citizen Task Force

- Capital Replacement Fund – Review Reserves

- Utility Billing Review and Recommendation
- CSAH 5 – Traffic and Congestion Issues
- Main Street Traffic Issues
- Continue Economic Development – Diversify and Increase Tax Base

Mayor Wimmer stressed that all of the decisions made by Staff and Council, whether straight dollars and sense, or planning type decisions, impact our bottom line as a city.

City Engineer Brad DeWolf discussed the asset management and pavement plans. We have a very pro-active plan and stressed that maintenance is always more cost effective than restructure. The Mayor added we have a dedicated funding source and the intention of that is that we stay on schedule. Councilor Collison questioned how long we will be able continue to use the wastewater pond system. DeWolf answered the pond systems are working quite effectively, and stated that we will have to re-evaluate when the State starts requesting nitrate and chloride removal. In his opinion, he felt this City would have about a decade.

Review of 2017 Projects/Goals

a. Annexation of Surrounded Properties

Joslin explained that the city of Cambridge annexed a number of properties that it surrounded that were formerly in Isanti Township. Surrounding properties benefit from City services and facilities while not contributing any payment for their operation or maintenance. The City of Isanti also has a number of 'donut holes'. In 2011, possibilities of annexation of the 'donut holes' was discussed but it was decided not to consider further action at that time. Joslin elaborated that there were discussions with Isanti township to develop a policy about payments in lieu of taxes for services provided. We were looking to create a mutually acceptable agreement for the services but that was never an agreement that was able to be finalized.

The Mayor stated that a lot of these properties are not receiving any benefits from the township but are paying their taxes to the township. The Mayor stated that we have to make a decision as a City. As the City continues to grow, that these properties need to be annexed to the City. All but one is already under our planning jurisdiction, and they benefit from our growth as a community as well as our police protection. These property owners have a lot of benefits they are receiving directly.

The Mayor shared that he understands residents are concerned about increase in taxes, as they would be paying City tax rate instead of township tax rate. Currently our City tax payers are subsidizing their tax rates right now. He further explained that the City will get a lot of pushback. The Mayor mentioned those potentially being annexed may ask about the connection to city water and sewer, and he wanted to make it clear that those are two separate items. That not all properties within the City of Isanti are connected to water and sewer. If someone has a good working system, the City would not force them to connect to the city services.

Councilor Bergley asked if all these properties are all residential? The Mayor explained a few are residential properties that are currently non-conforming in commercial zoned areas, the Golf Course, and the rest are residential. Bergley asked if it's different for residential or business on how the City would treat the annexation and expectations. Mayor confirmed that those are residential properties in the B2 district, but that expectations for a business would be the same as residential. Administrator Lorsung mentioned that if there are properties that have utilities going by them, they would then be charged an access/availability fee. Currently, because they are not in the city they don't receive that fee, but if utilities are running in front of their property and they are annexed that fee would be applicable.

The Mayor stated that with no other questions or concerns being mentioned, that with this goal setting process items are discussed at this meeting and are brought for approval at the next Council meeting. Therefore, he will bring this goal forward to the next Council meeting.

b. Dog Park

The Mayor mentioned that this is a topic that has been brought up a lot. The decisions that will need to be made are do we want to have a dog park, do we want to have it located in the area currently specified and do we want to pay for it? The current discussed location is currently about an acre, with potential to grow. The estimated cost is between $18,000 and $19,000. There was discussion in regards to the usage, the area, and handling of waste. It was discussed that this should proceed as a goal to be brought to the next Council meeting.

c. Outdoor Hockey Rink

The previous outdoor rink was taken down for safety reasons. Without paying an overwhelming amount of money for a refrigerator rink, it's hard to guarantee ice. The plan would be to move the rink to the grassy area just south of the BMX building. It would be temporary, so the space could still be used in the summer. The cost of this would be between $61,500 – $92,500. We could potentially budget for this for 2018, if the Council wanted to pursue this. Councilor Bergley stated he believes it is hard for a city to staff warming houses, and as a hockey rink user, to consider this issue when looking at these costs for the usage the rink would receive. Josi Wood, Public Services Director also added that there is a lot entailed in the maintenance, much more than the pleasure rink. Further discussion ensued. It was brought up to relocate the Pleasure Rink so it would be closer to the warming house and bathrooms. Wood indicated that there would be some challenges and costs associated with it, but it would be an option. This item will be addressed by the Park, Recreation and Culture Board.

d. Park Dedication Fund Use

The Mayor informed the Council that we have always used our park dedication funds for new items. However, state statute allows us to use these funds to replace some items. If our policy was changed, it would impact any new development going forward. The funds would likely not be there. The Mayor was not in favor of changing it but wanted to bring it before Council so a conscious decision was made. Brief discussion took place. Attorney Joslin clarified the state statute states we cannot dedicate some of the funds for ongoing operational maintenance but they could be used to replace funds that we were going to use for development from our budget from

funds from the dedication fees. The Council came to a consensus that they are comfortable with the language as is.

e. City Comprehensive Plan Update

Mayor Wimmer indicated that our comprehensive plan was developed a number of years ago, and much has changed in that time. He then asked if we are still on the right path of where we want to go? And does the plan reflect that? He believes we need a serious update to our plan. Roxanne Achman, Community Development Director, agreed, at the very least, we need to update the plan. She indicated with the upcoming potential annexations, the new property that was just annexed using a zoning district that we have not used before (even though it was in our previous comp plan) and the new overlay district, updating the plan is important. The Mayor also mentioned that road plans and improvements need to be included in this as well. Brad DeWolf added that by using technology and social media venues we are able to get more public input versus coming to an open house meeting. An estimate of the cost to update or provide a new comprehensive plan could range from $50,000 to $100,000. This is not currently in the budget for 2017.

f. 2017 Pavement Management Program

City Engineer stated that the Pavement Management program is currently under design and will be bringing it before Council. He stated that we focused on getting seal coats on some of our very highly traveled roads and will also be doing some crack sealing. A preliminary budget will be brought before Council.

g. Palomino Road Reconstruction

This currently has no funding source, and would need bonding. The actual amount will be determined from cost estimates.

h. Railroad Avenue Sidewalk/Trail

This currently has no funding source, and would need bonding. The actual amount will be determined from cost estimates.

i. 2017 Liquor Store Tasting Event

Liquor Store Manager John Jacobi explained that last year the tastings event was held in the Community Center. We did not get the numbers as anticipated. In order for this event to be successful, we would need to have approximately 60 people just to break even. The Liquor Store Committee discussed that this year the plan would be to hold tastings at the Liquor Store and have different vendors come in one day a week for the month of October to provide different samples to store guests.

j. Setting a Future Target Date for Discussion of a New Liquor Store Project

There was discussion in regards to the prior projects done on the store. The Mayor stated that currently we are in a situation where it is under great management and we are getting great revenue out of it. Mayor Wimmer questioned what kind of sales we would need to generate in order to continue to bring the same amount of money to the bottom line of the City while also

paying the capital costs of the new store. John Jacobi, Liquor Store Manager, addressed Council and discussed the possibility of Sunday sales and new conditions. He also pointed out our record year last year. The Liquor Committee would like to have goals in place such as a certain year in which they will look again at the plans as a possibility of expanding the store. Jacobi stated that the lack of space is the greatest issue. Further discussion took place about what it would take to repay the cost of building a new store, or expanding the current store. The Mayor stated he would like to see this item go to Finance Committee to come up with some numbers to evaluate, and at that time we would have a better idea of when the City could look at a target date for the store.

k. Public Works and Police Department Storage

The Mayor identified that there is storage located all over the City, however, it is not efficient. Public Services Director/Assistant City Administrator, Josi Wood, spoke to Council informing them of the needs of Public Works. Chief of Police Gene Hill also spoke in regards to his department needs for storage, and the expense of items that are currently gaining wear and tear due to the storage constraints. The item was directed to Finance Committee to research to budget for 2018.

Mayor Wimmer explained these goals will be brought before Council to be assigned to Committees for consideration. He also thanked and praised Staff for their work.

Adjournment

Motion by Bergley, second by Collison to adjourn. The meeting was adjourned at 10:27 a.m.

Respectfully submitted,

Clark A. Joslin, Facilitator
Isanti City Attorney

K.1.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: February 7, 2017

Subject: Resolution Approving a Special Event Application for DK Gold Cup Regional Race Weekend

---

Background

The City has received an application for the upcoming special event planned for the Rum River BMX Association. The DK Gold Cup Regional Race Weekend is scheduled for February 25 and 26, 2017. Saturday, February 25 is a charity race benefitting the Leukemia and Lymphoma Society, and Sunday February 26 is the regional points race for the USABMX DK Gold Cup Series. Hours of the event are 10:00 am to 6:00 pm on Feb. 25 and 7:00 am to 5:00 pm Feb. 26. Rum River BMX estimates the number of individuals in attendance is 800 per day. Portable restroom facilities will be provided by the Association for the event and the organization would be responsible for clean-up of the outside areas. The standard public addressing system would be used throughout the event. Parking will be provided in the lot on site, with overflow parking in Bluebird Park lots. The Association is not requesting that any roads be closed.

Attachments

- Resolution No. 2017-XXX
- Special Event Application – DK Gold Cup Regional Race Weekend
    - Application Form
    - Departmental Review Form
    - Site Map
    - Release and Indemnification Agreement

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING A SPECIAL EVENT APPLICATION FOR THE RACE FOR LIFE/GOLD CUP QUALIFIER EVENT

WHEREAS, Andy Strom, on behalf of the Rum River BMX Association, submitted a Special Event application on January 16, 2017 requesting approval to host the DK Gold Cup Regional Race Weekend; and,

WHEREAS, the event is scheduled to take place on Saturday, February 25 from 10:00 a.m. to 6:00 p.m. and Sunday, February 26 from 7:00 a.m. to 5:00 p.m. at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the estimated number of people to be in attendance is 800 per day; and,

WHEREAS, the applicant would be required to provide additional portable restroom facilities for the event, in which the applicant will be contacting its current supplier to do so prior to the event; and,

WHEREAS, parking for volunteers, spectators, and participants will be at the Isanti Indoor Arena parking lot with overflow at Bluebird Park parking lots.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to approve the special event request for the February 25-26, 2017 DK Gold Cup Regional Race Weekend event with the following conditions:

- The $100 clean-up deposit fee is submitted prior to the event
- No signage shall be posted for the event, unless allowed under Zoning Ordinance section 16, or a Temporary Sign Permit Application and fee are submitted.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2017.

Attest:

_____
George A. Wimmer
Mayor

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

Feb 25-26, 2017
RR BMX

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [ ] Cleanup Deposit Fee - $100
- [x] Proof of Insurance or Certificate of Insurance - On file
- [x] Site Map
- [ ] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event - N/A

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [ ] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [x] Event will occur on City Property:
  - [x] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: Jan 16th 2017

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX Association

Contact Person: Andy Strom

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55008

Phone: 763 - 444 - 5429 Fax: ___ - ___ - ___ Cell: ___ - ___ - ___

E-mail: Andy@rumriverbmx.com

Secondary Contact Person: Kevin Riedemann

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55008

Phone: 763 - 244 - 0314 Cell: ___ - ___ - ___ E-mail: kevin@rumriverbmx.com

EVENT INFORMATION

Event Name: DK Gold Cup Regional Race weekend

Date(s) of Event: Feb 25th and Feb 26th 2017

Hours of Event: Saturday Feb. 25th 10am-6pm, Sunday Feb 26th 7am - 5pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
This is a charity race for the luekimia and Lymphoma society on Saturday the 25th and a Regional points race for the USABMX DK Gold Cup Series. This event will be BMX Pedal Bike Racing both days.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
This will be held at the Isanti Indoor Arena - Home of Rum River BMX

Estimated Number of People in Attendance (includes staff, participants, and spectators):
800 people per day

Parking Impact – Describe in detail:
We will fill the west lot at the facility, we will use the east lot next to the facility. We will have over flow parking in the lots located down the bike path to the south west of the arena and in the lot west of the skate park.

Tents, equipment, amusement rides, etc.
Type: none at the winter events
Size:
Location:

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Fire prevention on location as STD - EMS is being handled as part of our Normal race operations

Are you requesting any street closures? If yes, list streets:
No street Closures requested for this event.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

We will be bringing in 4 additional porta units for the two days of this event - with existing fixtures this will cover the people traffic

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
No security is required

Clean-up Plans – Describe in detail:
We will walk the parking lots to check for any refuge that may have been left as part of the event or during normal park usage that weekend.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
It will be live - BMX Pedal bike Racing

Will any other public addressing system or sound amplification be used? If so, describe:
We will be using our own internal PA system as we do at each regular event at the track.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
For this event no tickets are required - Race fees will be collected from the riders who are on the track and its use is to cover operations costs. Saturdays race will have a portion of the proceeds donated to the Cancer Society.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Public Services Director
__✓__ Approved _____ Denied _____ N/A Signature: [signature]

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

* Need Release & Indem. Form, signature on Pg 4. Clean-Up deposit required -KE

* Temp signs require a permit. Any signs on city property require approval by City Council. RM

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, January 17, 2017 3:16 PM
To: Isanti Parks
Subject: RE: Special Event Permit

I like your form!

Isanti Fire District reviewed and approves the 2/25-26 BMX race special event permit as submitted. Al Jankovich | Fire Chief

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

---

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Tuesday, January 17, 2017 3:11 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Cc: Josi Wood <JWood@cityofisanti.us>
Subject: Special Event Permit

Good afternoon,

We've received our first 2017 Special Event Permit Application! I have updated the form (with the goal of getting everything we needed the first time around... so far not the case), but the information is the same as what we were asking for with the old form.

This event is a BMX race weekend on February 25 and 26. They're expecting 800 people per day, with parking in the Isanti Indoor Arena lots and at Bluebird. They are not requesting street closures or additional Fire or PD services.

Please review the document and respond with your approval or comments at your convenience.
Thanks,

Katie Everett
Community Events and Parks Coordinator

Isanti Parks

From: Chief Gene Hill
Sent: Tuesday, January 17, 2017 3:38 PM
To: Isanti Parks
Subject: RE: Special Event Permit

Katie,

APPROVED...if you want an original signature, leave in my box.

Respectfully,

Gene C. Hill
Chief of Police
Emergency Management Director
Isanti Police Department
401 1st Ave. NW.
PO BOX 428
Isanti, Mn. 55040-0428

Px# (763) 444-4761
Fax# (763) 444-4868

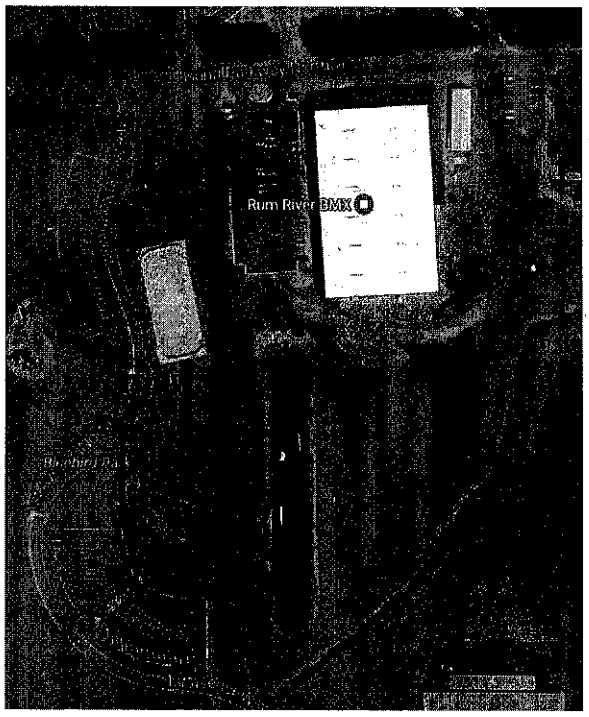
"Never tell people how to do things...tell them what to do, and they will surprise you with their ingenuity"

"The unauthorized disclosure or interception of e-mail is a federal crime. See 18 U.S.C. SEC 2517(4). This e-mail is intended only for the use of those to whom it is addressed and may contain information which is privileged, confidential and exempt from disclosure under the law. If you have received this e-mail in error, do not distribute or copy it. Return it immediately to the sender with attachments, if any, and notify the sender by telephone."

From: Isanti Parks
Sent: Tuesday, January 17, 2017 3:11 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Cc: Josi Wood <JWood@cityofisanti.us>
Subject: Special Event Permit

Good afternoon,

We've received our first 2017 Special Event Permit Application! I have updated the form (with the goal of getting everything we needed the first time around... so far not the case), but the information is the same as what we were asking for with the old form.


Rum River BMX

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:

Gold Cup Qualifier &Race For Life BMX pedal; bike races.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder Initials Here) AS

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES [✓] NO [ ]

(Special Events Holder Initials Here) AS

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) AS

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) AS

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) AS

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) AS

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) AS

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) AS

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) AS

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Andy Strom

Title President

Signature _____

Date 1/23/17

A Community For Generations.

Isanti

Planning Commission

For consideration, please fill out the below information along with the attached conflict of interest statement signed and stated by you. Please submit all the information to:
Human Resources/City Clerk Lindsey Giese. PO Box 428, Isanti, MN 55040 or
lgiese@cityofisanti.us 763-444-5512

Name: Jeff Miller E-mail: [illegible]

Address: [illegible], Isanti, MN 55040

Phone Number: [illegible]

For Consideration on the Board you must circle at least one:

(City of Isanti Resident) Non-Resident of Isanti

State:
Education and / or Knowledge that will be useful to the Board
1996 Certificate of Completion - Carpentry Current - Ed.D. Org. Leadership
2003 Bachelor of Science Education
2012 Masters of Construction Management
Why you are interested on being on the Board
I would like to serve the city in its efforts to expand, bring solid tax base and assist to keep the city growing.
What is your vision of Isanti?

Have big city Ammenities with a small town feel.

DISCLOSURE FORM

All Public Officials for the City of Isanti are required to complete and file this Disclosure Form with the City Administrator in accordance with the provisions of the Conflicts of Interest Policy.

1. **Affiliations with Agencies Doing Business with the City**

Identify all positions as officer, director, partner, proprietor or employee of any firm or proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City.

Name of Organization	Position Held	Compensation Involved
None		Yes ____ No ____
		Yes ____ No ____
		Yes ____ No ____

2. **Real Property Owned in the City of Isanti**

Identify real property items owned or being purchased by a Public Official, spouse, or child, or in which the Official has a beneficial interest. The actual value of any item is not required.
(Exclude homestead property.)

Property Item	Address	PID #
None		

Assets

Identify all ownership or beneficial interests in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City where such interest exceeds ten percent (10%) of the total ownership.

Name of Organization

None

Date

Public Official

Please also provide the following:

Current Address and Box Number if any

Isanti, MN 55040

Home Phone Number

Work Phone Number

Cell Phone Number if Available

Received by the City Administrator/City Clerk on: 1/30/2017

Will sign as "Public Official" if appointed to Planning Commission

Planning Commission Interview Questions:

1) What is the Planning Commissions role?

2) What is the role of the Comprehensive Plan in the Planning Commission's decision making process?

3) Do you feel the current Comprehensive Plan applicable? Does it need to be changed? If so, how?

4) What is the purpose of a zoning code? Do you feel there are changes that need to be made?

5) If you are asked to make a decision on a matter before you that does not meet city requirements, yet you are in favor of, will you be able to uphold the City's standards?

6) What is your knowledge on conditional/interim use permits, zoning, variances, and plats?

7) Do you have planning or planning commissioner experience?

8) Do you volunteer within the Isanti Community?

9) Can you attend evening meetings sometimes lasting to 10pm or later?

RESOLUTION NO. 2017 - XXX
Amending Resolution No. 2017-002

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2017

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2017:

Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Wimmer
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Wimmer
Community Education	Wimmer
C-I Arena Board	Wimmer
Cable TV Liaison	Lundeen
Civil Defense Director	Wimmer
Fire District	Lundeen (alternate -Bergley)
ICICLE	Bergley
North TH 65 Corridor Coalition	Bergley
School Liaison	Wimmer, Lundeen
Chamber of Commerce Liaison	Wimmer
Bike Isanti County Committee	Wimmer
Development Advisory Committee	Wimmer, Lorinser
Finance Committee	Wimmer, Lorinser
Building & Grounds Committee	Lundeen, Collison
Personnel Committee	Wimmer, Lorinser
C-I Bike/Walk Trail	Wimmer
Liquor	Bergley, Collison
Police	Bergley, Collison
Public Works	Bergley, Collison
Public Works Labor Management Committee	Wimmer - Guest Representative
Weed Inspector	Wimmer

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Collison.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2017:

Jenny Garvey	*(term expiration 12-31-2017)*
Aaron Zdon	*(term expiration 12-31-2019)*
_____	*(term expiration 12-31-2018)*
James Witte	*(term expiration 12-31-2018)*
George Wimmer	Council Representative (*term expiration 12-31-17*
_____	Student Representative *(term expiration 12-31-2017)*

5. That the City Council designates the following individuals to the Planning Commission for year 2017:

Mayor and City Council:	
George Wimmer	(*term expiration 12-31-2017)*
Dan Collison	(*term expiration 12-31-2017*)
Ross Lorinser	*(term expiration 12-31-2017*)
Paul Bergley	(*term expiration 12-31-2017*)
Steve Lundeen	*(term expiration 12-31-2017*)
Appointed Members:	
_____	*(term expiration 12-31-2019)*
Jim Kennedy	*(term expiration 12-31-2018)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2017:

Mayor and City Council:	
George Wimmer	*(term expiration 12-31-2017)*
Dan Collison	*(term expiration 12-31-2017)*
Ross Lorinser	*(term expiration 12-31-2017)*
Paul Bergley	*(term expiration 12-31-2017)*
Steve Lundeen	*(term expiration 12-31-2017)*
Appointed Members:	
Tara Hallberg	*(term expiration 12-31-2018)*
_____	*(term expiration 12-31-2020)*

This resolution was duly adopted by the Isanti City Council this ~~3rd~~ 7th day of ~~January~~February, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources / City Clerk

K.3.

TO: Mayor Wimmer & City Council

FROM: Clark Joslin, City Attorney
Don Lorsung, City Administrator

DATE: January 23, 2017

RE: Approval of 2017 City Goals

The City Council met on Monday, January 23, 2017 at a Goal Setting Workshop to review past and present goals of the City Council and to establish goals for the year 2017. The attached resolution / attachment outlines the goals that were established at that meeting and establishes tasks and responsibilities regarding implementation of the goals. The major goals for 2017 are as follows:

1. Annexation of Surrounded Properties
2. Dog Park – Phase 1 Project
3. Consider Relocation of Pleasure Rink
4. City Comprehensive Plan Update
5. 2017 Pavement Management Program
6. Palomino Road Reconstruction
7. Railroad Avenue Sidewalk/Trail
8. 2017 Liquor Store Tastings Event
9. Liquor Store Project Review
10. Public Works & Police Department Storage Building Project
11. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
12. Maintain City and Development Standards

RESOLUTION NO. 2017-____

RESOLUTION APPROVING GOALS FOR YEAR 2017

WHEREAS, annually the City Council sets goals for the current year; and

WHEREAS, City Council met on January 23, 2017 to establish goals for year 2017; and

WHEREAS, goals for year 2017 were established which include the following items:

1. Annexation of Surrounded Properties
2. Dog Park – Phase 1 Project
3. Consider Relocation of Pleasure Rink
4. City Comprehensive Plan Update
5. 2017 Pavement Management Program
6. Palomino Road Reconstruction
7. Railroad Avenue Sidewalk/Trail
8. 2017 Liquor Store Tastings Event
9. Liquor Store Project Review
10. Public Works & Police Department Storage Building Project
11. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base
12. Maintain City and Development Standards

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to:

1. Approve year 2017 goals and assign the 2017 goals; as per Attachment A.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

ATTACHMENT A

2017 Isanti City Council Goals

1. Annexation of Surrounded Properties

    a. City Council, DOAC (Staff - Community Development Director Achman, City Administrator Don Lorsung)

2. Dog Park – Phase 1 Project

    a. City Council, PRC Board (Staff - Public Services Director/Assistant City Administrator Josi Wood, Community Events & Parks Coordinator Katie Everett)

3. Consider Relocation of Pleasure Rink

    a. City Council, PRC Board (Staff – Public Services Director/Assistant City Administrator Josi Wood, Community Events & Parks Coordinator Katie Everett)

4. City Comprehensive Plan Update

    a. City Council, DOAC (Staff -Community Development Director Roxanne Achman, Economic Development Director Sean Sullivan, and City Administrator Don Lorsung). Timeline: 2018 Budget

5. 2017 Pavement Management Program

    a. City Council, Finance Committee (Staff – City Engineer Brad DeWolf, Public Services Director/Assistant City Administrator Josi Wood, Finance Director Jackie Fisher, and City Administrator Don Lorsung)

6. Palomino Road Reconstruction

    a. City Council, Finance Committee (Staff – City Engineer Brad DeWolf, Public Services Director/Assistant City Administrator Josi Wood, Finance Director Jackie Fisher, and City Administrator Don Lorsung)

7. Railroad Avenue Sidewalk/Trail

    a. City Council/Finance Committee (Staff – City Engineer Brad DeWolf, Public Services Director/Assistant City Administrator Josi Wood, Finance Director Jackie Fisher, and City Administrator Don Lorsung)

8. 2017 Liquor Store Tastings Event

    a. City Council, Liquor Committee (Staff - Liquor Store Manager John Jacobi, Finance Director Jackie Fisher, HR/City Clerk Lindsey Giese, and City Administrator Don Lorsung)

9. Liquor Store Project Review

    a. City Council, Finance Committee (Staff – Finance Director Jackie Fisher, Liquor Store Manager John Jacobi, HR/City Clerk Lindsey Giese, and City Administrator Don Lorsung) Report Timeline – March 7, 2017 City Council Meeting

10. Public Works & Police Storage Building Project

    a. City Council, Finance Committee (Public Services Director/Assistant City Administrator Josi Wood, Police Chief Gene Hill, Finance Director Jackie Fisher, and City Administrator Don Lorsung)

11. Continue Marketing Plan and Economic Development Efforts to Diversify and Increase the Tax Base

    a. City Council and EDA (Staff - Economic Development Director Sullivan) Timeline: On-going

12. Maintain City and Development Standards

    a. City Council, DOAC Committee (Community Development Director Roxanne Achman) Timeline: On-going

** Unless indicated, timelines will be set by the Committee working on the goal. In some cases the timeline is on-going.

K.4.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events & Parks Coordinator

Date: February 7, 2017

Subject: A Resolution Approving Acceptance of Grant from Partners in Healthy Living for River Bluff Preserve Trail Maps

---

Background

Staff have worked closely with Partners in Healthy Living for grant funding in the past. An application was submitted to Partners in Healthy Living to help fund the creation of trail maps for River Bluff Preserve. The project was estimated at $750 by Bolton and Menk; this would include designing the map and a tri-fold brochure in a style similar to what is used at Legacy Park.

On January 20, 2017, the award letter for $675 was received from Partners in Healthy Living. The grand is reimbursement-based and requires a 10% in-kind contribution. At its December 8, 2016 meeting, the Finance Committee reviewed this project and recommended that Council approve the unbudgeted 10% ($75) contribution to be funded through Parks, Recreation, and Culture – Engineering Fees (101-45300-303).

Staff Request

City staff is requesting that council approve acceptance of the grant as well as the unbudgeted in-kind contribution funds.

Attachments

- Resolution No. 2017-XXX
- Partners in Healthy Living Approval Letter

RESOLUTION NO. 2017-

A RESOLUTION APPROVING ACCEPTANCE OF GRANT FROM PARTNERS IN HEALTHY LIVING FOR RIVER BLUFF PRESERVE TRAIL MAPS

WHEREAS, the City of Isanti remains dedicated to increasing awareness of an active lifestyle in the Community; and,

WHEREAS, city staff received approval from the City Council on January 5, 2016, Resolution 2016-005 to apply for grants pertaining to the community events and parks; and,

WHEREAS, city staff applied through a mini grant through Partners in Healthy living for $675.00 to help pay for a creation of trail map and brochure for River Bluff Preserve; and,

WHEREAS, city staff received a letter awarding the grant in the amount of $675.00 on January 20, 2017; and,

WHEREAS, the funds received will be a reimbursement upon receiving receipts and other required documentation; and,

WHEREAS, City of Isanti in-kind contributions for these items will be an estimated unbudgeted cost of $75.00; and,

WHEREAS, the funding source for the in-kind contributions will be 101-45300-303 (Parks, Recreation and Culture Engineering Fees);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to

1. Hereby approve the acceptance of a grant from Partners in Healthy Living in the amount of $675.00.
2. Authorize city staff to pay out the full cost of the River Bluff Preserve trail map creation from Parks, Recreation, and Culture Engineering Fees, $675.00 of which will be reimbursed by Partners in Healthy Living.

Adopted by the Isanti City Council on this 7th day of February, 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

K.5.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman, Community Development Director

Date: February 7, 2017

Subject: Request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota.

Background

The Whiskey Road Pub & Grub, owned by SHK 88 LLC, has submitted an application for a Conditional Use Permit to operate a restaurant within the Rum River Mall at 404 Whiskey Road NW. The restaurant will be occupying Units F and G, which has 2400 square feet of space. Whiskey Road Pub & Grub will offer seating for up to 96 patrons inside, with seating for up to 30 in the outdoor patio space to be constructed in front of the restaurant. The outdoor patio will be fully enclosed with a 3-4-foot-high wrought iron fence. The patio will consume 2 parking stalls, which will be relocated to the adjacent lot. A full description of the services to be offered can be seen in the attached Description of Operations.

Restaurants (Carry-out, Drive-in, Fast food, or Sit-down) in the B-2 General Business district are allowed with approval of a Conditional Use Permit.

At the time the Rum River Mall was constructed, the parking ratio that was used assumed that all occupants would be offices or similar type uses. The minimum number of stalls were constructed, 60 stalls. The restaurant requires more stalls that are available for the Mall. Fortunately, 27 parking stalls were constructed on the adjacent lot to the northeast. Brad Slawson, co-owner of SHK 88, LLC, has purchased the lot in order to share the parking with the Whiskey Road Pub & Grub. Shared parking agreements require approval through an Interim Use Permit. The parking agreement is attached. The City is party to the agreement so that it is aware of any changes in the future. The agreement was drafted by Berglund & Berglund, SHK 88's attorney, and has been reviewed by staff and City Attorney Joslin.

Rum River Mall

Total On-Site Parking: 60 stalls
Stalls being used: 43 stalls
Remaining: 17 stalls (2 stalls being replaced with patio, leaving 15 available)

Restaurants: 1 stall / 3 seats, plus 1 / employee on the largest shift
96 seats = 32 stalls, plus 7 stalls for employees, **39 stalls required.**
2 stalls replaced with a patio

Parking:
On-site: 15 stalls
Off-site: 24 stalls (parking agreement)

Zoning
The property is zoned "B-2" General Business District. "Restaurants (Carry-Out, Drive-In, Fast Food, or Sit Down)" are listed as a Conditional Use within the "B-2" District. The petitioner is subject to the application requirements, procedure, and performance standards as outlined within Section 21 Administration, Article 2 Conditional Use Permits of Ordinance No. 445: Zoning.

Comprehensive Plan
The 2008 Comprehensive Plan has the area guided for General Commercial Development. The existing uses and the proposed use would appear to meet purpose, goals, and objectives of this land use classification.

Zoning Ordinance Provisions
The property is zoned "B-2" General Business District. It is the intent of this zoning district to promote the development of commercial uses which are predominately auto-oriented in nature. The district caters to highway-oriented businesses as well as businesses that provide basic shopping and service needs for the community. Compatibility with adjacent uses and buildings is required within the district, as site design, building size and materials, and screening/landscaping are important to the creation and maintenance of a thriving commercial base.

Conditional Use Permit Requirements
Upon review of a Conditional Use Permit request, the Zoning Ordinance provides factors and standards that must be reviewed by the Planning Commission. Section 21, Article 2 Conditional Uses states:

D. The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:
   1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
   2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
   3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.
   4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.
   5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
   6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
   7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
   8. The conditional use complies with the general and specific performance standards as specified by within this Article.

Subdivision 4: General Performance Standards
As may be applicable, the evaluation of any proposed conditional use permit request shall be subject to and include, but not be limited to, the following general performance standards and criteria (Additional specific standards and criteria may be cited for respective conditional uses, as noted within each particular zoning district. A request shall be evaluated based upon those additional standards and criteria when provided):

A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.

B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.

C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.

F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.

I. The site drainage system shall be subject to the review and approval of the City Engineer.

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.

K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.

N. Any applicable business licenses mandated by City Code are approved and obtained.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformities shall be eliminated.

Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

Interim Use Permit Requirements

Subdivision 5: Criteria for Granting an Interim Use Permit

The Planning Commission and City Council shall consider the effect of the proposed use upon the health, safety, and general welfare of occupants of surrounding properties. The Planning Commission and City Council shall consider and make findings regarding the following factors:

A. The proposed use shall meet the applicable zoning regulations; and

B. The proposed use will not adversely impact implementation of the Comprehensive Plan; and

C. The proposed use will terminate upon a date or event that can be identified with certainty; and

D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and

E. The applicant has signed a consent agreement agreeing that the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit; and

F. The proposed use will be subjected to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition

that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.

Subdivision 6: Conditions of Approval

In permitting a new interim use permit or amending an existing interim use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this section, additional conditions which the Planning Commission and/or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to, the following:

A. Increasing the required lot size or yard dimensions;
B. Limiting the height, size, or location of buildings;
C. Controlling the location and number of vehicles access points;
D. Increasing the street width;
E. Increasing the number of required off-street parking spaces;
F. Limiting the number, size, location or lighting of signs;
G. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property;
H. Designation of open space;
I. Obtaining the necessary licenses as required by the City of Isanti, Isanti County or State of Minnesota;
J. Restrictions on the hours of operation;
K. Exterior lighting is limited to protect adjacent or nearby property;
L. Controlling architectural appearance and functional design of the building or site;
M. Applicable performance standards of the zoning district in which such use is located are met and non-conformities are eliminated;
N. Annual review, if deemed appropriate by the City Council.
O. Any additional stipulations, pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public, health, safety, and welfare, can be served as well or better by modifying or expanding upon the conditions set forth herein.

Any change involving structural alterations, enlargement, intensification of use, or similar changes not specifically permitted by the interim use permit shall require an amended interim use permit and all procedures shall apply as if a new permit were being issued. The Zoning Administrator or their designee shall maintain a record of all interim use permits including information on the use, location, and conditions imposed by the City Council, time limits, review dates, and such other information as may be appropriate.

Certification of Taxes Paid

Prior to approving an application for Conditional Use and/or Interim Use Permit approval, certification must be provided to the City that there are not any delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County on Friday, December 9th, 2016; that all taxes associated with the property were current.

Public Notice

Notice of the Conditional Use Permit request was published within the Isanti County News on Wednesday, January 4th, 2017. Notices were also sent to all property owners within 350' of the subject property.

Public Comments

City staff did not receive any public comments prior to the release of this staff memo.

Deadline for City Council Action

The City of Isanti received a complete application for this request on December 9th, 2016. Pursuant to Minnesota State Statute, the City must act on this request by February 7th, 2017 (60-days); unless the City

provides the petitioner with written reasons for an additional 60-day review period. The City may with the petitioner's consent extend the review period beyond the 120 days.

Development and Operations Advisory Committee Recommendation

The Development and Operations Advisory Committee met on Thursday, January 5th, 2017 to review the proposed request. The Committee recommends approval of the Conditional Use and Interim Use Permit for the Whiskey Road Pub & Grub to locate within the building located at 404 Whiskey Road NW, with the following conditions:

1. The applicant shall meet State requirements and obtain all necessary State permits with regards to Electrical, Plumbing, and Health.
2. The applicant shall include a four-foot sidewalk around the perimeter of the outdoor seating area.
3. Details shall be submitted on the fencing to surround the outdoor seating area.
4. The parking agreement shall be changed to reflect the parking that will be relocated to the adjacent lot.

Staff Request

Staff is requesting a recommendation on this item, which will be forwarded to the City Council for final review and approval.

Planning Commission Recommendation:

Motion by Kennedy second by Collison to recommend approval the request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota based on the Findings of Fact and Conclusions and with the following conditions:

1. Providing proof of ownership of all parcels (16.030.0901, 16.108.0050, 16.108.0060 and 16.108.0070).
2. The signing and recording of the shared parking agreement.
3. Any handicapped parking spaces removed due to the installation of the outdoor patio area shall be designated elsewhere within the parking lot nearest to the entry as possible.
4. The applicant shall meet State requirements and obtain all necessary State permits with regards to Electrical, Plumbing, and Health.
5. The shared parking arrangement provided for is permitted and would meet the requirements of the Zoning Ordinance, based upon the existing use and the number of seats provided for by the petitioner at this time. However, should the petitioner expand the facility in the future by adding additional seating within the facility beyond the 96 identified within the initial request, additional parking will be required to meet the provisions of the Zoning Ordinance. Such additional parking shall meet the Off-Street Parking and Loading requirements of the Zoning Ordinance.

Motion carried unanimously.

Options & Proposed Motion Language

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota with the following conditions.....
3. Recommend Denial: Motion to recommend denial of the request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota; for the following reasons.....

4. Table: Motion to table request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

Attachments

- Resolution No. 2017-XXX
- Findings of Fact
- Shared Parking Agreement drafted by Berglund & Berglund, Ltd.
- Parking Lot Layout
- Interior Floor Plan and Outdoor Patio Plan drafted by Premier
- Narrative of Business and Operations

RESOLUTION NO. 2017-

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP) FOR SHK 88, LLC TO OPERATE A BAR AND RESTAURANT WITHIN UNITS F AND G IN THE BUILDING LOCATED AT 404 WHISKEY ROAD NW AND AN INTERIM USE PERMIT FOR A SHARED PARKING AGREEMENT FOR THE USE OF PID 16.030.0901

WHEREAS, SHK 88, LLC owns Units E, F and G (PID's: 16.108.0050, 16.108.0060 and 16.108.0070) at 404 Whiskey Road NW; and,

WHEREAS, SHK 88, LLC owns PID 16.030.0901, legally described as:
That part of said Tract A lying northerly and easterly of the hereinafter described Line A.

Tract A is described as follows:

That part of the Southeast Quarter of the Northwest Quarter of Section 30, Township 35, Range 23, Isanti County, Minnesota, described as follows: Commencing at the southeast corner of said Southeast Quarter of the Northwest Quarter; thence North 89 degrees 49 minutes 20 seconds West, assumed bearing, along the south line of said Southeast Quarter of the Northwest Quarter a distance of 671.14 feet; thence North 04 degrees 18 minutes 25 seconds East a distance of 244.37 feet; thence North 08 degrees 19 minutes 25 second East a distance of 600.02 feet to a point hereinafter referred to as "Point A" and also being the point of beginning of the land to be described; thence South 08 degrees 19 minutes 25 seconds West a distance of 575.29 feet; thence South 81 degrees 27 minutes 48 seconds East a distance of 66.54 feet; thence easterly 52.87 feet on a tangential curve concave to the north having a central angle of 23 degrees 18 minutes 11 seconds and a radius of 130.00 feet; thence North 75 degrees 14 minutes 01 seconds East, tangent to the last described curve, a distance of 111.58 feet; thence easterly a distance of 90.45 feet on a tangential curve concave to the south having a central angle of 51 degrees 49 minutes 21 seconds and a radius of 100.00 feet and hereinafter referred to as "Curve A"; thence South 52 degrees 56 minutes 39 seconds East, tangent to the last described curve, a distance of 112.42 feet; thence South 00 degrees 10 minutes 40 seconds West a distance of 206.25 feet, more or less, to a point on the south line of said Southeast Quarter of the Northwest Quarter distant 248.25 feet west of the southeast corner of said Southeast Quarter of the Northwest Quarter, as measured along said south line; thence South 89 degrees 49 minutes 20 seconds East, along said south line, a distance of 248.25 feet to said southeast corner of said Southeast Quarter of the Northwest Quarter; thence North 05 degrees 31 minutes 51 seconds West, along the west line of the plat of BJORKLUND ADDITION and the southerly extension thereof, a distance of 147.28 feet; thence North 28 degrees 09 minutes 50 second West a distance of 105.07 feet; thence North 29 degrees 10 minutes 00 seconds West a distance of 337.14 feet; thence North 40 degrees 00 minutes 40 seconds West a distance of 381.05 feet; thence North 81 degrees 40 minutes 35 seconds West a distance of 93.59 feet to the point of beginning. EXCEPT all that part of said Tract A lying southerly of a line drawn parallel with the distant 65 feet north of the Quarter line running east and west through Section 30, Township 35, Range 23. AND ALSO EXCEPTING any portion of Tract A lying within the CITY OF ISANTI RIGHT OF WAY PLAT NO. 2.
Line A is described as follows:
Commencing at said "Point A"; thence South 08 degrees 19 minutes 25 seconds West a distance of 148.00 feet to the point of beginning of the line to be described; thence South 81 degrees 40 minutes 35 seconds East a distance of 77.89 feet; thence South 40 degrees 00 minutes 40 seconds East a distance of 237.09 feet; thence South 08 degrees 19 minutes 25 seconds West a distance of 207.86 feet to said "Curve A" and there terminating.

WHEREAS, the properties are located within the "B-2" General Business District, which requires a Conditional Use Permit (CUP) for a restaurant within said district and an Interim Use Permit (IUP) for a shared parking agreement; and,

WHEREAS, there is not sufficient parking on-site for a restaurant creating the need for a shared parking agreement between Units E, F and G 404 Whiskey Road NW and PID 16.030.0901; and,

WHEREAS, a shared parking agreement was created naming all parties, to include the City of Isanti,

reserving 24 parking stalls on PID 16.030.0901 for the sole use by Units E, F and G 404 Whiskey Road NW, and;

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit and Interim Use Permit on January 17th, 2017; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the proposed Conditional Use Permit and Interim Use Permit subject to the conditions as listed below; and,

WHEREAS, the City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on February 7th, 2017; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit and **BE IT FURTHER RESOLVED** that the requested Conditional Use Permit for a Bar and Restaurant to be located within Units F and G at 404 Whiskey Road NW and an Interim Use Permit for a shared parking agreement between Units E, F and G 404 Whiskey Road NW and PID 16.030.0901 be hereby approved subject to the following conditions:

1. Providing proof of ownership of all parcels (16.030.0901, 16.108.0050, 16.108.0060 and 16.108.0070).
2. The signing and recording of the shared parking agreement.
3. Any handicapped parking spaces removed due to the installation of the outdoor patio area shall be designated elsewhere within the parking lot nearest to the entry as possible.
4. The applicant shall meet State requirements and obtain all necessary State permits with regards to Electrical, Plumbing, and Health.
5. The shared parking arrangement provided for is permitted and would meet the requirements of the Zoning Ordinance, based upon the existing use and the number of seats provided for by the petitioner at this time. However, should the petitioner expand the facility in the future by adding additional seating within the facility beyond the 96 identified within the initial request, additional parking will be required to meet the provisions of the Zoning Ordinance. Such additional parking shall meet the Off-Street Parking and Loading requirements of the Zoning Ordinance.

Adopted by the Isanti City Council on this 7th day of February 2017.

Attest: _____ Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

FINDINGS OF FACT AND CONCLUSION

Request

Request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The petitioner, Brad Slawson of SHK 88, LLC, is requesting approval of a Conditional Use Permit for a restaurant and an Interim Use Permit for a Shared Parking agreement at 404 Whiskey Rd NW.
2. The property is zoned "B-2" General Business District, in which restaurants are considered a Conditional Use.
3. Section 17 Off-Street Parking and Loading, Subdivision 11 allows for shared parking through an Interim Use Permit.
4. The petitioner submitted a complete Application for a Conditional Use Permit and Interim Use Permit on December 9th, 2016. Pursuant to Minnesota State Statute, the City must act on this request by February 7th, 2017 (60-day rule).
5. A public hearing date before the Planning Commission was scheduled for Tuesday, January 17th, 2017 immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
6. Notice of the request was published within the Isanti County News on Wednesday, January 4th, 2017. Notices were sent to all property owners located within 350 feet of the subject property.
7. Section 18, Subdivision 7 Standards of the Zoning Ordinance shall be used to evaluate any proposed site plans.
8. Section 21, Article 2: Conditional Use Permits, Subdivision 3 (D) of the Zoning Ordinance establishes factors that the judgment of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed conditional use permit request.
9. Section 21, Article 3: Interim Uses, Subdivision 5 of the Zoning Ordinance establishes criteria in which the judgment of the Planning Commission and City Council shall be based upon when reviewing an Interim Use Permit request. In addition, the Planning Commission may recommend and the City Council may require additional items so as to protect the best interest of the surrounding properties or the community as a whole and may include, but are not limited to the items listed within Section 21, Article 3: Interim Uses, Subdivision 6 of the Zoning Ordinance.

Conclusions

1. In review of the standards established in Section 18, Subdivision 7, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:
   A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.
   The elements of the project would appear to meet the requirements of the zoning ordinance and the intent of the land use designation in which the property is located. It is consistent with the development of this area based on the Comprehensive Plan.
   B. Consistency with City Codes.
   Overall, the proposal appears to be consistent with city codes and ordinances. The building is existing and would appear to meet the minimum requirements set by the zoning ordinance (setbacks, parking, landscaping, lighting, etc).

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
Not applicable.

D. The amount and location of open space and landscaping.
The restaurant will be locating within an existing building. Requirements for the existing building appear to have been met.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
Additional parking will be provided on an adjacent lot owned by the same group as the owners of the restaurant. A shared parking agreement is part of the approval for this project. The shared parking agreement ensures all standards are being met.

F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
There will be no changes to existing exterior elements.

G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.
Not applicable.

2. In review of the standards established in Section 21, Article 2 Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*: The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
As noted, the proposed use for the site would be consistent with the goals and objectives of the comprehensive plan.

B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
The proposed use fitting for this area as it is an auto-orientated business that is best suited for the B-2 district.

C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.
The establishment of the conditional use does not appear to endanger the public health, safety, morals and comfort of the surrounding area or the community. The proposal would appear to take into consideration the surrounding properties and meets the standards as required by ordinance.

D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.
The conditional use for a restaurant does not appear to diminish or impair surrounding property values. Much of the area surrounding this property is also zoned for similar uses.

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
The area surrounding this property is primarily developed. The use will likely benefit existing businesses nearby.

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
Adequate public facilities and services are available to the property.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The requested conditional use permit appears to conform to the applicable regulations required for the district and the performance standards outlined within the zoning ordinance. Conditions will be placed on any approval to ensure that the property is developed in accordance to ordinance requirements and the proposed plan provided by the applicant.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.
These have been evaluated as part of the findings of fact; and can be found within this document.

3. In review of the standards established in Section 21, Article 2 Conditional Use, Subdivision 4 General Performance Standards; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.
Traffic volume and type is expected for this location. There is currently a great deal of traffic and parking that takes place within this area. The required amount of parking will be available with the shared parking agreement with the adjacent lot.

B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.
Access to the site is existing and had been approved at an earlier date.

C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.
Not applicable.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.
The site has sufficient existing off-street parking with the shared parking agreement.

E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.
Not applicable.

F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.
The restaurant and outdoor patio face opposite of the residential area. The building should block any noise or light.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
The building is existing and was approved as is.

H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.
No additional lighting will be added in the parking lot. Any lighting added to the patio area will not affect the residential areas due to the building shielding those areas.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
Not applicable. No exterior site changes.

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting

influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.
A wrought iron fence will enclose the patio area.

K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.
Approved per the previously approved site plan.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
Signage will be approved separately.

M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.
The applicant will need to pull the appropriate permits through the Department of Health for food preparation.

N. Any applicable business licenses mandated by City Code are approved and obtained.
The applicant is to work with the city to obtain a liquor license or any other required licenses.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.
The hours are not expected to be an issue.

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformity shall be eliminated.
Not applicable.

Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

4. In review of the factors established in Section 21, Article 3: Interim Uses, Subdivision 5, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

A. The proposed use shall meet the applicable zoning regulations.
Shared parking is identified as being permitted with an Interim Use Permit.

B. The proposed use will not adversely impact implementation of the Comprehensive Plan.
The proposed use was previously determined to be acceptable as an Interim Use within the General Business District. The proposed use is an interim use and will only continue on the property until such time as the use is no longer in effect. The use compliments the Comprehensive Plan by providing a way for zoning code to followed in extenuating circumstances.

C. The proposed use will terminate upon a date or event that can be identified with certainty.
The proposed use could be conducted on the property until such time as:1) the business would cease to operate, 2) the tenant vacates the building, 3) the business is sold to another owner, whichever were to occur first, or 4) the shared parking agreement is violated or terminated.

D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future.
At this time, the improvements being made to the unit to accommodate the use do not appear to impose additional costs on the public. The parking is existing.

E. The applicant has signed a consent agreement agreeing with the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit.
The applicant is aware of the terms of the Interim Use Permit and that a new permit would be necessary should a different group or entity decide to take over the business/unit in the future.

F. The proposed use will be subject to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.

Decision

The Planning Commission reviewed the request in a public hearing on **January 17th, 2017**. The meeting minutes shall be made a part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Kennedy second by Collison to recommend approval the request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota based on the Findings of Fact and Conclusions and with the following conditions:

1. Providing proof of ownership of all parcels (16.030.0901, 16.108.0050, 16.108.0060 and 16.108.0070).
2. The signing and recording of the shared parking agreement.
3. Any handicapped parking spaces removed due to the installation of the outdoor patio area shall be designated elsewhere within the parking lot nearest to the entry as possible.
4. The applicant shall meet State requirements and obtain all necessary State permits with regards to Electrical, Plumbing, and Health.
5. The shared parking arrangement provided for is permitted and would meet the requirements of the Zoning Ordinance, based upon the existing use and the number of seats provided for by the petitioner at this time. However, should the petitioner expand the facility in the future by adding additional seating within the facility beyond the 96 identified within the initial request, additional parking will be required to meet the provisions of the Zoning Ordinance. Such additional parking shall meet the Off-Street Parking and Loading requirements of the Zoning Ordinance.

Motion carried unanimously.

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2017, by Whiskey Road Pub & Grub, Inc., a Minnesota Corporation, (hereinafter referred to as Pub & Grub), and SHK 88, LLC, a Minnesota Limited Liability Company, (hereinafter referred to as SHK), and City of Isanti (hereinafter referred to as City), and Brad Slawson, and

WHEREAS, SHK is now the fee owner of four parcels of real property situated in the City of Isanti, County of Isanti, State of Minnesota, described as follows, to-wit:

Suite E: PID # 16.108.0050 – UNIT E, MECHANICAL ROOM AND COMMON ELEMENT INTEREST, RUM RIVER BUS CONDO, CIC #2005-5 Lot 00E

Suite F: PID # 16.108.0060 – UNIT F, MECHANICAL ROOM AND COMMON ELEMENT INTEREST, RUM RIVER BUS CONDO, CIC #2005-5 Lot 00F

Suite G: PID # 16.108.0070 – UNIT G, MECHANICAL ROOM AND COMMON ELEMENT INTEREST, RUM RIVER BUS CONDO, CIC #2005-5 Lot 00G

hereinafter referred to collectively as **Parcel A**,

AND

That part of said Tract A lying northerly and easterly of the hereinafter described Line A.

Tract A is described as follows:
That part of the Southeast Quarter of the Northwest Quarter of Section 30, Township 35, Range 23, Isanti County, Minnesota, described as follows: Commencing at the southeast corner of said Southeast Quarter of the Northwest Quarter; thence North 89 degrees 49 minutes 20 seconds West, assumed bearing, along the south line of said Southeast Quarter of the Northwest Quarter

a distance of 671.14 feet; thence North 04 degrees 18 minutes 25 seconds East a distance of 244.37 feet; thence North 08 degrees 19 minutes 25 second East a distance of 600.02 feet to a point hereinafter referred to as "Point A" and also being the point of beginning of the land to be described; thence South 08 degrees 19 minutes 25 seconds West a distance of 575.29 feet; thence South 81 degrees 27 minutes 48 seconds East a distance of 66.54 feet; thence easterly 52.87 feet on a tangential curve concave to the north having a central angle of 23 degrees 18 minutes 11 seconds and a radius of 130.00 feet; thence North 75 degrees 14 minutes 01 seconds East, tangent to the last described curve, a distance of 111.58 feet; thence easterly a distance of 90.45 feet on a tangential curve concave to the south having a central angle of 51 degrees 49 minutes 21 seconds and a radius of 100.00 feet and hereinafter referred to as "Curve A"; thence South 52 degrees 56 minutes 39 seconds East, tangent to the last described curve, a distance of 112.42 feet; thence South 00 degrees 10 minutes 40 seconds West a distance of 206.25 feet, more or less, to a point on the south line of said Southeast Quarter of the Northwest Quarter distant 248.25 feet west of the southeast corner of said Southeast Quarter of the Northwest Quarter, as measured along said south line; thence South 89 degrees 49 minutes 20 seconds East, along said south line, a distance of 248.25 feet to said southeast corner of said Southeast Quarter of the Northwest Quarter; thence North 05 degrees 31 minutes 51 seconds West, along the west line of the plat of BJORKLUND ADDITION and the southerly extension thereof, a distance of 147.28 feet; thence North 28 degrees 09 minutes 50 second West a distance of 105.07 feet; thence North 29 degrees 10 minutes 00 seconds West a distance of 337.14 feet; thence North 40 degrees 00 minutes 40 seconds West a distance of 381.05 feet; thence North 81 degrees 40 minutes 35 seconds West a distance of 93.59 feet to the point of beginning. EXCEPT all that part of said Tract A lying southerly of a line drawn parallel with the distant 65 feet north of the Quarter line running east and west through Section 30, Township 35, Range 23. AND ALSO EXCEPTING any portion of Tract A lying within the CITY OF ISANTI RIGHT OF WAY PLAT NO. 2.

Line A is described as follows:

Commencing at said "Point A"; thence South 08 degrees 19 minutes 25 seconds West a distance of 148.00 feet to the point of beginning of the line to be described; thence South 81 degrees 40 minutes 35 seconds East a distance of 77.89 feet; thence South 40 degrees 00 minutes 40 seconds East a distance of 237.09 feet; thence South 08 degrees 19 minutes 25 seconds West a distance of 207.86 feet to said "Curve A" and there terminating.

hereinafter referred to as **Parcel B**,

AND

WHEREAS, Brad Slawson is the majority owner and President of Pub & Grub and he is the majority owner and Chief Manager of SHK, and

WHEREAS, it is the intention of Brad Slawson through either of the corporate entities listed above, to build out a restaurant and bar to be called Whiskey Road Pub & Grub, Inc. in the existing building located on **Parcel A**, and

WHEREAS, **Parcel B** consists of vacant land consisting of 27 parking stalls which is contiguous to **Parcel A**, and

WHEREAS, the parties hereto desire to declare and execute an agreement for the use of the parking stalls on **Parcel B** for the benefit of **Parcel A**, and

NOW, THEREFORE, in consideration of the covenants herein contained, the parties hereby agree as follows:

1. As a condition for Pub & Grub to be eligible to receive and maintain a conditional use permit to operate a restaurant and/or bar on **Parcel A**, the City is requiring that the Pub & Grub be entitled to the exclusive use of no less than 24 parking stalls on **Parcel B**.

2. In the event Brad Slawson through either of the corporate entities listed above, wishes to install improvements on **Parcel B**, the City will allow him to subdivide **Parcel B** for the purpose of that improvement, subject to meeting any and all subdivision requirements including, but not limited to, the requirement that at least 24 parking stalls meeting any and all applicable standards on **Parcel B** remain committed to be used exclusively as parking for **Parcel A**.

3. In the event Brad Slawson through either of the corporate entities listed above, wishes to sell his interest in Pub & Grub, or in **Parcel A** he

may do so without the requirement that SHK transfer its interest in **Parcel B** to the new owners of Pub & Grub or **Parcel A**. However, the new owner either must find alternative parking approved by the City or enter into an agreement, with Brad Slawson through either of the corporate entities listed above, and approved by the City for the continued use of at least 24 parking stalls on **Parcel B** in order for Pub & Grub or it's successors to be eligible to obtain or maintain a conditional use permit for operation of a restaurant and/or bar on **Parcel A**.

4. All notices under this agreement shall be in writing and delivered personally or mailed by certified mail, addressed to the last known addresses of the parties hereto.

5. Successors and Assigns, the covenants and agreements contained herein shall inure to the benefit of, and be binding upon, the owners of **Parcel A** and **Parcel B** hereto and their respective successors, representatives, heirs and assigns.

6. Governing Law, this agreement shall be construed in accordance with and governed by the laws of the State of Minnesota.

7. Any breech of the terms of this Agreement by Pub & Grub, SHK, or Brad Slawson shall be sufficient cause for the immediate revocation of any and all conditional use permits or other licenses, if any, necessary for the operation of restaurant and/or bar upon all or any part of **Parcel A**.

IN WITNESS WHEREOF, the parties hereto have caused these presence to be executed and effective as of the day and year first above written.

Whiskey Road Pub & Grub, Inc.

_____

By: Brad Slawson
Its: President

STATE OF MINNESOTA)
) ss.
COUNTY OF)

The foregoing was acknowledged before me this ____ day of _____, 2017, by Brad Slawson, President of Whiskey Road Pub & Grub, Inc., a Minnesota Corporation.

_____

Notary Public
SHK 88, LLC

_____

By: Brad Slawson
Its: Chief Manager

STATE OF MINNESOTA)
) ss.
COUNTY OF)

The foregoing was acknowledged before me this _____ day of _____, 2017, by Brad Slawson, Chief Manager of SHK 88, LLC, a Minnesota Limited Liability Company.

_____
Notary Public

CITY OF ISANTI

_____
By: George A. Wimmer
Its: Mayor

_____
By: Donald C. Lorsung
Its: City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

The foregoing was acknowledged before me this _____ day of _____, 2017, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator of the City of Isanti, Minnesota.

_____
Notary Public

_____
Brad Slawson

STATE OF MINNESOTA)
) ss.
COUNTY OF)

The foregoing was acknowledged before me this ____ day of _____, 2017, by Brad Slawson.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

Berglund & Berglund, Ltd.
2140 Fourth Avenue North
Anoka, Minnesota 55303

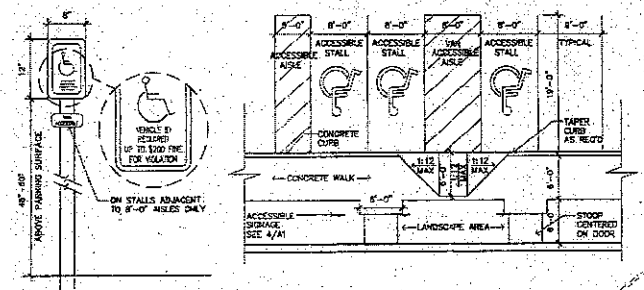
Parking Layout

Office: 29 Stalls Daycare: 14 Stalls 43 of 60 Stalls being used, 17 available for Pub & Grub

Pub & Grub: 39 Stalls required, 32 for seating, 7 for employees

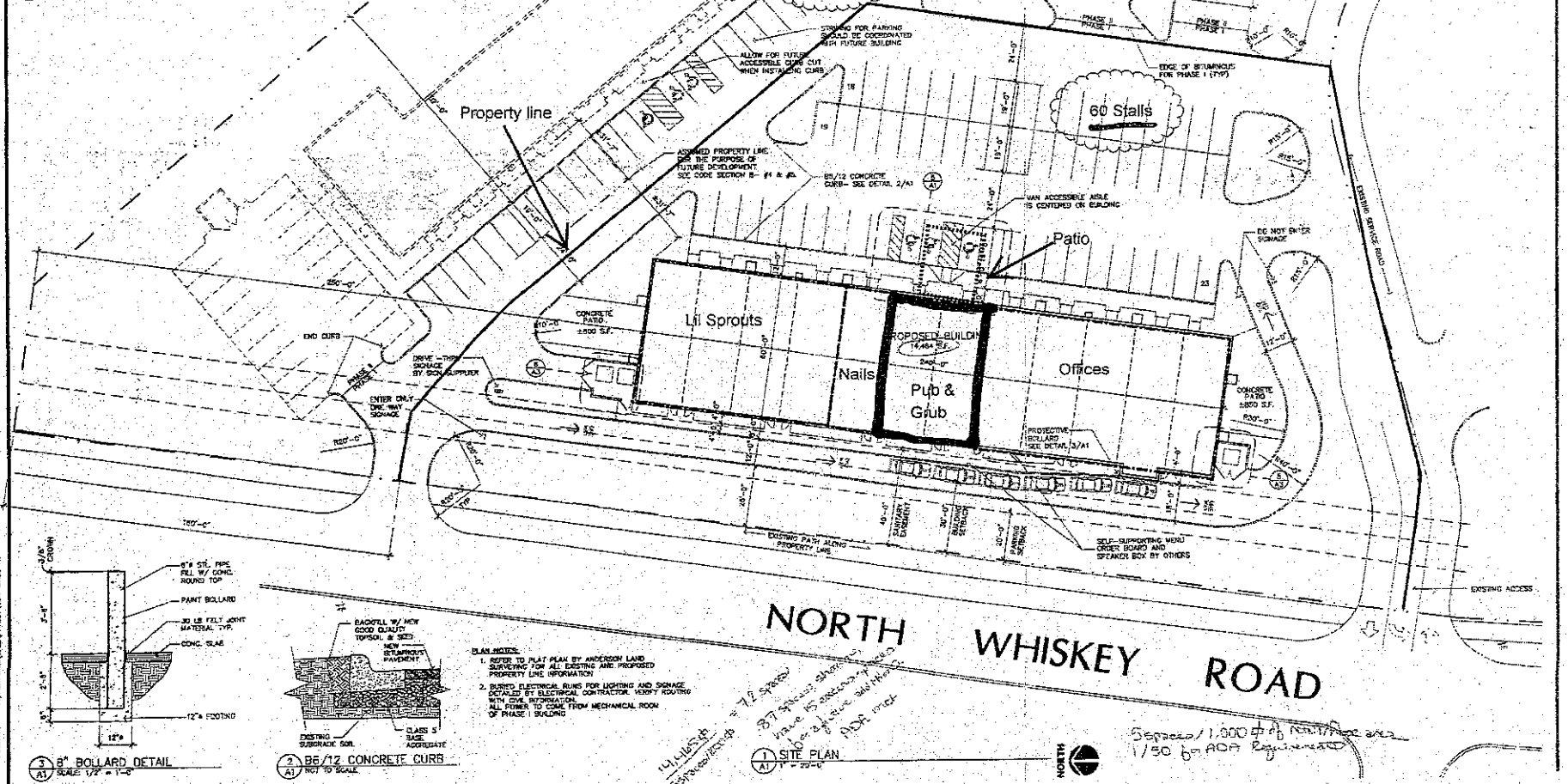
2 Stalls removed for patio, 24 Stalls located on adjacent lot

Parking agreement set up for the additional 24 Stalls



4/A1 ACCESSIBLE PARKING SIGN

5/A1 ACCESSIBLE CURB CUT



3/A1 8" BOLLARD DETAIL

2/A1 B6/12 CONCRETE CURB

PLAN NOTES:
1. REFER TO PLAT PLAN BY ANDERSON LAND SURVEYING FOR ALL EXISTING AND PROPOSED PROPERTY LINE INFORMATION
2. BURIED ELECTRICAL RUNS FOR LIGHTING AND SIGNAGE DETAILED BY ELECTRICAL CONTRACTOR. VERIFY ROUTING WITH CIVIL INFORMATION. ALL POWER TO COME FROM MECHANICAL ROOM OF PHASE I BUILDING

1/A1 SITE PLAN

Spaces/1,000 ft² GFA Required and 1/50 by ADA Required

LAMPERT ARCHITECTS

ARCHITECT CERTIFICATION
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.
LEONARD LAMPERT
4/5/04

VILLAGE ON THE RUM
MALL
Isanti, Minnesota

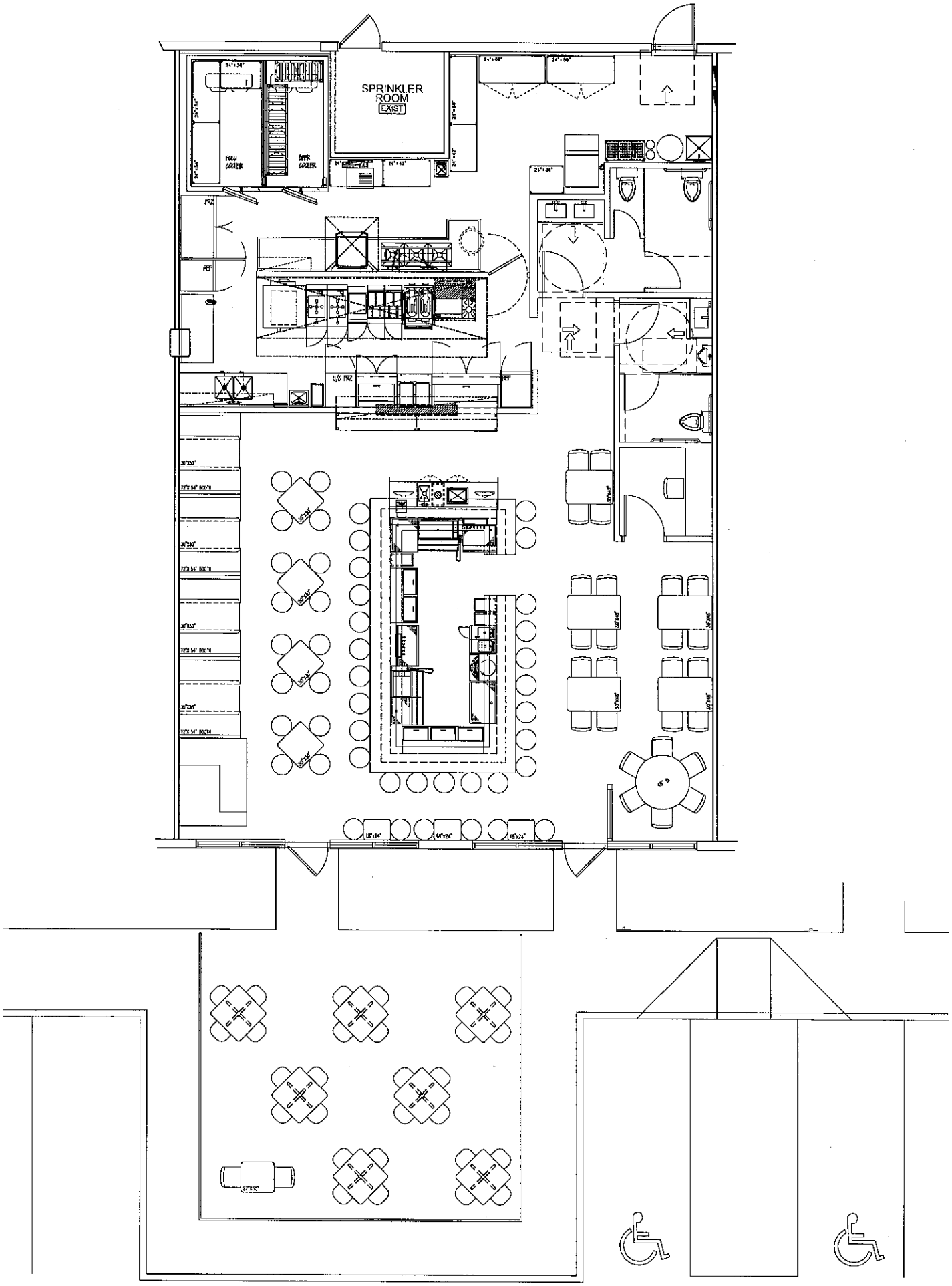
Project Designer: JAMES P
Drawn By: JPP
Checked By: LL/JLE
Revisions
1/29/04 CITY APPROVAL
3/1/04 PRELIMINARY
4/5/04 ISSUE FOR PERMIT

SITE PLAN

Sheet Number
A1

Project No. 040115-

Filename: Village\Drawings\MALL\PHASE1\VOR-MALL-A1


SPRINKLER
ROOM
EXIST
FOOD
COOLER
BEER
COOLER
FRZ
REF
U/C FRZ
REF

Whiskey Road Pub & Grub

404 Whiskey Road, Isanti MN

We are preparing to open a 2400 square foot restaurant bar & grill at the location of 404 Whiskey Road in Isanti Minnesota. Our concept is to offer an excellent dining option in a city that seems to have too few with excellent made from scratch menu options. We wish to have a bar offering full liquor but specializing in a nice array of craft beer options on tap. Our ownership group is experienced in this industry and we have a proven track record. Our record is one of responsible ownership and extremely positive community involvement. In the subsequent paragraphs we hope to lay out our plan for bringing the city of Isanti a great local restaurant that will support the community in many ways.

Description of operations

We project to have an operation that is based on approximately 70% of sales coming from food purchase and 30% coming from beer and liquor. Since it is our objective to be a restaurant first we are going to be opening at 10:30 a.m. Monday through Friday to accommodate what we expect to be an excellent lunch crowd. We intend to open at 8:00 a.m. Saturday and Sundays and offer a nice made from scratch breakfast for our patrons. We are projecting a midnight closing on Sunday-Thursday with a 1 a.m. closing time on Friday and Saturdays. Our food will be served until 1 hour from close on all days with minimal food offerings available until closing. We will be offering burgers, broasted chicken, pizza, sandwiches, daily lunch and dinner specials. We will have a full functioning kitchen with the capacity to make a wide array of food options from scratch. It is our hope to appeal to the immediate community and be a local secret for the citizens of Isanti. Our target market is the families of our community and those seeking a quality meal while enjoying a cocktail or craft beer. We will not in any way act as a night club as we are intending to always be a restaurant first and foremost. Our ideal capacity would be for 96 patrons offering a mixture of high and low top seating along with booths for family seating.

Parking

We have done some preliminary inspections of traffic at the mall and talked with several employees of the city about making sure that we would have enough parking to accommodate our concept. We believe that there is more than sufficient parking at the mall but to ensure that there will not be an issue we have a purchase agreement in place for the 4 acre plot adjoining the property so that we may add additional parking if necessary.

Experience

Our group consists of 3 owners Bradley Slawson Jr, Dale Heille and Brian Keller. We are all local men that graduated together from Blaine High School in 1988. We all currently reside in Ham Lake. Brad is currently the owner of Route 65 Pub & Grub in East Bethel as well as Route 65 Discount Liquor store in East Bethel. He has operated these businesses successfully for 4 years and is currently the president of the East Bethel Chamber of Commerce. He has 2 adult children that are currently enrolled in the University of Minnesota and the University of Wisconsin Stout respectively. Brad also served as vice president of the Blaine Youth Hockey Association for 12+ years. Dale Heille is currently the Owner of Chanticlear Franchise System (franchisor for all Chanticlear Pizza restaurants), Pine Insurance Agency in Ham Lake, and a partner in Chanticlear Pizza Grill in Coon Rapids. He owns some commercial real estate as well in Ham Lake. He has 3 children and 2 grandchildren. His oldest daughter works as a property manager for First Service Residential in Minneapolis and is married with 2 children. His middle daughter is a senior at the University of Minnesota while his youngest son is opening his own Chanticlear Pizza delivery store in Oak Grove. Brian Keller has been the Chief Operating Officer for Chanticlear Franchise System since 2003. He has 2 children with the oldest being a Junior at the University of Minnesota Duluth and the youngest a Junior at Blaine high School. Brian was formerly the

owner of Chanticlear Pizza in Elk River but sold that location in 2013. Brian currently serves as the Treasurer of the booster club for Blaine volleyball acting in that capacity for nearly 2 years.

Community

Each member of our ownership group has spent the better part of their adult lives involved in their local communities in some capacity or another. We have all coached youths in various sports for many years. We have served on the boards of non-profits and volunteered endlessly for fundraising efforts. Professionally we have sponsored youth sports, cub scouts, foundations, and held numerous benefits for families trying to raise money for various reasons. We continually donate money when asked for all sorts of causes that benefit our community members. All of our businesses that we have been involved with are held in high esteem within their respective cities and as owners we have great relationships with local governments. We believe it is the obligation of each member of a community to contribute positively to the betterment of the community. We especially feel that as business owners that hope to profit from the support of the community that we have an extra obligation to give back and so we do!

Summary

We hope that you feel as we do that there is a need for additional dining options in Isanti and that our group and concept is the right fit to fill that need. Ours is a group that will positively impact the citizens of Isanti. We have the ability to provide any information that you would like to see with expedience and detail. It is our belief that our local roots and outstanding track record makes us ideal candidates for an operation such as this in Isanti. Our restaurant will be something that the city of Isanti can be proud of.

A Community For Generations.

Isanti

K.6.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Community Development Director

Date: February 7, 2017

Subject: Request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota.

Background

In July 2014, a preliminary plat and master development agreement were approved for Fairway Greens Ph 7. The development agreement outlines a phasing of the development for the remainder of the lots within Fairway Greens Ph 7. Jon Solomonson, the owner and developer, is requesting to final plat the remaining one, single-family lot, on Wendover St NE that does not require the extension of roadway and services. The lot is located on the south side of Wendover St NE. The plat will be Fairway Greens Phase 9.

Any further development of this area will require a new development agreement in order to extend services and infrastructure.

The development is consistent with original preliminary plat for this area and with the comprehensive plan.

The City Engineer has reviewed the development plan and recommends approval subject to changing the name of the plat to Fairway Greens Phase 9. * The plat has been resubmitted with the corrected title.

Certification of Taxes Paid

Prior to approving an application for Final Plat, certification must be provided to the City that there are no delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County on Friday, December 30th, 2016; that all taxes associated with the property were current.

Public Notice

Written notification was sent to surrounding properties owner located within 350' of said development. Such letters were sent on January 4th, 2017.

Public Comments

No public comments had been received regarding the proposed text amendment prior to the release of the staff memo.

Deadline for City Council Action

The applicant submitted an application for Final Plat approval on December 30th, 2016. City staff did verify that the application was complete on December 30, 2016. Pursuant to Minnesota State Statute, the City must act on this request by February 28, 2017 (60-days); unless an extension of the review period has been agreed to by the applicant.

Planning Commission Recommendation:

Motion by Lundeen second by Bergley to recommend approval of the request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota based on the Findings of Fact and Conclusions with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

Options & Proposed Motion Language

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota with the following conditions.....
3. Recommend Denial: Motion to recommend denial of the request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota for the following reasons.....
4. Table: Motion to table the request from First Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

Attachments

- Resolution No. 2017-XXX
- Findings of Fact and Conclusions
- City Engineers Review Comments dated 01.04.2017
- Final Plat for Fairway Greens Phase 9 as prepared by Acre Land Surveying.

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING THE FINAL PLAT OF FAIRWAY GREENS PHASE 9, LEGALLY DESCRIBED AS OUTLOT A, FAIRWAY GREENS PHASE 7

WHEREAS, Jon Solomonson, has made application for Final Plat Approval for Fairway Greens Phase 9; which is legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota; and,

WHEREAS, the Isanti Planning Commission conducted a public hearing on the Final Plat on January 17th, 2017; and,

WHEREAS, all required public notices regarding the public hearing were posted and sent; and,

WHEREAS, the Isanti Planning Commission had recommended approval of the requested Final Plat based upon the Findings of Fact and Conclusion as presented with conditions; and,

WHEREAS, the City Council reviewed the Final Plat request at its meeting on February 7th, 2017; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat and **BE IT FURTHER RESOLVED** that the requested Final Plat Approval from Jon Solomonson, be approved with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

3. All fees are paid at the time the final plat is filed with the City.

Adopted by the Isanti City Council on this 7th day of February 2017.

Attest: _____ Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

FINDINGS OF FACT AND CONCLUSION

Request

Request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant, Jon Solomonson ('the applicant'), has made an application for Final Plat Approval of Fairway Greens Phase 9.
2. The property is legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Minnesota.
3. The Applicant is requesting Final Plat Approval in an effort to create 1 single family lot.
4. Such requests are considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval by the City Council.
5. The Applicant submitted a complete application for Final Plat Approval on December 30, 2016.
6. A public hearing date before the Planning Commission was scheduled for Tuesday, January 17, 2017, immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
7. Notice of the Final Plat Approval was published within the Isanti County News on Wednesday, January 4th, 2017. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

Conclusions

1. The subdivision of the property would appear to meet the lot requirements and setback requirements as provided within the development agreement for Fairway Greens.
2. The subdivision of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

The Planning Commission held a public hearing on the item at the **January 17th, 2017** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.

Planning Commission Recommendation:

Motion by Lundeen second by Bergley to recommend approval of the request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota based on the Findings of Fact and Conclusions with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

BOLTON & MENK

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: January 04, 2017

To: Roxanne Achman, Community Development Director

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Fairway Greens Phase Nine – Final Plat Review
City of Isanti, MN
Project No.: R13.111162

We have reviewed the Final Plat created by Acre Land Surveying entitled "Fairway Greens Phase Eight" submitted 12/30/2016.

The final plat includes subdividing Outlot A of Fairway Greens Phase Seven into one residential lot and one Outlot as "Fairway Greens Phase Eight". The lot was graded and sewer and water services were stubbed out in anticipation of this lot layout as part of the Fairway Greens construction.

We have reviewed the submitted final plat and have the following comments:

1) Rename the plat "Fairway Greens Phase Nine"

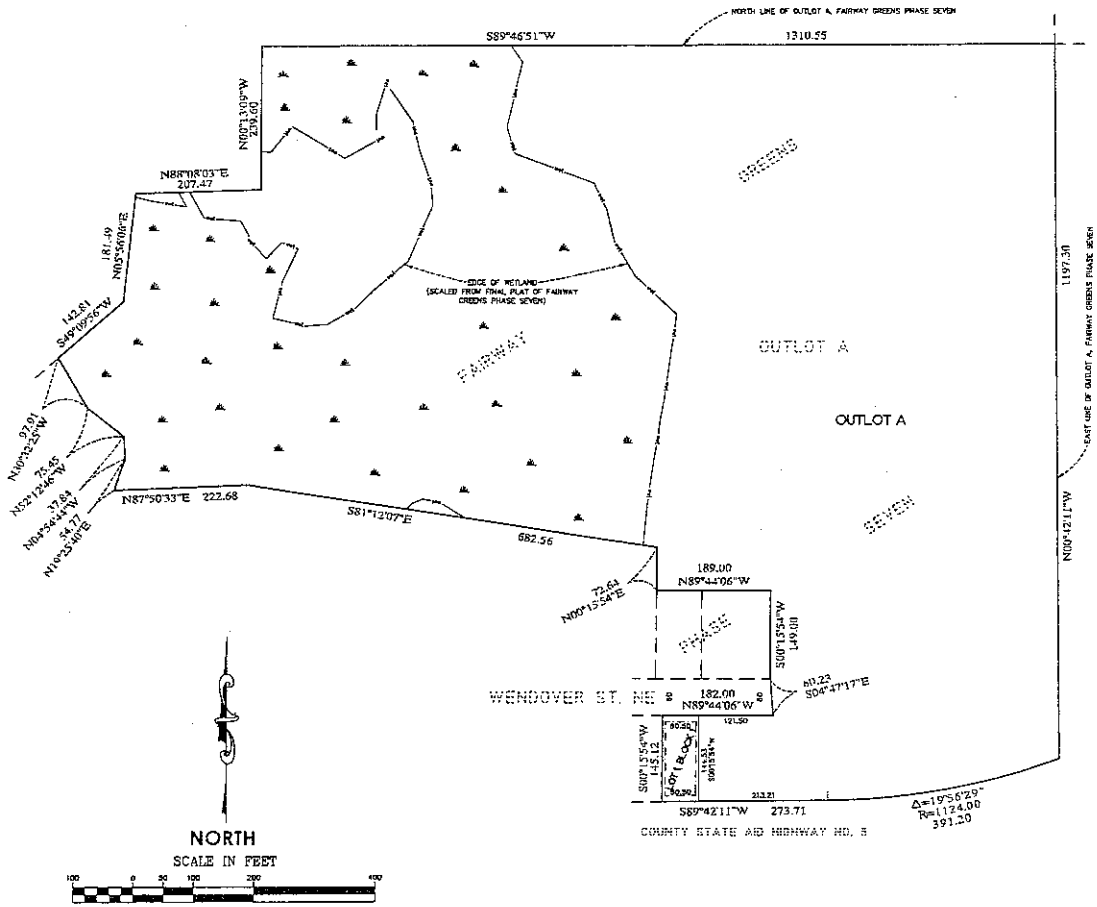
We recommend approval of the final plat once the title is revised to state "Fairway Greens Phase Nine".

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

FAIRWAY GREENS PHASE NINE

SEC. 28, T. 35, R. 23
ISANTI COUNTY, MINNESOTA



KNOW ALL PERSONS BY THESE PRESENTS: That Jonathan M. Solomonson and Stacy A. Solomonson, husband and wife, owners and proprietors of the following described property situated in the County of Isanti, State of Minnesota, to-wit:

Outlot A, FAIRWAY GREENS PHASE SEVEN, according to the recorded plat thereof, Isanti County, Minnesota.

Have caused the same to be surveyed and platted as FAIRWAY GREENS PHASE NINE and does hereby donate and dedicate the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Jonathan M. Solomonson and Stacy A. Solomonson have hereunto set our hands this ____ day of _____, 20____.

By _____ By _____
Jonathan M. Solomonson Stacy A. Solomonson

STATE OF MINNESOTA
COUNTY OF _____: The foregoing instrument by Jonathan M. Solomonson and Stacy A. Solomonson, husband and wife, was acknowledged before me this _____ day of _____, 20____.

_____
_____
PRINT NAME OF NOTARY (do not use notary stamp)

Notary Public, _____ County, Minnesota

My Commission expires _____

I Joshua P. Schneider, Licensed Land Surveyor, do hereby certify that I have surveyed and platted or directly supervised the surveying and platting of the land described on this plat; that this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on the plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wet lands, as defined in MS 505.01, Subd. 3, or public highways to be designated other than as shown. (Subject to the notations regarding wet lands as shown on the face of the plat)

_____
Joshua P. Schneider, Licensed Land Surveyor
Minnesota License Number 44655

STATE OF MINNESOTA
COUNTY OF _____: The foregoing Surveyor's Certificate by Joshua P. Schneider, a Professional Land Surveyor, Minnesota License No. 44655 was acknowledged before me this _____ day of _____, 20____.

_____
_____
PRINT NAME OF NOTARY (do not use notary stamp)

Notary Public, _____ County, Minnesota

My Commission expires _____

City of Isanti
This plat was recommended for approval this _____ day of _____, 20____.

Signed _____, Isanti City Engineer

This plat was recommended for approval this _____ day of _____, 20____.

Signed _____, Isanti City Attorney

Approved by Planning Council, City of Isanti, Minnesota this _____ day of _____, 20____.

_____ _____
Chairperson Secretary

Approved by City Council, City of Isanti, Minnesota this _____ day of _____, 20____, and is in compliance with the provisions of Chapter 505.03 Subdivision 2, Minnesota Statutes.

_____ _____
Mayor City Administrator

County Surveyor
I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this ____ day of _____, 20____.

_____
Isanti County Surveyor, Minnesota License No. 9250.

County Auditor – Treasurer
I hereby certify that the taxes for the year _____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on, this ____ day of _____, 20____.

_____ By _____, Deputy
Isanti County Auditor – Treasurer

County Recorder
I hereby certify that this instrument was filed in the Office of the County Recorder for record on this _____ day of _____, 20____, at ____ o'clock ____M. and was duly recorded in the Isanti County Records as Document No. _____.

_____
Isanti County Recorder

ACRE LAND SURVEYING
BLAINE, MN

○ Denotes 1/2inch by 14-inch iron pipe monument set and marked by License No. 44655.
● Denotes iron pipe monument found in place.

——wl—— Denotes edge of wet land.

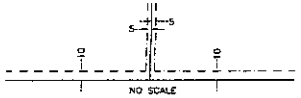
NOTE REGARDING WET LANDS

THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WATER MANAGEMENT AGENCIES HAVE DETERMINED VARIOUS WET LANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 505.01, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WET LANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS.

BEARING ORIENTATION

THE BEARING SYSTEM FOR THIS PLAT IS BASED ON THE BEARING BASIS OF THE RECORDED PLAT OF FAIRWAY GREENS PHASE SEVEN.

DRAINAGE AND UTILITY EASEMENTS SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING RIGHT-OF-WAY LINES AND BEING 5 FEET IN WIDTH AND ADJOINING SIDE AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

A Community For Generations.

Isanti

K.7.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Community Development Director

Date: February 7, 2017

Subject: Request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third Addition, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.

Background

First Fruits Land Development LLC received approval of the preliminary plat for Sun Prairie Third and Fourth Addition. At this time, they will be moving forward with the final plat for Sun Prairie Third Addition, which consists of 7 single family lots along Marion St SE. The average lot size is 11,325sf. Home will be required to be a minimum of 1200sf with 720sf garages.

Lot Requirements:

Size: Minimum 11,000sf
Width: Corner – 95ft, Other – 80ft
Depth: 137ft
All lots meet the minimum standards.

This development has existing city infrastructure and is covered by the original development agreement for Sun Prairie First Addition. The Signal Light Fee for these lots was paid at the time the original development agreement was signed.

The fees due include:

Park Dedication Fee: 7 lots at $1500 = $10,500
Trunk Sewer Charge: 7 lots at $1000 = $7,000

The development is consistent with original preliminary plat for this area and with the comprehensive plan.

The City Engineer has reviewed the development plan and recommends approval.

Certification of Taxes Paid

Prior to approving an application for Final Plat, certification must be provided to the City that there are no delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County on Monday, November 28th, 2016; that all taxes associated with the property were current.

Public Notice

Written notification was sent to surrounding properties owner located within 350' of said development. Such letters were sent on January 4th, 2017.

Public Comments
No public comments had been received regarding the proposed text amendment prior to the release of the staff memo.

Deadline for City Council Action
The applicant submitted an application for Final Plat approval on December 30th, 2016. City staff did verify that the application was complete on December 30, 2016. Pursuant to Minnesota State Statute, the City must act on this request by February 28, 2017 (60-days); unless an extension of the review period has been agreed to by the applicant.

Planning Commission Recommendation:
Motion by Lundeen second by Bergley to recommend approval of the request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota based on the Findings of Fact and conclusions with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

Options & Proposed Motion Language

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota with the following conditions.....
3. Recommend Denial: Motion to recommend denial of the request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota for the following reasons.....
4. Table: Motion to table the request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

Attachments

- Resolution No. 2017-XXX
- Findings of Fact and Conclusions
- City Engineers Review Comments dated 12.29.2016
- Final Plat for Sun Prairie Third Addition as prepared by LHB, Inc.

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING THE FINAL PLAT OF SUN PRAIRIE THIRD ADDITION, LEGALLY DESCRIBED AS OUTLOT H, SUN PRAIRIE FIRST ADDITION

WHEREAS, First Fruits Land Development, LLC., has made application for Final Plat Approval for Sun Prairie Third Addition; which is legally described as Outlot H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the Isanti Planning Commission conducted a public hearing on the Final Plat on January 17th, 2017; and,

WHEREAS, all required public notices regarding the public hearing were posted and sent; and,

WHEREAS, the Isanti Planning Commission had recommended approval of the requested Final Plat based upon the Findings of Fact and Conclusion as presented with conditions; and,

WHEREAS, the City Council reviewed the Final Plat request at its meeting on February 7th, 2017; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat and **BE IT FURTHER RESOLVED** that the requested Final Plat Approval from First Fruits Land Development, LLC., be approved with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

3. All fees are paid at the time the final plat is filed with the City.

Adopted by the Isanti City Council on this 7th day of February 2017.

Attest: _____ Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

FINDINGS OF FACT AND CONCLUSION

Request

Request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant, First Fruits Land Development LLC ('the applicant'), has made an application for Final Plat Approval of Sun Prairie Third Addition.
2. The property is legally described as Outlot H, Sun Prairie First Addition, Isanti County, Minnesota.
3. The Applicant is requesting Final Plat Approval in an effort to create 7 single family lots.
4. Such requests are considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval by the City Council.
5. The Applicant submitted a complete application for Final Plat Approval on December 30, 2016.
6. A public hearing date before the Planning Commission was scheduled for Tuesday, January 17, 2017, immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
7. Notice of the Final Plat Approval was published within the Isanti County News on Wednesday, January 4th, 2017. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

Conclusions

1. The subdivision of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "R-1" Single Family Residential District for Sun Prairie Third Addition
2. The subdivision of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

The Planning Commission held a public hearing on the item at the **January 17th, 2017** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.

Planning Commission Recommendation:

Motion by Lundeen second by Bergley to recommend approval of the request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota based on the Findings of Fact and conclusions with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City

Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

BOLTON & MENK

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: December 29, 2016

To: Roxanne Achman, Community Development Director

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Sun Prairie Third Addition – Final Plat Review
City of Isanti, MN
Project No.: R13.111162

We have reviewed the Final Plat created by LHB entitled "Sun Prairie Third Addition" submitted 12/28/2016.

The final plat includes subdividing Outlot H of Sun Prairie 1st Addition into 7 residential lots as Sun Prairie 3rd Addition. The site was graded and sewer and water services were stubbed out in anticipation of this 7 lot layout as part of the Sun Prairie 1st Addition construction.

We have reviewed the submitted final plat and have no comments.

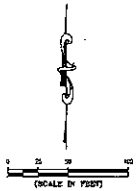
We recommend approval of the final plat as submitted.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

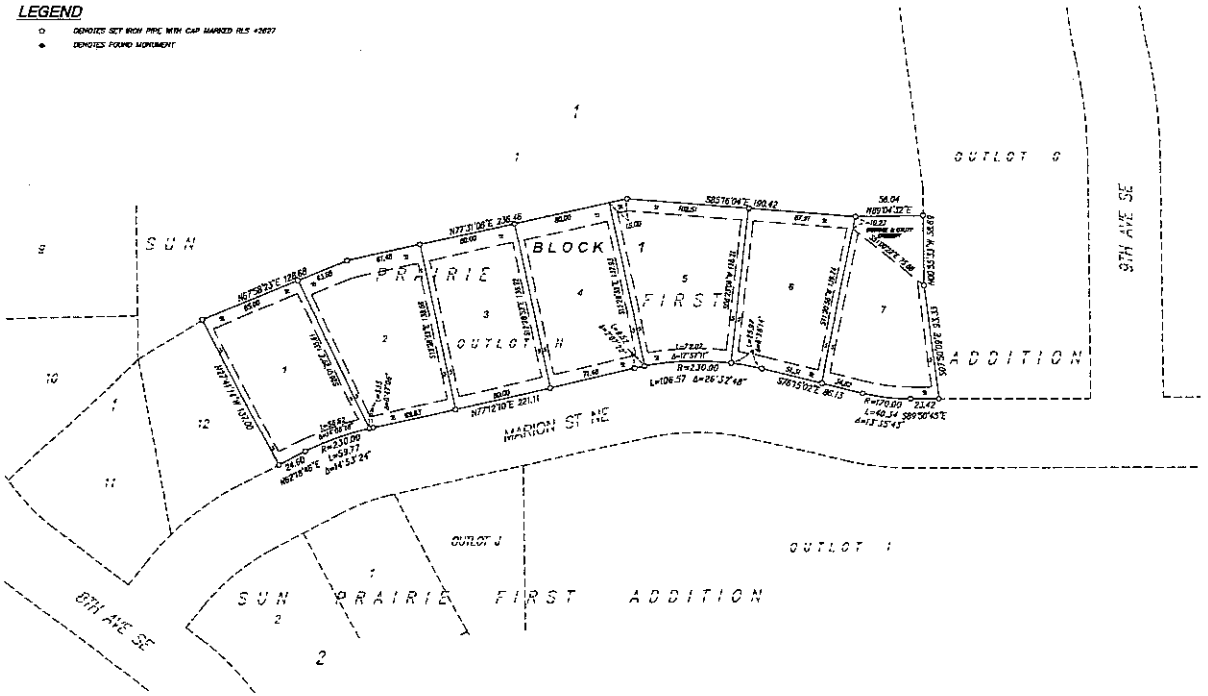
SUN PRAIRIE THIRD ADDITION

SEC. 29, TWP. 35, RNG. 23
CITY OF ISANTI
ISANTI COUNTY

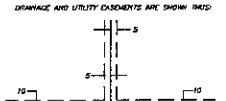


LEGEND

○ DENOTES SET IRON PIPE WITH CAP MARKED RLS #42627
● DENOTES FOUND MONUMENT



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 5 FEET IN WIDTH, AND ADJOINING SIDE LOT LINES, AND 10 FEET IN WIDTH, AND ADJOINING STREET AND REAR LOT LINES, UNLESS OTHERWISE SHOWN ON THE PLAT.

NOTE REGARDING WETLANDS

THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES, UNITED STATES CORPS OF ENGINEERS AND OTHER WATER MANAGEMENT AGENCIES HAVE CATEGORIZED VARIOUS WETLANDS, WHICH ARE NOT ACKNOWLEDGED BY CHAPTER 505.01, SUBDIVISION 3 OF MINNESOTA STATUTES AND MAY NOT BE SHOWN HEREON. DEVELOPMENT OF LANDS CONTAINING SAID WETLANDS MAY BE SUBJECT TO SPECIAL CONDITIONS OR LIMITATIONS.

BEARING NOTE

FOR THE PURPOSES OF THIS PLAT, THE WESTERLY LINE OF OUTLOT H, SUN PRAIRIE FIRST ADDITION, IS ASSUMED TO BEAR NORTH 21 DEGREES 41 MINUTES 14 SECONDS WEST.

KNOW ALL MEN BY THESE PRESENTS: That First Fruits Land Development, LLC, a Minnesota limited liability corporation, owner and proprietor of the following described property situated in the County of Isanti, State of Minnesota, to wit:

Outlot H, SUN PRAIRIE FIRST ADDITION, according to the plat thereof on file and of record in the office of the County Recorder, Isanti County, Minnesota.

Subject to easements, restrictions, or reservations of record, if any.

Has caused the same to be surveyed and platted as SUN PRAIRIE THIRD ADDITION and do hereby donate and dedicate to the public for public use forever the easements as shown on this plat for public utility and/or drainage purposes only.

In witness whereof said First Fruits Land Development, LLC has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

_____
Signature

_____
Printed Name and Title

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument by _____ _____ _____ of First Fruits Land Development, LLC, a Minnesota limited liability corporation, on behalf of the corporation, was acknowledged before me this _____ day of _____, 20____.

_____ _____ (DO NOT USE STAMP)
SIGNATURE PRINTED NAME

Notary Public, _____ County, Minnesota.
My commission expires _____

I hereby certify that I have surveyed and platted or directly supervised the surveying and platting of the land described on this plat; that this plat is a correct representation of the boundary survey; all mathematical data and labels are correctly designated on the plat; all monuments depicted on the plat have been or will be correctly set within one year; all water boundaries and wet lands as of this date are shown and labeled; and all public ways are shown and labeled; and that there are no wetlands, as defined in MS 505.01, Subd. 3, or public highways to be designated other than shown. (Subject to note regarding wetlands on the face of this plat.)

"Preliminary - Not Checked"
_____
Kyle J. Reddy, Land Surveyor
Minnesota License Number 42627

STATE OF MINNESOTA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by Kyle J. Reddy, Land Surveyor, Minnesota License Number 42627.

_____ _____ (DO NOT USE STAMP)
SIGNATURE PRINTED NAME

Notary Public, _____ County, Minnesota.
My commission expires _____

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 20____.

_____
Isanti County Surveyor
Minn. License No. _____

Approved by the City Council of Isanti, Minnesota, this _____ Day of _____, 20____ and is in compliance with the provisions of Chapter 505.03, Subd. 2, Minnesota Statutes.

_____ _____
Mayor City Administrator

Approved as to form and execution this _____ day of _____, 20____.

_____
Isanti City Attorney

Recommended for approval this _____ day of _____, 20____

_____
Isanti City Engineer

Approved by the Planning Commission of the City of Isanti, Minnesota on this _____ day of _____, 20____.

_____ Attest _____
Chairperson Secretary

I hereby certify that the taxes for the year _____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on this _____ day of _____, 20____.

_____ By _____, Deputy
Isanti County Auditor-Treasurer

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 20____ at _____ o'clock ___M. and was duly recorded as Document No. _____

_____
County Recorder, Isanti County, Minnesota.

LHB
Cambridge, MN

A Community For Generations.

Isanti

K.8.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Community Development Director

Date: February 7, 2017

Subject: A Resolution Setting a Public Hearing to Vacate a Drainage and Utility Easement within Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota.

Background

The Art and Science Academy located at 903 6th Ave Ct NE is moving forward with plans develop a park space south of their existing building. In order to develop this area, lot lines and easements need to be shifted. The request is to vacate all drainage and utility easements lying within Lots 2 & 3, Block 1, Fairway Greens, and to reestablish them with a new plat. The preliminary plat request will be presented to the Planning Commission on February 21st, 2017 and to the City Council on March 7th, 2017.

Vacations require a 30-day notice prior to the public hearing.

Staff Request

Set a public hearing for Tuesday, March 21, 2017.

Attachments

- Resolution No. 2017-XXX
- Property Survey showing easements

CITY OF ISANTI
COUNTY OF ISANTI
STATE OF MINNESOTA

RESOLUTION NO. 2017-

A RESOLUTION SETTING A PUBLIC HEARING ON AN EASEMENT VACATION

THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the City Council of the City of Isanti pursuant to Minnesota Statute 412.851 desires to consider the vacation of all drainage and utility easements lying with Lots 2 and 3, Block 1, Fairway Greens, according to the recorded plat thereof, Isanti County, Isanti, Minnesota, which were dedicated to the public in said plat.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, COUNTY OF ISANTI, MINNESOTA:

1. The Council will consider the vacation of such easement and a public hearing shall be held on such proposed vacation(s) on the 21st day of March 2017, before the City Council in the City Hall located at 110 First Avenue NW at 7:00 p.m.
2. The City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

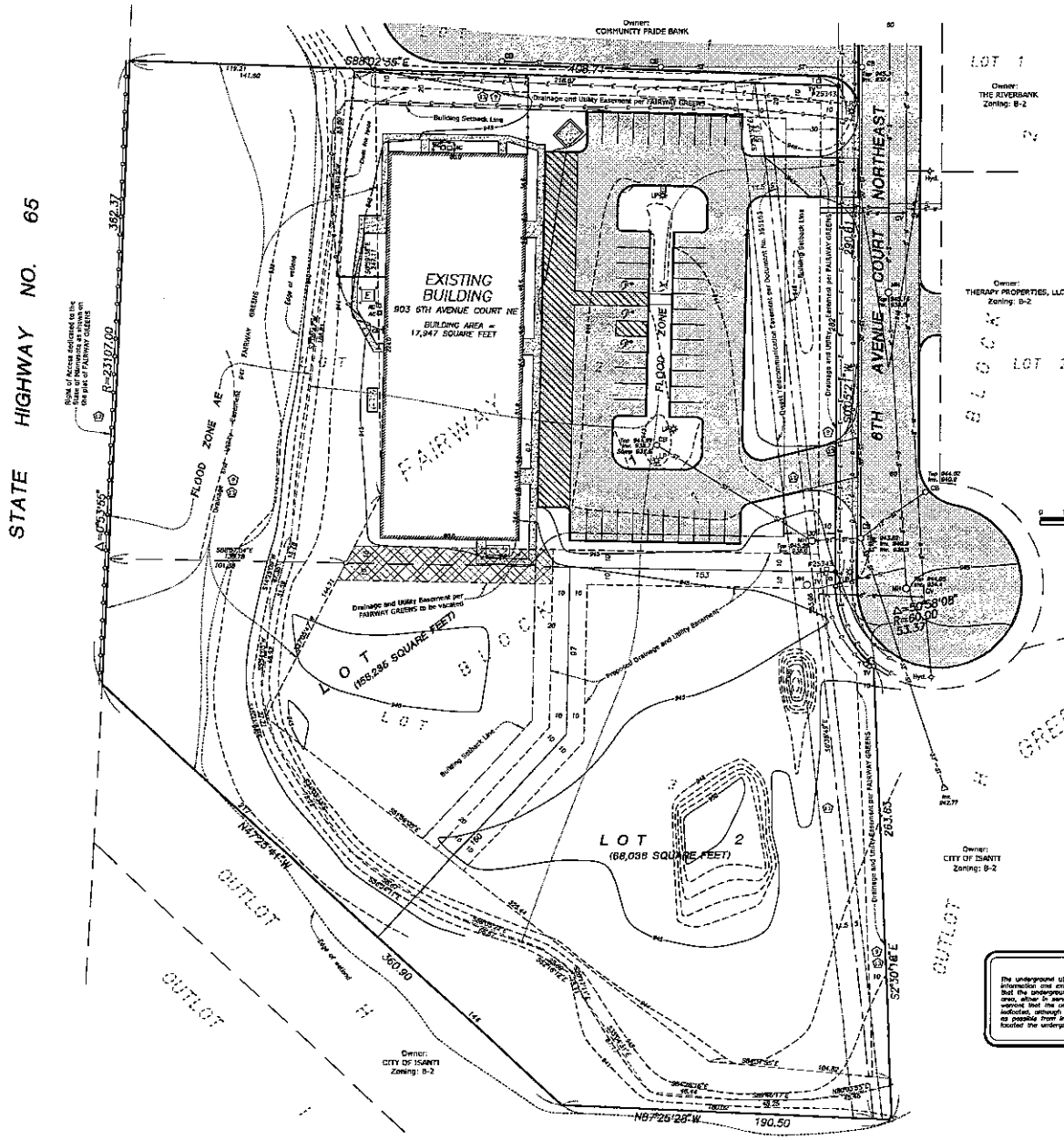
Passed by the City Council this 7th day of February 2017.

_____
George A. Wimmer, Mayor

ATTEST:

_____
Lindsey Giese
Human Resources/City Clerk

Preliminary Plat of:
FAIRWAY GREEN PHASE TEN



OWNER/DEVELOPER

CSDC Property Corporation
6731 Columbia Gateway Drive
Columbia, Maryland 21046
Phone: 443-451-1280
Attention: Michelle Liberati

SURVEYOR/ENGINEER

Rehder & Associates, Inc.
3440 Federal Drive
Suite 110
Eagan, Minnesota 55122
Phone: 651-452-5051
Attention: Benton Ford, PE

NOTES

- Bearings shown are based on the plat of FAIRWAY GREENS.
- Utilities shown are from information furnished by the City of Isanti and respective utility companies in response to Gopher State One Call Ticket No. 151282326 and are verified where possible.
- Contact Gopher State 1 for utility locations before any construction shall begin. Phone 651-454-0002.
- Area = 226,271 square feet 5.19 acres).
- Number of striped parking stalls: 48 regular and 3 handicap.
- Existing Zoning: H65 (Highway 65 Corridor Overlay District)
- Proposed zoning for Lot 2: Open Space/Park.
- Zoning information taken from the City of Isanti Web Site.
- This property is located in Flood Zone AE (base flood elevations determined) and Flood Zone X (area of minimal flood hazard) per Flood Insurance Rate Map Panel No. 27025C0125D dated April 17, 2012.
- Topographic information taken from survey by Rehder & Associates, Inc. dated May 19, 2015.

EASEMENT NOTES CORRESPONDING TO SCHEDULE B – SECTION II, OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY COMMITMENT NUMBERS CC-1504-1580 AND CC-1504-1372

Item 9 - Easements for utility and drainage purposes as shown on the recorded plat of Fairway Greens filed December 5, 2005, as Document No. 359187 affect the property and are shown on the survey.

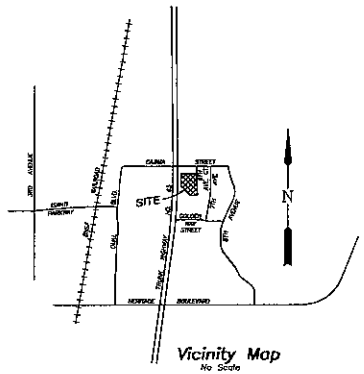
Item 11 - Easement in favor of Qwest recorded as Document No. 355163 affects the property and is shown on the survey.

Item 12 - Limitation of Access to Minnesota Highway 65 as shown on the plat of FAIRWAY GREENS affects the property and is shown on the survey.

Item 13 - Covenants, conditions, restrictions, obligations, and easements contained in the Declaration filed as Document No. 364346, and any amendments/supplements thereto affect the property. The easements referenced in this documents as shown as drainage and utility easements on the plat of FAIRWAY GREENS and are shown on the survey.

LEGEND

- Iron Monument Found
- Iron Monument Set
- S — Sanitary Sewer
- ST — Storm Sewer
- W — Watermain
- Hyd. — Hydrant
- GV — Gate Valve
- MH — Manhole
- CB — Catch Basin
- Flared End
- Guard Post
- AC — Air Conditioner
- Gas Meter
- Light Pole
- Electrical Transformer
- Telephone Pedestal
- TV — Cable Television Pedestal
- Concrete Surface
- Bituminous Surface
- G — Buried Gas
- C — Buried Communications
- E — Buried Electric
- Handicap Parking Stall



Vicinity Map
No Scale

UTILITY STATEMENT

The underground utilities shown have been located from field survey information and existing drawings. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities shown are in the exact location indicated, although he does certify that they are shown as accurately as possible from information available. The surveyor has not physically located the underground utilities.

PROPERTY DESCRIPTION

Lot 2 and 3, Block 1, Fairway Greens.

CERTIFICATION

I hereby certify that this preliminary plat was prepared by me or under my direction and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Dated this 25th day of January, 2017

REHDER & ASSOCIATES, INC.

Gary C. Huber, Land Surveyor
Minnesota License No. 43414

Rehder and Associates, Inc.
CIVIL ENGINEERS AND LAND SURVEYORS
3440 Federal Drive • Suite 110 • Eagan, Minnesota • Phone (651) 452-5051

JOB: 174-2630.012

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: February 7, 2017

Subject: A Resolution Approving a Special Event Request for Downtown Street Dances

Background

City staff has submitted a special event permit application to hold three downtown street dances. The first street dance will be held Saturday, June 24 from 7:00 p.m. to 11:00 p.m. featuring Boogie Wonderland. The second is on Saturday, July 15 from 7:00 p.m. to 11:00 p.m. featuring Jonah and the Whales. The third dance is on Saturday, August 12 from 7:00 p.m. to 11:00 p.m. featuring Hitchville.

The dances will be held at the intersection of 1st Avenue and Main Street. The estimated number of people to be in attendance is 500 - 1000 people per dance. A beer wagon, food vendors, and non-food vendors will be present at each dance. Alcohol sales will be monitored through the use of wristbands and law enforcement presence. The event will be free to the public. A 15' x 35' stage will be set-up in the right-of-way between Isanti Retail Meats and the Creamery. Parking for the event will be located at City Hall, the Community Center, public areas surrounding Eagle Park, and street parking. Signage will be posted the week of the event; a Special Event Sign Permit Application has been complete. There is a $50 fee associated with this application; city staff are requesting that Council to waive this fee.

Given that the events are street dances, some roadways will be closed for the event. Main Street W from the Railroad tracks to 2nd Ave NW as well as 1st Ave NW from City Hall to the alley behind Custom Meats and the Post office will be closed for the event. Absolute Portable Restrooms will provide restroom facilities for the event. Portables will be placed either on 1st Ave south of Main Street or on the grass lot east of Retail Meats (pending approval from Retail Meats). Trash will be picked up from the street and placed into receptacles. There will be a public addressing system and sound amplification provided outside by the band on stage. Both Public Works and the Police Department will be providing assistance with the event.

Should the weather not cooperate for the events, the event will be cancelled. Any cancellations will be posted to the City's website and the Isanti Events and Community Center Facebook page as early as possible.

The attached site plan shows the location of components for the event on Main Street. Copies of letters that will be sent to surrounding property owners have also been attached for Council review. The complete application as well as departmental review are attached.

Staff Request
City staff is requesting approval of the Street Dance Special Event Permit application and attachments.

Attachments

- Resolution No. 2017-XXX
- Special Event Application – Downtown Street Dances
    - Application Form
    - Site Plan – Isanti Street Dance / Downtown
    - Isanti Street Dance – 350 Foot Radius Notification Area
    - Sample Letter to Business Owners
    - Sample Letter to Residents
    - Vendor application – non food
    - Vendor application – food
    - Special Event Temporary Sign Permit Application

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING THE SPECIAL EVENT APPLICATION FOR DOWNTOWN STREET DANCES

WHEREAS, the City of Isanti will be hosting Downtown Street Dances to be held at the intersection of 1st Avenue and Main Street within downtown Isanti on Saturday, June 24, 2017 from 7:00 p.m. to 11:00 p.m., Saturday, July 15, 2017 from 7:00 p.m. to 11:00 p.m., and Saturday, August 12, 2017 from 7:00 p.m. to 11:00 p.m.; and

WHEREAS, the events are free and open to the public; and,

WHEREAS, the City of Isanti will require assistance from both the Police Department and Public Works Department for the events; and,

WHEREAS, City staff are requesting that the $100.00 clean up deposit fee be waived for this event; and,

WHERAS, City staff are requesting that the $50.00 Temporary Sign Permit Application fee be waived;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby waive the $100.00 deposit and $50 Temporary Sign Permit Application fee, and approve assistance and authority in the areas as provided below for the Street Dances to be held on Saturday, June 24, 2017, Saturday, July 15, 2017 and Saturday, August 12, 2017:

1. Assistance from both Public Works and the Police Department for the event when necessary.
2. Closure of a portion of Main Street W beginning at the Railroad tracks to 2nd Ave NW. Closure of 1st Ave NW/SW from City Hall to the alley behind Custom Meats and the Post Office.
3. Placement of a stage within City right-of-way located between Isanti Retail Meats and the Creamery.
4. Parking to be provided at City Hall, the Community Center, public parking areas surrounding Eagle Park, and on City streets.
5. Ability to serve alcohol from a beer wagon and have designated food and non-food vendors present and located as shown on the site plan.
6. Allow a public address system and sound amplification for the bands
7. No back up locations will be booked.
8. Placement of temporary directional signs on City property and private property (with property owner permission) to direct individuals to the event and parking areas.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the 'Permit' for the above stated Special Events.

This Resolution hereby approved by the Isanti City Council this 7th day of February, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources / City Clerk

(SEAL)

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: February 7, 2017

APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

Contact Person: Katie Everett

Address: 110 1st Ave NW, PO Box 428

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Fax: 763 - 444 - 5560 Cell: 763 - 772 - 5856

E-mail: isantiparks@cityofisanti.us

Secondary Contact Person: Josi Wood

Address: 110 1st Ave NW, PO Box 428

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Cell: 612 - 270 - 6188 E-mail: jwood@cityofisanti.us

EVENT INFORMATION

Event Name: Downtown Isanti Street Dances

Date(s) of Event: 6/24/2017; 7/15/2017; 8/12/2017

Hours of Event: 7:00 - 11:00 pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Street dances to be held on 1st Ave and Main Street with food and non-food vendors and a beer wagon. Live music will be played from 7-11 pm on an outdoor stage.

Proposed Location of the Event (be specific, site map also required):
Downtown Isanti: the stage will be located on 1st Ave & Main Street between Isanti Retail Meats and the Creamery Crossing. (Street closures as described below)

Estimated Number of People in Attendance (includes staff, participants, and spectators):
500-1000 per event

Parking Impact – Describe in detail:
Parking available at City Hall, Isanti Community Center, and Eagle Park. Some street parking available.

Tents, equipment, amusement rides, etc.
Type: Stage and pop up tent
Size: Stage: 15'x35', tent: 10'x10'
Location: Between Retail Meats and Creamery on 1st Ave

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
N/A

Are you requesting any street closures? If yes, list streets:
Main St from railroad tracks to 2nd Ave N and 1st Ave from City Hall to alley behind Custom Meats/Post Office.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Absolute Portables will provide at least 5 additional restrooms; the number will be assessed by staff prior to each event.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
Alcohol sales will be monitored with use of wristbands and law enforcement presence.

Clean-up Plans – Describe in detail:
Public Works and City Staff will clean up after the event - collect trash, move picnic tables out of the way, remove stage, and reopen streets.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
Live bands will play at each date between 7 and 11 pm, bands are as follow: June 24 - Boogie Wonderland, July 15 - Jonah and the Whales, August 12 - Hitchville

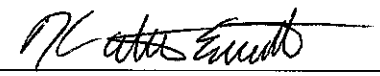
Will any other public addressing system or sound amplification be used? If so, describe:
Yes - the bands will be using amplifiers at levels allowed within City code.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
1) Free event 2)No donations collected 3)Vendor fees help with costs of Street Dance.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: 

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval - attached

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval - Attached

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: Jeri Wood

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: Katie Zweifel

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: Rachel A

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Monday, January 30, 2017 2:40 PM
To: Isanti Parks
Subject: RE: Special Event Application - Street Dances

Hi Katie, see below and have a great week!

Isanti Fire approves the 3-street dance special event permit application as presented. Al Jankovich | Isanti Fire District

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

---

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Monday, January 30, 2017 2:35 PM
To: Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: FW: Special Event Application - Street Dances

Hello Al,

I just wanted to make sure you had received this. I am hoping to get everything processed by Wednesday to get it on the next city council agenda.

Thanks!

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512
Cell: 763-772-5856
Fax: 763-444-5560

Isanti Parks

From: Chief Gene Hill
Sent: Thursday, January 26, 2017 9:43 AM
To: Isanti Parks
Subject: RE: Special Event Application - Street Dances

APPROVED

Respectfully,

Gene C. Hill
Chief of Police
Emergency Management Director
Isanti Police Department
401 1st Ave. NW.
PO BOX 428
Isanti, Mn. 55040-0428

Px# (763) 444-4761
Fax# (763) 444-4868

"Never tell people how to do things…tell them what to do, and they will surprise you with their ingenuity"

"The unauthorized disclosure or interception of e-mail is a federal crime. See 18 U.S.C. SEC 2517(4). This e-mail is intended only for the use of those to whom it is addressed and may contain information which is privileged, confidential and exempt from disclosure under the law. If you have received this e-mail in error, do not distribute or copy it. Return it immediately to the sender with attachments, if any, and notify the sender by telephone."

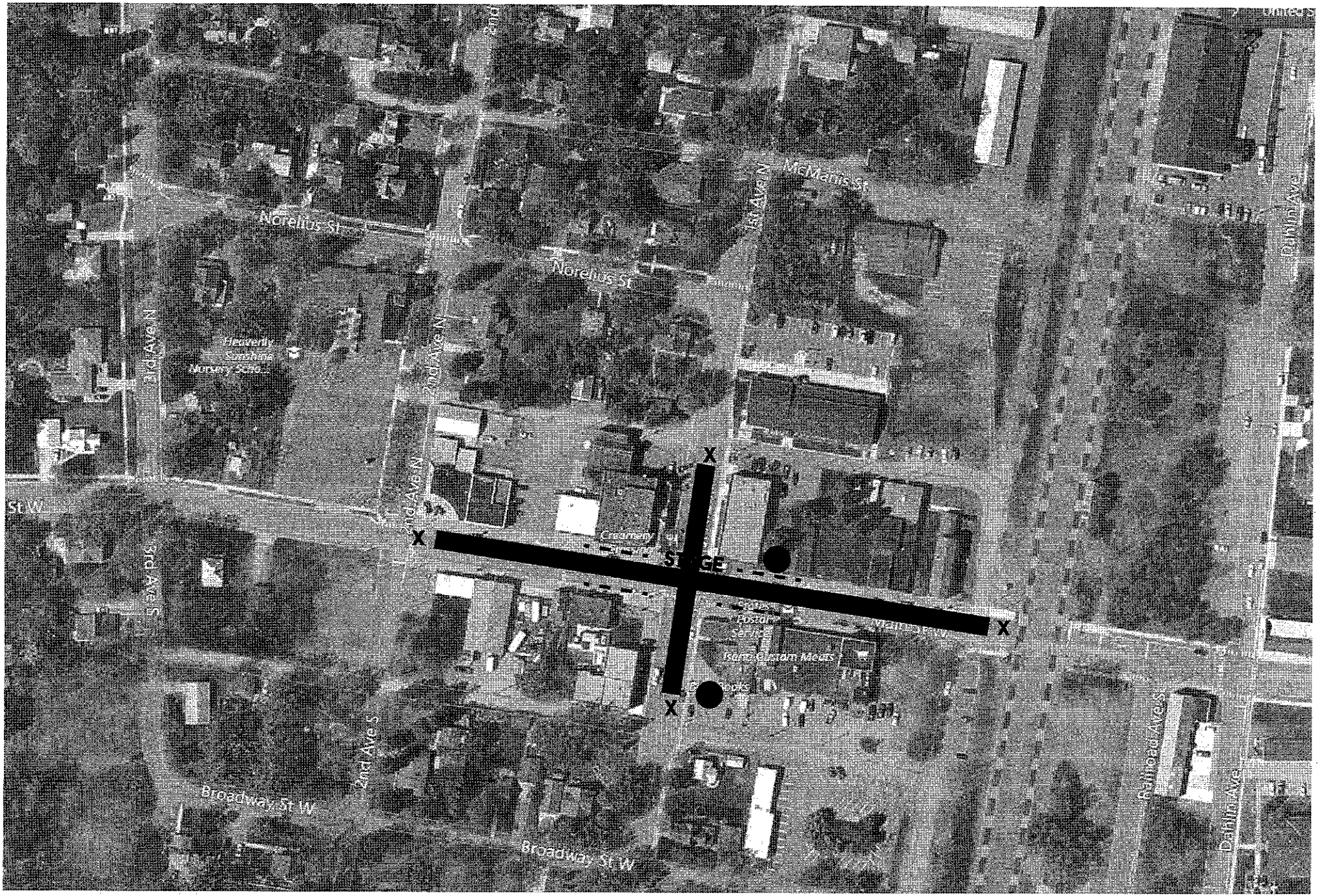
From: Isanti Parks
Sent: Thursday, January 26, 2017 9:20 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Application - Street Dances

Good morning!

I have put together the application for this year's Street Dances. The events will be June 24, July 15, and August 12. The location of the street closures/logistics of the event will be the same as in past years.

Chief Hill, please plan to have some of your folks at each of these events – we really appreciate their presence!

Please respond with your comments or approval – if you would like to discuss any aspect of these events, let me know.



- - - - VENDORS X STREET CLOSURE ● RESTROOMS

350' Radius Notification Area

16042001016042001016042001016

A Community For Generations.

Isanti

January 27, 2017

Dear Isanti Resident:

The City of Isanti will be hosting street dances throughout Summer 2017 on Saturday **June 24**, (*Boogie Wonderland*), Saturday **July 15** (*Jonah and the Whales*), and Saturday **August 12** (*Hitchville*). Bands will begin playing at 7:00 pm and finish at 11:00 pm. The featured band will perform on an outdoor stage at the corner of 1st Avenue and Main Street, between Isanti Retail Meats and the Creamery Crossing.

If you live close to the intersection of Main Street and 1st Avenue you may be able to hear the music from your home. The band will be playing from 7:00 -11:00 pm with sound check beginning as early as 4:00 pm. Please be advised that music will be played at levels within City approved regulations.

The street dance will require street closures for participant safety. Main Street will be closed from just west of the railroad tracks to 2nd Avenue. 1st Avenue will be closed from the alley south of Main Street to the alley north of Main Street before City Hall. The road closures will begin between 1:00 and 2:00 pm. Please make plans for this in advance of the event. **No Parking will be allowed on the closed portion of Main Street from 2:00 pm the day of the event until 12:00 am the next day.** These road closures will not affect accessibility to your home. We appreciate your cooperation.

We hope you will attend the street dance event and enjoy the concert, beer wagon, and food vendors that will be present.

If you have any questions or concerns, please contact Katie at 763-444-5512.

Sincerely,

Katie Everett

Katie Everett
Community Events & Parks Coordinator

110-1st Avenue NW ◆ P.O. Box 428 ◆ Isanti, MN 55040-0428
Phone: (763) 444-5512 ◆ Website: www.cityofisanti.us ◆ Fax: (763) 444-5560

A Community For Generations.

Isanti

January 27, 2017

Dear Isanti Business Owner:

The City of Isanti will be hosting street dances throughout Summer 2017 on Saturday **June 24**, (*Boogie Wonderland*), Saturday **July 15** (*Jonah and the Whales*), and Saturday **August 12** (*Hitchville*). Bands will begin playing at 7:00 pm and finish at 11:00 pm. The featured band will perform on an outdoor stage at the corner of 1st Avenue and Main Street, between Isanti Retail Meats and the Creamery Crossing.

These events will require street closures for participant safety. Main Street will be closed from just west of the railroad tracks to 3rd Avenue. 1st Avenue will be closed from the alley south of Main Street to the alley north of Main Street. The road closures will begin at approximately 1:00 pm the day of each event. Please make plans for this in advance of the event. **No Parking will be allowed on the closed portion of Main Street from 2:00 pm the day of the event – 12:00 am the next day.** We appreciate your cooperation.

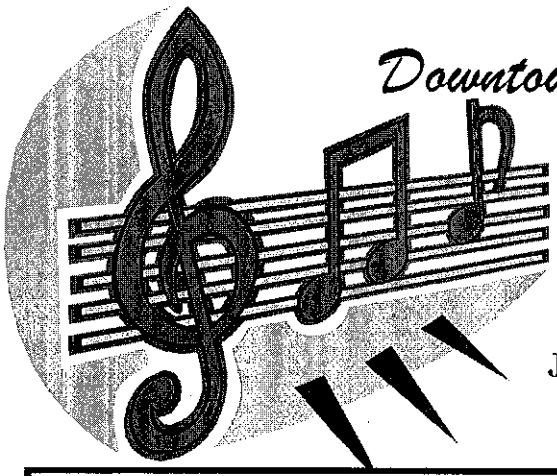
We hope you will take advantage of the heightened foot traffic that will be in the downtown Isanti area during the time of these events. You may wish to consider opening your store for an extended period of time to generate more sales, or utilize the sidewalk in front of your store for a sidewalk sale. You are also welcome to hand out information to promote your business such as coupons to redeem at a later date or a discount offered for this day. We hope that these events prove advantageous for your business.

If you have any questions, please call Katie at 763-444-5512.

Sincerely,

Katie Everett
Community Events & Parks Coordinator

110-1st Avenue NW ◆ P.O. Box 428 ◆ Isanti, MN 55040-0428
Phone: (763) 444-5512 ◆ Website: www.cityofisanti.us ◆ Fax: (763) 444-5560



Downtown Isanti Street Dances

2017 Application for
City of Isanti Business
Food Vendors
Outdoor Events
June 24, July 15 & Aug. 12
7-11pm

NAME OF CART/ BUSINESS _____

CONTACT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS PHONE _____ CELL _____

EMAIL _____

WEBSITE _____

LIST OF FOOD BEING SOLD _____

_____

_____

FOOD VENDOR FEE

	Applying for Event	Cost per Event
☐	June 24, 2017	$50
☐	July 15, 2017	$50
☐	Aug. 12, 2017	$50

Amount Enclosed
$_____

Preference will be given to vendors applying for all dates.

Make check payable to the **City of Isanti**.

- o Waiver of Liability must be signed (on this form).
- o Cancellations on or before 1 month prior to event for refund. Within 1 month all fees forfeited.
- o Band plays 7:00pm to 11:00pm. Set up can be as early as 4:00pm.
- o All vendors must comply with loading/unloading and parking regulations/restrictions. This info will come 2 weeks before event.
- o There will not be competing food types among vendors. Coordinator reserves the right to limit the types of food you offer.
- o All sales taxes and fillings are the sole responsibility of the vendor.
- o An ST-19 tax form must be submitted with this application for our records.
- o A copy of your Liability Insurance and State Health permit must accompany your application
- o This is an outdoor event. We are not responsible for the weather. In case of inclement weather, vendors will be notified of alternate plans or cancellation. No refunds will be granted.
- o By signing this form you accept & agree to abide to the rules & regulations set forth for this event.

Waiver of Liability Responsibility Indemnification—to the extent permitted by law, participant hereby agrees to protect, indemnify, defend and hold harmless the City of Isanti, City employees, agencies, insurers and volunteers against all claims, losses or damages to persons or property and costs arising out of or connected with the event associated with the Downtown Isanti Street Dances, including, but not limited to: set-up, removal, maintenance, occupancy or use of the property, the City of Isanti and its affiliates.

Authorized Signer for Business _____

Title _____ Date _____

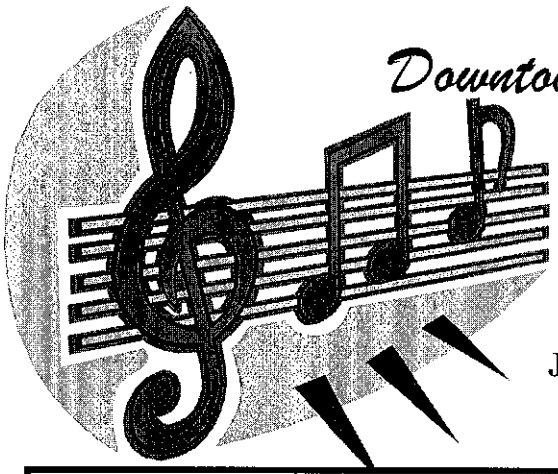
Vendor spaces are limited.

Mail to: City of Isanti, Attn: Katie Everett, PO BOX 428, Isanti, MN 55040

If you have questions, please contact Katie Everett, Community Events & Parks Coordinator

(763) 444-5512 isantiparks@cityofisanti.us

The City reserves the right to accept or deny vendors. Check will be returned to vendors not chosen.



Downtown Isanti Street Dances

2017 Application for
City of Isanti Business
Non-Food Vendors
Outdoor Events
June 24, July 15 & Aug. 12
7-11pm

NAME OF CART/ BUSINESS _____

CONTACT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS PHONE _____ CELL _____

EMAIL _____

WEBSITE _____

LIST OF ITEMS BEING SOLD _____

_____

_____

FOOD VENDOR FEE

	Applying for Event	Cost per Event
☐	June 24, 2017	$25
☐	July 15, 2017	$25
☐	Aug. 12, 2017	$25

Amount Enclosed
$_____

Preference will be given to vendors applying for all dates.

Make check payable to the **City of Isanti**.

- o Waiver of Liability must be signed (on this form).
- o Cancellations on or before 1 month prior to event for refund. Within 1 month all fees forfeited.
- o Band plays 7:00pm to 11:00pm. Set up can be as early as 4:00pm.
- o All vendors must comply with loading/unloading and parking regulations/restrictions. This info will come 2 weeks before event.
- o There will not be competing food types among vendors. Coordinator reserves the right to limit the types of food you offer.
- o All sales taxes and fillings are the sole responsibility of the vendor.
- o An ST-19 tax form must be submitted with this application for our records.
- o A copy of your Liability Insurance and State Health permit must accompany your application
- o This is an outdoor event. We are not responsible for the weather. In case of inclement weather, vendors will be notified of alternate plans. No refunds will be granted.
- o By signing this form you accept & agree to abide to the rules & regulations set forth for this event.

Waiver of Liability Responsibility Indemnification—to the extent permitted by law, participant hereby agrees to protect, indemnify, defend and hold harmless the City of Isanti, City employees, agencies, insurers and volunteers against all claims, losses or damages to persons or property and costs arising out of or connected with the event associated with the Downtown Isanti Street Dances, including, but not limited to: set-up, removal, maintenance, occupancy or use of the property, the City of Isanti and its affiliates.

Authorized Signer for Business _____

Title _____ Date _____

Vendor spaces are limited.

Mail to: City of Isanti, Attn: Katie Everett, PO BOX 428, Isanti, MN 55040

If you have questions, please contact Katie Everett, Community Events & Parks Coordinator

(763) 444-5512 isantiparks@cityofisanti.us

The City reserves the right to accept or deny vendors. Check will be returned to vendors not chosen.

A Community For Generations.

Isanti

Fee – Temporary Sign $50

SPECIAL EVENT TEMPORARY SIGN PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Applicant Name: Katie Everett/City of Isanti Event Name: Street Dances

Address: 110 1st Ave NW, PO Box 428

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Fax: 763 - 444 - 5560 Cell: 763 - 772 - 5856 E-mail: isantiparks@cityofisan

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name. I am the party whom the City should contact regarding any matter pertaining to this application.

The documents and information I have submitted are true and correct to the best of my knowledge.

Applicant Signature: Katie Everett Date: 1-18-17

CHECKLIST ITEM	DATE RECEIVED
Site Plan showing the location of the sign(s) on the parcel as well as dimensions from property lines. *Attach separately.*	1/26/17
Description of the colors, construction materials, and sign dimensions.	1/26/17
Written authorization from the property owner(s) for the sign to be located on the property. *Attach separately.*	1/26/17
Other Supplemental Information as requested by Staff	1/26/17

Application certified as complete by:

Date Received: 1/26/17 Date application deemed complete: 01/26/17

Application Fee:

Roxanne M Ade
City Planner

01/26/17
Date

Section 16 Signs:

Below are a number of rules and regulations pertaining to temporary signs for special events. The full ordinance can be found on the City's website (www.cityofisanti.us) or at City Hall.

- Permission
  Signs placed on property other than your own, require property owner permission.

- Signs on City Property
  Temporary signs are **prohibited** from being placed on City property or within the City right-of-way of any street.

- Sign Setback
  Signs shall be setback a minimum of ten (10) feet from the property line. Signs should not be in locations that would interfere with safe vehicular and pedestrian circulation or public safety signals.

Temporary Signs Requiring a Permit

The following signs require a temporary sign permit in zoning districts and shall meet the requirements as provided within this Section.

- Public interest signs publicizing a charitable or non-profit event of general public interest. Such signs may be erected only on private property with the consent of the owner. Such signs shall be limited to thirty-two (32) square feet. Public interest signs shall be permitted only fourteen (14) days before and must be removed seven (7) days after the event to which it pertains.

- Banners, portable signs, and inflatable figures:
  No more than one (1) banner or portable sign not to exceed thirty-two (32) square feet or one (1) inflatable figure not to exceed ten (10) feet in width or depth shall be permitted in a commercial or industrial district for a special event sponsored and/or run by a commercial enterprise in connection with a seasonal sale or other special offer. Banners, portable signs and inflatable figures for these types of events are permitted, provided they may be allowed for a maximum of thirty (30) consecutive days, no more than four (4) times per year. A minimum of one month is required between events.

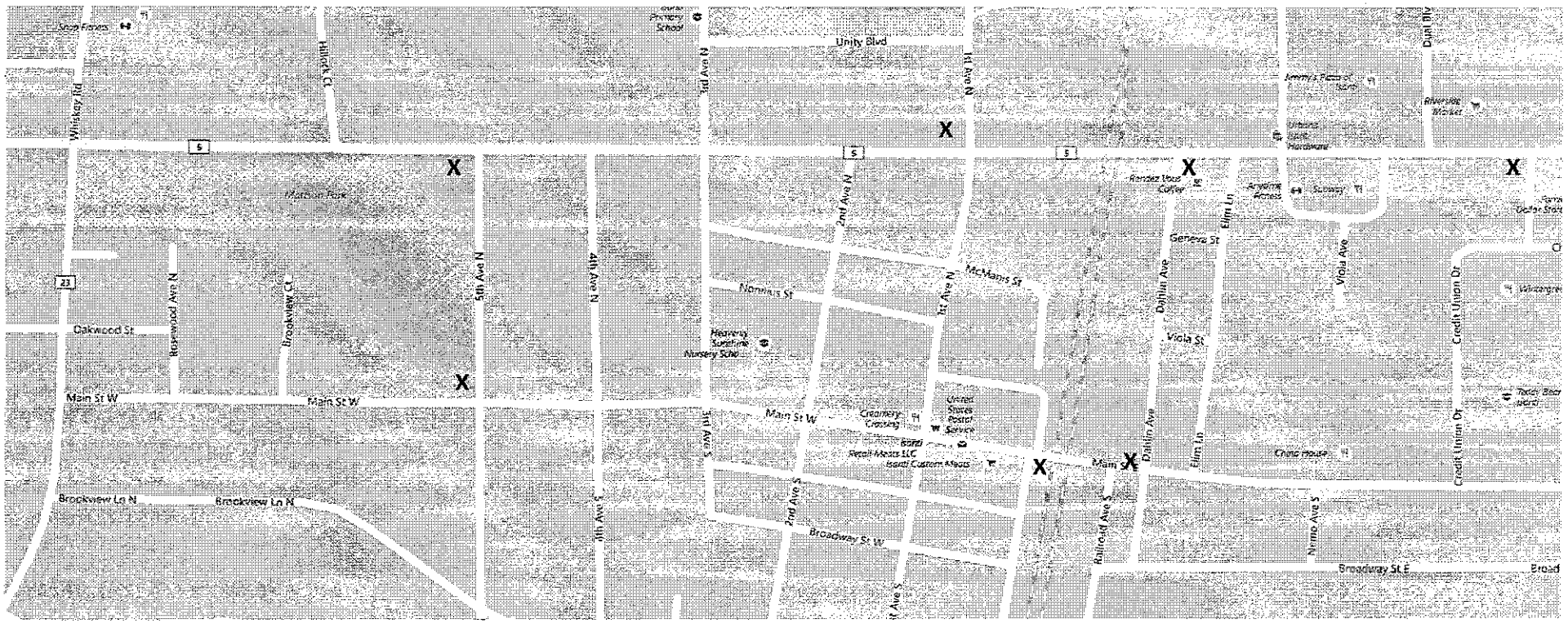
Temporary Signs Not Needing a Permit

The following signs are exempt from permit requirements in all zoning districts.

- Directional signs.
  Directional signs not exceeding two (2) square feet in surface area displaying directional information for a special event, or other similar uses provided that such use shall be limited to one such sign per thoroughfare approach. Such signs shall not be illuminated and all shall comply with all applicable regulations of the road authorities.

- Ground Signs (sandwich board).
  So long as they are not located on a sidewalk or trail and are brought inside every night at the completion of business hours.

Downtown Isanti Street Dance—Temporary Sign Permit Application



Signs will be posted at locations marked with an X, and will not block the line of sight for drivers or pedestrians.

Signs are 18" x 24" corrugated plastic on wire step stakes.

Isanti Parks

From: Peggy Durkot <pdurkot@minnco.com>
Sent: Wednesday, January 18, 2017 4:17 PM
To: Isanti Parks
Subject: RE: Signs at MinnCo

No problem.

Thank you,

Peggy Durkot
Minnco Credit Union
Vice President
Isanti Office
NMLS MLO 800225
763-444-4300 ext. 344
763-444-4370 fax
pdurkot@minnco.com

From: Isanti Parks [IsantiParks@cityofisanti.us]
Sent: Tuesday, January 17, 2017 4:02 PM
To: Peggy Durkot
Subject: Signs at MinnCo

Hello Peggy!

I am just getting some of my planning for events started in 2017 – is it okay for the City to post signs for the Farmer's Market and Street Dances on MinnCo property again this year?

Thanks,

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512
Cell: 763-772-5856
Fax: 763-444-5560

Isanti Parks

From: Warren Thunstrom <warrenwallawalla@gmail.com>
Sent: Wednesday, January 18, 2017 4:38 PM
To: Isanti Parks
Subject: Re: Signs posted at Rendezvous

yes with the signs

On Tue, Jan 17, 2017 at 4:10 PM, Isanti Parks <IsantiParks@cityofisanti.us> wrote:

> Hello Warren,
>
> Thanks for the tip on artists at the Farmer's Market, Robin and I had a great conversation!
>
> I just wanted to get my ducks in a row early – is it okay for the City to post Farmer's Market and Street Dance signs at your corner again this year?
>
> Thanks!
>
> Katie Everett
> *Community Events and Parks Coordinator*
> *City of Isanti*
> *110 1st Ave NW*
> *P.O. Box 428*
> *Isanti, MN 55040*
>
> Office: 763-444-5512
>
> Cell: 763-772-5856
> Fax: 763-444-5560

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 1/25/2017 - 1/25/2017 | Jan 25, 2017 11:50AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/17	01/25/2017	45690	532	AMERICAN ENGINEERING	101-20200	3,575.05
01/17	01/25/2017	45691	598	ASPEN MILLS	101-20200	12.85
01/17	01/25/2017	45692	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	559.20
01/17	01/25/2017	45693	1112	AUTO VALUE CAMBRIDGE	101-20200	119.98
01/17	01/25/2017	45694	53	BELLBOY CORPORATION	609-20200	2,588.84
01/17	01/25/2017	45695	9	BERNICKS PEPSI-COLA	609-20200	793.60
01/17	01/25/2017	45696	368	BILLS QUALITY CLEANING	101-20200	446.00
01/17	01/25/2017	45697	1500	BOLTON & MENK INC	439-20200	5,388.14
01/17	01/25/2017	45698	2319	BREAKTHRU BEVERAGE	609-20200	7,996.07
01/17	01/25/2017	45699	99	BUSINESS FORMS & ACCTG.	602-20200	1,695.15
01/17	01/25/2017	45700	2448	CAMPBELL KNUTSON	108-20200	2,222.97
01/17	01/25/2017	45701	1198	CENTER POINT ENERGY	601-20200	3,408.26
01/17	01/25/2017	45702	1815	CENTURYLINK	609-20200	806.90
01/17	01/25/2017	45703	715	C-I SOCCER CLUB	101-20200	27.06
01/17	01/25/2017	45704	2161	COMPASS MINERALS	101-20200	10,587.01
01/17	01/25/2017	45705	918	CRYSTAL SPRINGS ICE	609-20200	59.28
01/17	01/25/2017	45706	8	DAHLHEIMER DISTRIBUTING CO	609-20200	17,448.95
01/17	01/25/2017	45707	55	ECM PUBLISHERS INC	220-20200	205.10
01/17	01/25/2017	45708	1832	FLAHERTY REYES LLC	609-20200	315.25
01/17	01/25/2017	45709	142	G & K SERVICES	609-20200	458.72
01/17	01/25/2017	45710	134	GOPHER STATE ONE-CALL INC	601-20200	100.00
01/17	01/25/2017	45711	739	HACH COMPANY	601-20200	246.17
01/17	01/25/2017	45712	1048	HENRYS WATERWORKS,INC.	601-20200	9,113.99
01/17	01/25/2017	45713	2209	INNOVATIVE OFFICE	101-20200	400.95
01/17	01/25/2017	45714	2469	INTL INSTITUTE OF MUNICIPAL CLERKS	101-20200	160.00
01/17	01/25/2017	45715	1938	IPMA-HR	101-20200	149.00
01/17	01/25/2017	45716	114	ISANTI COUNTY RECORDER	505-20200	46.00
01/17	01/25/2017	45717	1534	J. J. TAYLOR	609-20200	1,629.30
01/17	01/25/2017	45718	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,667.13
01/17	01/25/2017	45719	5	KAWALEK TRUCKING	609-20200	297.80
01/17	01/25/2017	45720	394	LMCIT	603-20200	93,858.00
01/17	01/25/2017	45721	394	LMCIT	101-20200	964.85
01/17	01/25/2017	45722	1789	MADDEN GALANTER HANSEN, LLP	101-20200	2,332.37
01/17	01/25/2017	45723	17	MCDONALD DISTRIBUTING CO	609-20200	8,094.70
01/17	01/25/2017	45724	275	MCFOA	101-20200	35.00
01/17	01/25/2017	45725	281	MINNCO CREDIT UNION	101-20200	1,079.66
01/17	01/25/2017	45726	1536	MINNESOTA DEED	219-20200	1,498.62
01/17	01/25/2017	45727	1604	MINNESOTA UI FUND	609-20200	66.53
01/17	01/25/2017	45728	194	MN DEPT OF HEALTH	601-20200	300.00
01/17	01/25/2017	45729	1945	MN DEPT OF LABOR	101-20200	902.93
01/17	01/25/2017	45730	1204	MN DNR Ecological	601-20200	1,677.40
01/17	01/25/2017	45731	329	MN RURAL WATER ASSN	602-20200	170.82
01/17	01/25/2017	45732	2080	MVTL LABORATORIES INC	602-20200	114.80
01/17	01/25/2017	45733	1290	NAPA AUTO PARTS	101-20200	463.65
01/17	01/25/2017	45734	1165	NORTHLAND TRUST	932-20200	1,625.00
01/17	01/25/2017	45735	617	PAUSTIS & SONS	609-20200	1,275.08
01/17	01/25/2017	45736	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,329.31
01/17	01/25/2017	45737	1113	RJM DISTRIBUTING INC	609-20200	109.90
01/17	01/25/2017	45738	1401	ROAD MACHINERY &	101-20200	249.48
01/17	01/25/2017	45739	2468	SCHAEFFERS SPECIALIZED LUBRICANTS	101-20200	366.60
01/17	01/25/2017	45740	2028	SELECTACCOUNT	861-20200	1,223.36
01/17	01/25/2017	45741	2185	SHRM	101-20200	199.00
01/17	01/25/2017	45742	1892	SIGNS BY JILL	108-20200	260.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
01/17	01/25/2017	45743	2396	SOUTHERN GLAZERS OF MN	609-20200	3,018.55
01/17	01/25/2017	45744	1361	STAPLES ADVANTAGE	108-20200	30.62
01/17	01/25/2017	45745	273	STRANDLUND REFRIGERATION	101-20200	220.00
01/17	01/25/2017	45746	96	STREICHERS	101-20200	1,314.31
01/17	01/25/2017	45747	427	VESSCO INC	601-20200	34,704.34
01/17	01/25/2017	45748	42	VIKING COCA-COLA BOTTLING CO	609-20200	503.44
01/17	01/25/2017	45749	4	WATSON CO INC	101-20200	771.76
01/17	01/25/2017	45750	1922	WEX BANK	101-20200	2,871.54
01/17	01/25/2017	45751	1897	WILD MOUNTAIN WINERY INC	609-20200	180.00
01/17	01/25/2017	45752	780	WINE MERCHANTS	609-20200	72.00
Grand Totals:						243,408.34

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 2/2/2017 - 2/2/2017 | Feb 02, 2017 03:10PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/17	02/02/2017	45756	53	BELLBOY CORPORATION	609-20200	2,930.65
02/17	02/02/2017	45757	9	BERNICKS PEPSI-COLA	609-20200	441.30
02/17	02/02/2017	45758	804	CITY OF ANNANDALE	101-20200	425.00
02/17	02/02/2017	45759	309	CITY OF CAMBRIDGE	101-20200	75.00
02/17	02/02/2017	45760	1629	CITY OF ISANTI	108-20200	205.22
02/17	02/02/2017	45761	1736	COMM OF MMB, TREAS DIV	101-20200	600.00
02/17	02/02/2017	45762	918	CRYSTAL SPRINGS ICE	609-20200	128.94
02/17	02/02/2017	45763	8	DAHLHEIMER DISTRIBUTING CO	609-20200	4,832.20
02/17	02/02/2017	45764	1941	DELTA DENTAL	861-20200	3,253.90
02/17	02/02/2017	45765	1840	DIRTWORKS INC	601-20200	8,450.00
02/17	02/02/2017	45766	55	ECM PUBLISHERS INC	101-20200	292.35
02/17	02/02/2017	45767	2118	FRANSEN, LINDA	101-20200	580.00
02/17	02/02/2017	45768	2470	Genevieves LLC	101-20200	412.50
02/17	02/02/2017	45769	134	GOPHER STATE ONE-CALL INC	601-20200	49.95
02/17	02/02/2017	45770	2433	GRIDOR CONSTR INC	439-20200	437,335.00
02/17	02/02/2017	45771	2471	GURSTEL CHARGO	861-20200	976.53
02/17	02/02/2017	45772	739	HACH COMPANY	601-20200	167.68
02/17	02/02/2017	45773	441	J.P.COOKE CO	101-20200	64.00
02/17	02/02/2017	45774	496	JOHN HIRSCHS	101-20200	477.44
02/17	02/02/2017	45775	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,734.11
02/17	02/02/2017	45776	5	KAWALEK TRUCKING	609-20200	160.00
02/17	02/02/2017	45777	2145	KODRU EQUIPMENT	602-20200	223.18
02/17	02/02/2017	45778	131	MACQUEEN EQUIPMENT INC	601-20200	9,009.14
02/17	02/02/2017	45779	17	MCDONALD DISTRIBUTING CO	609-20200	7,062.10
02/17	02/02/2017	45780	2034	MFMA	101-20200	50.00
02/17	02/02/2017	45781	1044	MINNEAPOLIS FINANCE	101-20200	128.70
02/17	02/02/2017	45782	2208	MINNESOTA EQUIPMENT	101-20200	419.98
02/17	02/02/2017	45783	2472	MIOX	601-20200	2,628.61
02/17	02/02/2017	45784	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	197,741.25
02/17	02/02/2017	45785	870	M-R SIGN CO INC	101-20200	354.80
02/17	02/02/2017	45786	2080	MVTL LABORATORIES INC	602-20200	158.00
02/17	02/02/2017	45787	1290	NAPA AUTO PARTS	101-20200	45.63
02/17	02/02/2017	45788	2066	NRPA	101-20200	165.00
02/17	02/02/2017	45789	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,988.14
02/17	02/02/2017	45790	12	POSTMASTER	101-20200	308.00
02/17	02/02/2017	45791	2341	RED BULL DISTRIBUTION	609-20200	193.00
02/17	02/02/2017	45792	2028	SELECTACCOUNT	861-20200	424.07
02/17	02/02/2017	45793	2409	SELINSKY ENTERPRISES INC	101-20200	48.00
02/17	02/02/2017	45794	554	STEVES TIRE SERVICE	101-20200	1,102.40
02/17	02/02/2017	45795	2156	SUMMIT COMPANIES	101-20200	1,224.00
02/17	02/02/2017	45796	1354	TAPES PLUS ADVERTISING	609-20200	475.00
02/17	02/02/2017	45797	686	VERIZON WIRELESS	101-20200	517.95
02/17	02/02/2017	45798	42	VIKING COCA-COLA BOTTLING CO	609-20200	254.18
02/17	02/02/2017	45799	4	WATSON CO INC	609-20200	2,787.38
02/17	02/02/2017	45800	780	WINE MERCHANTS	609-20200	192.00
02/17	02/02/2017	45801	1863	XEROX CORPORATION	101-20200	110.94
Grand Totals:						697,203.22

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	85,222.11
Social Security & Medicare	4,325.72
Public Employees Retirement	9,233.88
Total City Expense	98,781.71

Pay Date 1/27/2017

Pay Period 2 (1/8/17-1/21/17)

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

L.2.

received
1/31/17

January 30, 2017

City of Isanti
Attn: Don Lorsung
City Administrator
110 1st Ave N
PO Box 428
Isanti, MN 55040-0428

RE: Pay Request No. 06
Wastewater Treatment Improvements
Isanti, Minnesota
BMI Project No.: R13.109638

Dear Mr. Lorsung:

Please find enclosed three copies of Pay Request No. 06 for the above referenced project. This pay request is primarily for treatment equipment that has been delivered to the site, process piping, and roofing. The requested and certified amount is $437,335.00.

If you have any questions do not hesitate to call me at 612-499-0533.

Sincerely,

Bolton & Menk, Inc.

Brian J. Guldan, P. E.
Environmental Project Engineer

cc: Josi Wood, City of Isanti (via email only)
Shayna Forster, City of Isanti (via email only)
Lindsey Giese, City of Isanti (via email only)
Paul Saffert, Bolton and Menk, Inc. (via email only)

Enclosures (3 copies, signed Pay Request No. 06)

Bolton & Menk is an equal opportunity employer.

Lump Sum Contract

Contractor's Application for Payment No. 6

Project:	Wastewater Treatment Plant Improvements	From (Contractor):	Gridor Construction, Inc.	Application Date:	1/31/2017
To (Owner):	City of Isanti, MN	Owner's Project No.:		Period From:	1/1/2017
Via (Engineer):	Bolton & Menk, Inc.	Engineer's Proj. No.:	R13.109638	Period To:	1/31/2017

Approved Change Order Summary:

No.	Date Approved	Additions	Deductions
	TOTALS	$0.00	$0.00
	NET CHANGE BY CHANGE ORDERS		$0.00

1.	**ORIGINAL CONTRACT PRICE**		$	2,942,400.00
2.	**Net change by Change Orders**		$	0.00
3.	**Current Contract Price (Line 1 + 2)**		$	2,942,400.00
4.	**TOTAL COMPLETED AND STORED TO DATE**			
	(Column F on Progress Estimate)		$	1,779,325.00
5.	**RETAINAGE:**			
	a. 5% X **$0.00**	**Work Completed**	$	0.00
	b. 5% X **$0.00**	**Stored Material**	$	0.00
	c. Less Total Retainage Released Early		$	0.00
	d. Total Retainage (Line 5a + Line 5b - Line 5c)		$	0.00
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)**		$	1,779,325.00
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**		$	1,341,990.00
8.	**AMOUNT DUE THIS APPLICATION**		$	437,335.00
9.	**BALANCE TO FINISH, PLUS RETAINAGE**			
	(Column G on Progress Estimate + Line 5 above)		$	1,163,075.00

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: _____ Date: 1/27/17

Payment of $ 437,335.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 1/30/17
(Engineer) (Date)

Payment of $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

Endorsed by the Construction Specifications Institute.

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 1									
1.001	Mobilization Insurance and Bonds	$90,000	$90,000				$90,000	100.0%	$0
1.002	Allowances	$150,000	$23,404				$23,404	15.6%	$126,596
Subtotal for	Division 1	$240,000	$113,404				$113,404	47.3%	$126,596
			$113,404			check	$113,404		
Division 2									
2.001	Erosion Control / Silt Fence	$5,000	$2,500				$2,500	50.0%	$2,500
2.002	Clear and Grub Site	$10,000	$10,000				$10,000	100.0%	$0
2.003	Fine Grade and Restore Site	$10,000					$0	0.0%	$10,000
2.004	Demo Labor and Material	$80,000	$1,600	10.00%	$8,000		$9,600	12.0%	$70,400
2.005	Excavation and Fill	$80,000	$72,000				$72,000	90.0%	$8,000
2.006	Backfill of Structure	$50,000	$42,500				$42,500	85.0%	$7,500
2.007	Manholes and Precast	$35,000		75.00%	$26,250		$26,250	75.0%	$8,750
2.008	Exterior Pipe - Labor and Equipment	$85,000	$38,250				$38,250	45.0%	$46,750
2.009	Exterior Pipe - Materials	$65,000				$59,305	$59,305	91.2%	$5,695
2.010	Paving	$40,000					$0	0.0%	$40,000
2.011	Landscape and Seedings	$7,500					$0	0.0%	$7,500
2.012	Pond Cleaning / Transfer	$40,000	$8,000				$8,000	20.0%	$32,000
Subtotal for	Division 2	$507,500	$174,850.00		$34,250	$59,305	$268,405	52.89%	$239,095
		check	$174,850			Check	$268,405		
Division 3									
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000	$312,000	2.00%	$6,500		$318,500	98.0%	$6,500
3.002	Rebar Material	$80,000	$79,200	1.00%	$800		$80,000	100.0%	$0
3.003	Rebar Labor	$65,000	$64,350	1.00%	$650		$65,000	100.0%	$0
3.004	Precast Concrete - Hollow Core	$45,000	$45,000				$45,000	100.0%	$0
Subtotal for	Division 3	$515,000	$500,550.00		$7,950	$0	$508,500	98.74%	$6,500
		check	$500,550			Check	$508,500		

Item No.	B Description of Work	C Scheduled Value	D Work Completed: From Previous Application	E This Period: Percent	E This Period: Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 4									
4.001	Masonry	$200,000	$200,000				$200,000	100.0%	$0
Subtotal for	**Division 4**	**$200,000**	**$200,000.00**		**$0**	**$0**	**$200,000**	**100.00%**	**$0**
		check	$200,000			Check	$200,000		
Division 5									
5.001	Misc Metals - Materials	$55,000	$8,250	10.00%	$5,500		$13,750	25.0%	$41,250
5.002	Misc Metals - Labor	$15,000	$1,500	10.00%	$1,500		$3,000	20.0%	$12,000
Subtotal for	**Division 5**	**$70,000**	**$9,750.00**		**$7,000**	**$0**	**$16,750**	**23.93%**	**$53,250**
		check	$9,750			Check	$16,750		
Division 6									
6.001	Rough Carpentry	$2,500	$2,500				$2,500	100.0%	$0
Subtotal for	**Division 6**	**$2,500**	**$2,500.00**		**$0**	**$0**	**$2,500**	**100.00%**	**$0**
		check	$2,500			Check	$2,500		
Division 7									
7.001	Waterproofing / Insulation	$10,000	$10,000				$10,000	100.0%	$0
7.002	Roofing	$40,000		90.00%	$36,000		$36,000	90.0%	$4,000
7.003	Sealants / Caulking	$5,000					$0	0.0%	$5,000
Subtotal for	**Division 7**	**$55,000**	**$10,000.00**		**$36,000**	**$0**	**$46,000**	**83.64%**	**$9,000**
		check	$10,000			Check	$46,000		
Division 8									
8.001	HM Doors, Frames and Hardware	$15,000				$10,544	$10,544	70.3%	$4,456
Subtotal for	**Division 8**	**$15,000**	**$0.00**		**$0**	**$10,544**	**$10,544**	**70.29%**	**$4,456**
		check				Check	$10,544		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E Work Completed This Period Percent	E Work Completed This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 9									
9.001	Painting	$140,000		25.00%	$35,000		$35,000	25.0%	$105,000
Subtotal for	**Division 9**	**$140,000**	**$0.00**		**$35,000**	**$0**	**$35,000**	**25.00%**	**$105,000**
		check				Check	$35,000		
Division 10									
10.001	Signs	$2,500					$0	0.0%	$2,500
10.002	Fire Extinguishers	$400					$0	0.0%	$400
10.003	Safety Equipment	$500					$0	0.0%	$500
Subtotal for	**Division 10**	**$3,400**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$3,400**
		check				Check	$0		
Division 11									
11.001	Hydraulic Gates	$20,000					$0	0.0%	$20,000
11.002	Submersible Pumps	$45,000				$40,463	$40,463	89.9%	$4,537
11.003	Vortex Pumps	$20,000		100.00%	$20,000		$20,000	100.0%	$0
11.004	Grit Removal	$40,000		100.00%	$40,000		$40,000	100.0%	$0
11.005	Grit Seperation	$30,000				$30,000	$30,000	100.0%	$0
11.006	Fine Screen	$160,000				$136,560	$136,560	85.4%	$23,440
11.007	Blowers	$125,000					$0	0.0%	$125,000
11.008	Coarse Bubble Aeration	$20,000				$16,712	$16,712	83.6%	$3,288
11.009	Automatic Sampler	$15,000				$13,450	$13,450	89.7%	$1,550
Subtotal for	**Division 11**	**$475,000**	**$0.00**		**$60,000**	**$237,185**	**$297,185**	**62.57%**	**$177,815**
		check							
Division 12									
	NONE						$0	0.0%	$0
Subtotal for	**Division 12**	**$0**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$0**
		check				Check	$0		
Division 13									
13.001	Steel Filter Modifications	$100,000		10.00%	$10,000	$63,950	$73,950	74.0%	$26,050
Subtotal for	**Division 13**	**$100,000**	**$0.00**		**$10,000**	**$63,950**	**$73,950**	**73.95%**	**$26,050**
		check				Check	$73,950		

Item No.	B Description of Work	C Scheduled Value	D Work Completed: From Previous Application	E Work Completed: This Period - Percent	E Work Completed: This Period - Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 14									
	NONE	$0					$0	0.0%	$0
Subtotal for	**Division 14**	**$0**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$0**
		check				Check	$0		
Division 15									
15.001	Interior Process Piping - Material	$65,000	$6,500	70.00%	$45,500		$52,000	80.0%	$13,000
15.002	Interior Process Piping - Labor & Equipment	$20,000	$2,000	60.00%	$12,000		$14,000	70.0%	$6,000
15.003	Process Valves - Material	$15,000		90.00%	$13,500		$13,500	90.0%	$1,500
15.004	Mechanical Insulation	$34,000					$0	0.0%	$34,000
15.005	Plumbing	$50,000	$25,000				$25,000	50.0%	$25,000
15.006	HVAC	$125,000	$2,500			$22,415	$24,915	19.9%	$100,085
Subtotal for	**Division 15**	**$309,000**	**$36,000.00**		**$71,000**	**$22,415**	**$129,415**	**41.88%**	**$179,585**
		check	$36,000			Check	$129,415		
Division 16									
16.001	Electrical GC's	$30,000	$12,000	10.00%	$3,000		$15,000	50.0%	$15,000
16.002	Branch Wiring	$35,000	$10,500	10.00%	$3,500		$14,000	40.0%	$21,000
16.003	Lighting and Heaters	$35,000				$27,572	$27,572	78.8%	$7,428
16.004	Service / Distribution Equipment	$20,000	$4,000				$4,000	20.0%	$16,000
16.005	Motor Control Equipment	$15,000	$2,100				$2,100	14.0%	$12,900
16.006	Motor Control Wiring	$50,000	$15,000				$15,000	30.0%	$35,000
16.007	Control Panels	$65,000					$0	0.0%	$65,000
16.008	Instruments	$30,000					$0	0.0%	$30,000
16.009	Engineering and Start up	$30,000					$0	0.0%	$30,000
Subtotal for	**Division 16**	**$310,000**	**$43,600.00**		**$6,500**	**$27,572**	**$77,672**	**25.06%**	**$232,328**
		check	$43,600			Check	$77,672		
	Grand Total	**$2,942,400**	**$1,090,654**		**$267,700**	**$420,971**	**1,779,325**	**60.47%**	**$1,163,075**

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 6
Period Ending: 1/31/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
	Grand Totals	**$2,942,400**								
1.001	Mobilization Insurance and Bonds	$90,000								
1.002	Allowances	$150,000								
Subtotal for	**Division 1**	**$240,000**								
Division 2										
2.001	Erosion Control / Silt Fence	$5,000								
2.002	Clear and Grub Site	$10,000								
2.003	Fine Grade and Restore Site	$10,000								
2.004	Demo Labor and Material	$80,000								
2.005	Excavation and Fill	$80,000								
2.006	Backfill of Structure	$50,000								
2.007	Manholes and Precast	$35,000								
2.008	Exerior Pipe - Labor and Equipment	$85,000								
2.009	Exterior Pipe - Materials	$65,000	$59,305			$59,305				$59,305
2.010	Paving	$40,000								
2.011	Landscape and Seedings	$7,500								
2.012	Pond Cleaning / Transfer	$40,000								
Subtotal for	**Division 2**	**$507,500**	**$59,305**	**$0**		**$59,305**	**$0**	**$0**	**$0**	**$59,305**
Division 3										
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000								
3.002	Rebar Material	$80,000	$17,715			$17,715	$17,715		$17,715	
3.003	Rebar Labor	$65,000								
3.004	Precast Concrete - Hollow Core	$45,000								
Subtotal for	**Division 3**	**$515,000**	**$17,715**	**$0**		**$17,715**	**$17,715**	**$0**	**$17,715**	**$0**
Division 4										
4.001	Masonry	$200,000								
Subtotal for	**Division 4**	**$200,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 5										
5.001	Misc Metals - Materials	$55,000								
5.002	Misc Metals - Labor	$15,000								
Subtotal for	**Division 5**	**$70,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 6
Period Ending: 1/31/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Period to Date	New Storage this Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	To Date Installed to date	Amount Remaining in Storage
Division 6:										
6.001	Rough Carpentry	$2,500								
Subtotal for	**Division 6**	**$2,500**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 7:										
7.001	Waterproofing / Insulation	$10,000								
7.002	Roofing	$40,000								
7.003	Sealants / Caulking	$5,000								
Subtotal for	**Division 7**	**$55,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 8:										
8.001	HM Doors, Frames and Hardware	$15,000	$10,544			$10,544				$10,544
Subtotal for	**Division 8**	**$15,000**	**$10,544**	**$0**		**$10,544**	**$0**	**$0**	**$0**	**$10,544**
Division 9:										
9.001	Painting	$140,000								
Subtotal for	**Division 9**	**$140,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 10:										
10.001	Signs	$2,500								
10.002	Fire Extinguishers	$400								
10.003	Safety Equipment	$500								
Subtotal for	**Division 10**	**$3,400**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 11:										
11.001	Hydraulic Gates	$20,000								
11.002	Submersible Pumps	$45,000	$40,463			$40,463				$40,463
11.003	Vortex Pumps	$20,000								
11.004	Grit Removal	$40,000	$40,000			$40,000		$40,000	$40,000	
11.005	Grit Seperation	$30,000		$30,000	Smith and Loveless	$30,000				$30,000
11.006	Fine Screen	$160,000		$136,560	Enviro-Care	$136,560				$136,560
11.007	Blowers	$125,000								
11.008	Coarse Bubble Aeration	$20,000	$16,712			$16,712				$16,712
11.009	Automatic Sampler	$15,000	$13,450			$13,450				$13,450
Subtotal for	**Division 11**	**$475,000**	**$110,624**	**$166,560**		**$277,184**	**$0**	**$40,000**	**$40,000**	**$237,184**

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 6
Period Ending: 1/31/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 12										
	NONE									
Subtotal for	**Division 12**	**$0**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 13										
13.001	Steel Filter Modifications	$100,000		$63,950	Westech	$63,950				$63,950
Subtotal for	**Division 13**	**$100,000**	**$0**	**$63,950**		**$63,950**	**$0**	**$0**	**$0**	**$63,950**
Division 14										
	NONE									
Subtotal for	**Division 14**	**$0**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 15										
15.001	Interior Process Piping - Material	$65,000	$13,185			$13,185		$13,185	$13,185	
15.002	Interior Process Piping - Labor & Equipment	$20,000								
15.003	Process Valves - Material	$15,000	$7,690			$7,690		$7,690	$7,690	
15.004	Mechanical Insulation	$34,000								
15.005	Plumbing	$50,000								
15.006	HVAC	$125,000	$22,415			$22,415				$22,415
Subtotal for	**Division 15**	**$309,000**	**$43,290**	**$0**		**$43,290**	**$0**	**$20,875**	**$20,875**	**$22,415**
Division 16										
16.001	Electrical GC's	$30,000								
16.002	Branch Wiring	$35,000								
16.003	Lighting and Heaters	$35,000	$27,572			$27,572				$27,572
16.004	Service / Distribution Equipment	$20,000								
16.005	Motor Control Equipment	$15,000								
16.006	Motor Control Wiring	$50,000								
16.007	Control Panels	$65,000								
16.008	Instruments	$30,000								
16.009	Engineering and Start up	$30,000								
Subtotal for	**Division 16**	**$310,000**	**$27,572**	**$0**		**$27,572**	**$0**	**$0**	**$0**	**$27,572**
	Grand Totals	**$2,942,400**	**$269,050**	**$230,510**		**$499,560**	**$17,715**	**$60,875**	**$78,590**	**$420,970**

Smith & Loveless, Inc.
14040 Santa Fe Trail Drive
Lenexa, KS 66215-1284, USA
Phn: 913.888.5201
Fax: 913.888.5520
www.smithandloveless.com

INVOICE 115599

SALES ORDER NO.	DATE INVOICED
0302701	01/12/17
PACKING SLIP NO.	DATE SHIPPED
0302701*1	01/12/17
CUSTOMER PURCHASE ORDER NO.	
2018-08 11330	
SALES REPRESENTATIVE	CODE
PARTS/RETROFIT	WW
SHIPPED VIA	PPD / COL
UPS GROUND	X /
PAYMENT TERMS	TAX / TAX CODE
NET 30	X / MN

No material may be returned to Smith & Loveless for credit or replacement without a return goods authorization.
Contact Parts Dept., 913-888-5201 ext 243.

SOLD TO	SHIP TO
10*10615 GRIDOR CONSTRUCTION, INC 3990 27TH STREET S.E. BUFFALO MN 55313 USA	10*10615 GRIDOR CONSTRUCTION, INC 3990 27TH STREET S.E. BUFFALO, MN 55313 USA

ITEM	PRODUCT/DESCRIPTION	QTY ORDERED	QTY SHIPPED	QTY B.O.	UNIT PRICE	TOTAL PRICE
001	03 ISANTI, MN PISTA GRIT CHAMBER ** Serial Number(s) ** 0302701	1	1		$33,700.00	$33,700.00

Pay Item 11.005

30 K only

36,016.88
1685.00 Ret
34,331.88

Approved
For 18-08 11330
Date Paid
Check No

RECEIVED
JAN 17 2017
GRIDOR CONSTR., INC.

REMIT TO:
Smith & Loveless, Inc.
P.O. BOX 2383
Shawnee Mission, Ks 66201

Form No. 04-04-630

ATTN: If we have charged State and local sales taxes, and you are tax exempt, please forward with your remittance a copy of your exemption certificate.

SUBTOTAL	33,700.00
DISCOUNT	0.00
TAX	2,316.88
Credit	0.00
US Dollars	36,016.88

Customer

ENVIRO-CARE COMPANY
1570 ST. PAUL AVE.
GURNEE, IL 60031
USA

Voice: 815.636.8306
Fax: 815.636.8302

INVOICE

Invoice Number: WEC215264-95%
Invoice Date: Jan 10, 2017
Page: 1

Duplicate

Bill To:	Ship to:
GRIDOR CONSTRUCTION, INC. 3990 27th Street SE Buffalo, MN 55313 USA	GRIDOR CONSTRUCTION, INC. C/O WASTEWATER FACILITY 100 ISANTI PARKWAY NW ISANTI, MN 55040 USA

Customer ID	Customer PO	Payment Terms	
GRIDOR CONSTRUCTION	2016-08	SEE PAYMENT TERMS	
Sales Rep ID	**Shipping Method**	**Ship Date**	**Due Date**
VESSCO	BEST WAY	1/10/17	2/9/17

Quantity	Item	Description	Backorder Qty	Unit Price	Amount
2.00		SAVI FLO-DRUM IN CHANNEL ROTATING DRUM SCREENS - MODEL VSA-800 - TOTAL $134,500.00			
1.00		95% - DUE NET 30 AFTER DELIVERY		127,775.00	127,775.00
		5% - DUE AFTER STARTUP & TRAINING - NOT TO EXCEED 180 DAYS	1.00	6,725.00	
		NOTE: PER AGREEMENT 6.875% STATE SALES TAX WILL BE PAID BY GRIDOR CONSTRUCTION, INC. TO THE APPROPRIATE AUTHORITY			

Pay It 11,006

TAX COPY

Approved
Ferlo-08 11-23
Date Paid
Check No

Subtotal	127,775.00
Sales Tax	8,784.53
Freight	
Total Invoice Amount	127,775.00
Payment/Credit Applied	
TOTAL	**127,775.00**

Check/Credit Memo No:

A 1.5% Monthly Late Fee will apply to pmts rec'd more than 30 days after shipm.

136,559.53

WESTECH

P.O. BOX 65068
SALT LAKE CITY, UTAH 84165-0068
Tel: (801) 265-1000
Fax: 801-265-1080
AR@Westech-inc.com

Invoice No.: 61090
Invoice Date: 11/30/16
Customer P.O. No.: 2016-08 11860
Customer Job No.:

Job ID: 22927A -
Job Name: CITY OF ISANTI
Customer Account No.: GRI012
Payment Terms: NET 30 DAYS

INVOICE

Bill to: GRIDOR CONSTRUCTION, INC.
3990 27TH STREET SE
BUFFALO, MN 55313
UNITED STATES OF AMERICA

Ship to: ISANTI WWTF
ISANTI WWTF
100 ISANTI PARKWAY NW
ISANTI, MN 55040
UNITED STATES OF AMERICA

VES

Qty	Item No.	Description	Unit Price	Net Amount
1		100% DUE WITH SHIPMENT OF GRAVITY FILTER	Correct PO $63,950.00	$63,950.00

?

Hold Ret taxes Needed

Pay Item 13.001

RECEIVED
DEC 12 2016
GRIDOR CONSTR., INC.

Approved
For 16-08 11860
Date Paid
Check No

VIA ELECTRONIC TRANSFER
WESTECH ENGINEERING, INC
C/O WELLS FARGO BANK
SALT LAKE CITY, UTAH 84111

ACCOUNT NO: 4945003200
ABA ROUTING NO: 121000248
SWIFT: WFBIUS6S

Subtotal: $63,950.00
Taxes: ?
Total: US DOLLARS $63,950.00

All accounts not paid after invoice due date will be charged a finance charge of 1 1/2% per month which is an annual rate of 18%.
Customer agrees to pay all cost and expenses, including reasonable attorney's fees and court cost incurred in case of default in compliance with terms.
Any invoices paid by credit card will be charged a credit card processing fee up to the allowable limit, where state law allows.

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
November 22, 2016
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, Mayor Wimmer, James Witte, and Aaron Zdon
Staff Present: Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Zdon asked if there were any agenda modifications. There were none.

Motion by Garvey, second by Witte to approve the November 22, 2016 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from October 25, 2016 Parks, Recreation and Culture Board Meeting.

Motion by Wimmer. Second by Garvey. Vote was unanimously approved.

3. Community Garden 2017 Handbook

Everett explained that she took what we had from 2016 and put a picture of our real garden on it and updated some of the things that we talked about last time and put in new dates. One point that she wanted to highlight that was changed was on the wordy side [of the brochure] under "Community gardeners will": "maintain their plots through the end of the season and arrange for care of plots during vacation or other extended absence. In the event that a plot can no longer be maintained, gardeners will notify the City of Isanti as soon as possible" and that was to cover if somebody were to be done in July, we'd have this to say that it's yours to be taken care of until the end of the season. Everett said that if that goes with what the board was thinking she will keep it in there. Garvey agreed that it was. Everett stated that she updated the dates for the season; staff had talked about ending the season a little bit earlier next year because we ran into frost and things this year, and people were done for the most part at the beginning of October. Everett put in the handbook that the season would end October 15th next year. We didn't have a ton of people that just grew pumpkins or anything that they would be waiting for; Everett doesn't see a lot of people being upset about not having those extra couple weeks, and it makes more sense for having running water end at that time. Zdon agreed.

Everett stated that on the cover page, all of those dates are updated. Council did approve the registration period that the board discussed so that is set. Everett stated the kick-off party will be the pre-season meeting, and everyone can get together and we'll go over rules and that kind of thing, but a party sounded like more fun than a meeting, so hopefully people come. The first day to garden and last day to garden are listed there too. The gardeners also talked about doing more gatherings and those kinds of things during the summer, but Everett stated that if that's something she is going to coordinate, she'll do surveys to see when people can come after they're registered so that it's not just something she makes up and then no one can come. Those will be to be determined. Prices are the same; the rest of the rules are all the same.

Everett asked Mayor Wimmer if this should go to Council to get approved as well. Wimmer stated that it should. Garvey motioned to have the amended handbook brought to Council for approval, Wimmer seconded; the motion was unanimously approved.

4. Parks Updates

Everett stated that the second movie night was very snowy, but 32 people came. Garvey stated that was very good turnout for that night. Everett stated we had more people come to that one than the first one, and it was great to see all of those people come. The next movie is Elf and South Isanti Baptist Youth Group will be coming in to run that one. Everett stated that it's a great December movie so we should have a good turnout; they have invited a bunch of people on our Facebook event and that kind of thing too.

Everett stated that she and Mayor Wimmer went to the Bike Isanti County meeting, and the purpose of that meeting was to select who was going to do the master plan. They had a couple of proposals come in and the group weighed pros and cons of those. The committee chose one that has to go to the County Board for approval. Part of that process is going to be County staff making sure they have money for the proposal that the committee selected; they have the majority of it, but there definitely is a gap in funding there that they need to come up with. Wimmer stated that the proposal that was selected, he thought the County staff might have been leaning toward the other proposal because it was cheaper, but they only had one public meeting. The proposal that was selected has a meeting in each of the three cities, has more input from the public, it costs more, but there's more work to do and it's a good proposal that brings in a lot of public input, and hopefully the County Board will go with that recommendation. Everett stated that she did talk to them at the end of the meeting and it sounded like the county board will accept it as long as they find the money to cover it.

Wimmer stated that he had two updates. Council has goal setting in January, and there are two items from PRC that will be going there. One will be the dog park and the other is the outdoor hockey rink to see if there is commitment to either, and then making that a goal for Council to make that happen. He will let the board know if February.

Everett stated that she has been working with Josi [Public Services Director] on some inspection forms for each of the parks. There had been some started, but not really in a helpful way. It was a really long list that in most of our parks only a few of things apply. Everett has gone through the standard list and made it applicable to each of our parks, so it will be a checklist that she or someone from Public Works can go through every month to make sure things are being kept up and we don't end up with a big list of surprises again. That doesn't mean that things that are found will be budgeted, so there may still be discussions that need to be had, but at least we'll know more regularly what's going on and what needs to be replaced. That is a work in progress.

Everett stated that the Parks Brochure is coming. Basically, we'll just have to start over the next couple of months finding bands and scheduling them for Street Dances and getting programs for next year set. As far as she knows, that won't need to be done until the beginning of February so we have some time to work on it, but she wanted to put it on the Board's radar.

Everett stated that in discussions with other staff, the Arts and Science Academy is making some progress. We don't have anything finalized with them yet, but it sounds like wheels are turning, and hopefully we can get agreements settled so that things can move forward. Wimmer stated that they have their planning done, but it doesn't look like they're going to build a gymnasium that they were looking at initially so we are looking at doing something with the lot so we can split that off and put it to their existing primary lot. They are looking at doing a middle school, and then eventually a high school at

some point. They are moving forward on the park portion that we had discussed with them, but they have a couple of irons in the fire.

Everett stated that the Bluebird climbing equipment is here, but she hasn't gotten a hold of the guy from St. Croix who is supposed to come and put it back up. She asked if the board would be okay with it being put up in the spring so it doesn't just sit out there all winter, she doesn't know how much it gets used in the winter. If it makes sense to put it in next spring we can. The ground is not that frozen yet, so if we want to put it in now, she can get in touch with him. Wimmer stated he would recommend waiting until spring. Garvey agreed. Everett stated that she'll let them know, and she'll tell them to plan on being here as soon as it is spring to get it put back up.

Everett stated that the last thing she has is the vehicle traffic issue at Legacy. She had a map to pass around that shows what we're thinking needs to be done. We'll have a gate installed at the end of where the pavement is right now, and because of the easements that we're using, we'll have to tell people to use that access road to get in. The map shows where we will ask them to walk. Part of the process will be having Bolton and Menk redo the trail map for us so it shows that, so there is a cost involved with that as well. We'll need to make sure that we have sources for the funding for the engineering and for getting the equipment for the gate. Once we have that, in the springtime we can put the gate in. Everett passed the map around and explained that the ponds that are out there belong to the City so if people go about halfway up the road, there is already an easement. Wimmer stated that it is an access easement to the stormwater ponds for when the area gets built out. He explained that we tried for a while to get a closer in to where most people are walking, but we do have an access easement that will serve as our designated trail. The bank has kind of just shut down on working with us, and we aren't exactly sure why, but it is what it is at this point.

Everett stated that the only other thing she had was a letter for Zdon because his term is expiring at the end of the year. The opening has been posted.

Zdon stated that there is no meeting in December; Everett confirmed.

5. Adjournment

Motion by Wimmer, second by Witte to adjourn the November 22, 2016 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:13 p.m.

Dated at Isanti, Minnesota this 22nd day of November, 2016.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
DECEMBER 13, 2016

1. Meeting Opening.
A. Call to Order.
Cesafsky called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance.
Everyone rose for the pledge of allegiance.

C. Roll Call.
Members Present: Steve Lundeen, Paul Bergley, Wayne Traver, Greg Cesafsky, and Jim Kennedy.

Members Absent: None

Staff Present: Community Development Director, Roxanne Achman

Others Present: None

D. Agenda Modifications.
None.

2. Approval of Minutes from November 9, 2016 Planning Commission Meeting.
Cesafsky questioned if there were any comments or changes to the minutes.

Motion by Bergley second by Kennedy to approve the November 9th, 2016 Planning Commission Meeting Minutes. Motion was unanimously approved.

3. Public Hearings.
A. Request from First Fruits Land Development LLC for Preliminary Plat approval of the Plat of Sun Prairie Third and Fourth Addition, legally described as Outlots G and H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.
Cesafsky read the item into the minutes.

Achman presented the staff memo.

Cesafsky opened the public hearing.

Robert Doohen, owner of First Fruits Land Development, approached the podium to ask if there were any questions for him.

There were no questions from the Planning Commission. Cesafsky closed the public hearing.

Motion by Bergley second by Kennedy to recommend approval of the request from First Fruits Land Development LLC for Preliminary Plat approval of the Plat of Sun Prairie Third and Fourth Addition, legally described as Outlots G and H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota based on the Findings of Fact and Conclusions. Motion carried unanimously.

4. Other Business.
A. None.

5. Discussion Items.

A. None.

6. Adjournment

Motion by Bergley second by Kennedy to adjourn the December 13th, 2016 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:05 p.m.

Dated at Isanti, Minnesota this 13th day of December 2016.

Respectfully submitted,

_____

Roxanne Achman, AICP
Community Development Director

A Community For Generations.
Isanti

MEMO

Request for City Council Action

To: **Mayor Wimmer and City Council Members**
From: Chief Gene C. Hill
Date: January 19, 2017
Subject: Squad Car Purchase - 2017 Ford F150 Crew Cab 4x4 Police Edition

---

Background:
The City Council passed the budget for 2017 to include the purchase of a new vehicle for the Police Department. The vehicle that is being replaced is a 2006 Chevrolet Silverado 4x4 that was forfeited from a drunk driver. The 2006 Chevrolet would be sold at auction and the proceeds from that sale would be required to be deposited into the Isanti PD Forfeiture Fund per §169A.63, funding from the forfeiture fund will assist in this vehicle purchase as needed.

The vehicle to be ordered is a 2017 Ford F150 Crew Cab 4x4 Police Edition SSV. This type of vehicle has many uses for the police department:

- Marked Patrol Unit.
- Emergency Management Vehicle – with Heavy Towing Capability.
- Designated Police Reserve Vehicle.
- Hauling Training Equipment.

2017 Ford F150 Crew Cab 4x4 Police Edition SSV		$32,825.45
Graffix Shopee – car decals		800.00
Emergency Automotive		9,878.37
	Total	$43,503.82

The Finance Committee has reviewed this item and recommends to the council to consider approving the purchase with budget capital funds.

Action:

Please review attached information for consideration in replacing an aged police car and the needed expenditures to complete the build. To declare the 2006 Chevrolet Silverado 1500 Crew Cab Truck surplus property and to sell the vehicle at public auction at Wayne Pike Auction Services in Princeton, Mn. as council has approved in the past. The sale proceeds will be deposited into the Isanti Police Forfeiture Fund.

Thank you for your consideration,
Chief Gene C. Hill

RESOLUTION 2017-_____

RESOLUTION APPROVING THE PURCHASE OF A 2017 FORD F150 CREW CAB 4x4 SSV POLICE EDITION

WHEREAS, the police department has budgeted for the purchase of a replacement squad car for 2017 as notated in the Cities capital replacement plan; and

WHEREAS, the funds to purchase the vehicle will be from the police capital replacement fund; and

WHEREAS, to authorize the expense to equip the new vehicle with proceeds from the police forfeiture fund as needed; and

WHEREAS, to declare the 2006 Chevrolet Silverado 1500 Crew Cab Truck as surplus property, to sell the vehicle at public auction (Wayne Pikes Auction Services (Princeton, Mn.), and

WHEREAS, deposit the funds from the sale of the vehicle back into the Isanti Police Forfeiture Fund from where they originated in accordance with Minnesota §169A.63.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve:

1. The purchase of the 2017 Ford F150 Crew Cab Police Edition SSV.
2. To declare the 2006 Chevrolet Silverado as surplus property to be sold at Wayne Pikes Auction and that the proceeds be deposited into the Isanti Forfeiture Fund.

This Resolution is approved by the City of Isanti Council this 7th Day of February, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and Finance Committee Members**
From: Chief Gene C. Hill
Date: January 19, 2017
Subject: New Squad Computer's

MEMO

Background:

The FBI has made recent security changes that affect how we within the Isanti Police Department access criminal justice files that are maintained by the federal government. Microsoft no longer supports Windows XP…meaning there are no further updates for the security of the system. The FBI no longer allows computers with this system to be used for accessing criminal justice information.

Off of the State Contract pricing for New Panasonic Toughbook CF-31 Computers with Windows 10 are $3,369.00 each. One computer will be a replacement of an old Windows XP computer that is 6 years old. The other computer would be for the new squad car.

The computers will be funded out of the forfeiture fund as budgeted for 2017 which was at $6000.00 based on 2016 estimates. The computers priced out were for Windows 7, we are purchasing Windows 10. The additional funds would also come from the forfeiture fund.

Finance Committee has reviewed and recommends the purchase

Action:

For the City Council to review and consider the purchase.

Respectfully,

Chief Gene C. Hill

RESOLUTION NO. 2017-_____

A RESOLUTION AUTHORIZING THE PURCHASE OF TWO NEW PANASONIC TOUGHBOOK CF-31 COMPUTERS FOR SQUAD

WHEREAS, the Police Department is required to follow the rules of the FBI in regards to criminal justice access via computers, and;

WHEREAS, the FBI no longer allows computers with Windows XP to access these criminal justice systems, and;

WHEREAS, the use of state contract pricing was used to determine the purchase expense, and;

WHEREAS, the purchase will be funded through the police department's forfeiture fund, and;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council authorizes the Chief of Police to purchase two new Panasonic ToughBook CF-31 Computers with Windows 10 for the new squad car.

Adopted by the Isanti City Council this 7th day of February, 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council**

From: Lindsey Giese, Human Resources/City Clerk

Date: January 20, 2017

Subject: Update for City Council Meeting Procedures

Background:
Staff discovered that the Council Meeting Procedures document was outdated. Attached is the revised document with all contact information updated. In an effort to need to update the form less frequently, staff names have been removed and are listed strictly with position titles.

Committee Review:
The Development and Operations Advisory Committee reviewed the proposed changes and recommends adopting the amended policy.

Attachments:

- Revised Council Meeting Procedures
- Resolution Approving Amended City Council Meeting Procedures

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING AMENDED CITY COUNCIL MEETING PROCEDURES

WHEREAS, the City Council, on March 1, 2005, adopted Resolution No. 2005-023, Council Meeting Procedures; and

WHEREAS, the procedures document has not been updated since the amended version, Resolution 2012-230; and,

WHEREAS, an updated version has been drafted to include current Council members names and updated staff titles; and,

WHEREAS, the Development & Operations Advisory Committee has reviewed the revisions and recommends its adoption.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby adopts the amended City Council Meeting procedure, as provided in 'Exhibit A'.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

CITY OF ISANTI

EXHIBIT A

Mayor: **George Wimmer**
Council Members: **Dan Collison**
Ross Lorinser
Steve Lundeen
Paul Bergley

Welcome to a meeting of the Isanti City Council. In order that this and future Council meetings can be more meaningful to you and other citizens, the City Council uses a set of rules to govern the conduct of its meetings. These "Rules of Procedure" are for the convenience of those attending meetings as well as for the members of the Council. The following is a brief summary of the rules which may be of interest to you.

COUNCIL MEETING PROCEDURES

ORDER OF BUSINESS

The schedule for a Council meeting is shown on the "agenda". An agenda is simply a list of items of business to be considered at a meeting. Copies of the agenda are available at the entrance to the Council Chambers at the time of the meetings.

Persons wishing to have an item considered by the Council must contact the office of the City Clerk before 12:00 p.m. on the Wednesday prior to the meeting date.

It is necessary that requests be made in writing. (A form for making such a request is provided at the entrance to the Council Chambers and shown on the back of this pamphlet.) The written requests are reproduced and forwarded to the members of the Council by the City Staff, thus allowing for more detailed study and review by the Council prior to the meeting.

NON-AGENDA ITEMS

Individuals wishing to appear at regular meetings of the Council (first and third Tuesdays of each month) relative to items not included on an agenda may speak of make presentations under the section of the agenda entitled "Citizen Input"; however, no final action is to be expected for such items. The Council will want time to study proposals or requests not of a routine nature. You are encouraged to fill out the "Agenda Request Form" if you wish some action by the Council.

ADDRESSING THE COUNCIL

Persons wishing to address the Council on a subject which appears on the agenda must wait until the item is discussed by the Council. The procedure for consideration of an agenda item is (1) staff presentation; (2) presentations by petitioner or advisory bodies (if required); (3) Council motion and second to place the matter on the floor; (4) Council questions of staff and/or advisory body reports and discussion; (5) presentations from the audience; and (6) Council decision. No discussion of an item is allowed by the Mayor, Council, or members of the audience until the matter has been placed on the floor.

1. An individual wishing to address the Council should stand, wait to be acknowledged by the Mayor to speak, state his or her name and address before speaking.

2. All remarks should be directed to the Mayor rather than to any individual Councilmember or to administrative staff. The Mayor may wish to refer any questions to the proper Councilmember, City Administrator or other appropriate staff.

3. To avoid confusion, only one person may have the floor (speak) at any one time. The Mayor is responsible for determining who has this privilege.

4. In order to facilitate matters and permit all of those who wish to express themselves to do so, presentations are limited to three minutes except at official public hearings. Groups are encouraged to speak through a single spokes-person rather than individually.

CONSENT AGENDA ITEMS

The Isanti City Council uses a "consent agenda" procedure for routine, non-controversial items needing little or no deliberation. Those items are identified on the agenda and are approved with one vote unless a council-member or citizen requests that the item be considered separately.

VOTING

Three members of the Council must be present if official business is to be transacted. Most resolutions and motions of the Council are adopted if a majority vote of those Council-members present is cast. Some actions require more votes, such as an ordinance related to zoning regulations which requires approval by a 4/5 vote of the entire Council. The publication of an ordinance in the official newspaper of the City is required before it actually takes effect.

Only members of the City Council may vote on decisions before them. The Council takes comments by citizens, Staff and Commission information and the interests of the general public into account in arriving at decisions. Members of the Council attempt to represent your best interests as well as those of your fellow citizens.

PUBLIC HEARINGS

Certain items on the agenda are identified as "public hearings". These are formal proceedings giving citizens an opportunity to express their concerns on a specific issue. Some issues on which the Council is required to hold public hearings are the annual budget, public improvement projects, and levying of special assessments.

The Council endeavors to complete action on each issue the same night as the hearing. However, there may be circumstances where additional information or action is needed making it desirable to defer action until a later date. Depending on the situation, the hearing may be closed to a future meeting date.

GENERAL HEARING PROCEDURES

1. Mayor opens the hearing.
   * Staff describes the proposal.
   * Those wishing to comment are heard.

   NOTE: If you wish to be heard, but do not want to speak, paper is provided at the Clerk's table which you may use to write your position.
2. Formal action is taken to close the hearing.

3. Council members have opportunity to comment and ask questions on the issue.

4. Council takes action on the issue or defers decision.

MEETING DATES

Regular City Council meetings are held the first and third Tuesdays of each month, at 7:00 p.m., at City Hall. Tentative agendas for regular meetings are prepared on the Wednesday preceding the meeting. *(Occasionally, meeting days are changed to avoid conflicts with holidays or other events. Information on specific meeting dates is available from City Hall.)*

Informal City Council meetings are held the Second Thursday of each month, at 7:00 p.m., at City Hall. Informal meetings, also called work sessions, are held for discussion only. No action can be taken at these meetings. Tentative agendas for informal meetings are generally prepared on the Wednesday preceding the meeting.

MINUTES

The official minutes of Council meetings are prepared and kept by the City Clerk and are reviewed and approved by the Council (usually at the next regular meeting). Copies of the approved minutes are available in the City Clerk's office and the City's web site, www.cityofisanti.us

* * * * * * * * * * * * * * * * * * *

Members of City Staff Generally Attending Council Meetings are:

City Administrator	763-444-5512
Human Resources / City Clerk	763-444-5512
Economic Development Director	763-444-5512
Community Development Director	763-444-5512
Police Chief	763-444-4761

The meetings of municipal governing bodies are truly a study of democracy in action. It is hoped this pamphlet will aid you in understanding and taking part in the democratic process.

A Community For Generations.

Isanti

CITY OF ISANTI

110 First Avenue NW, P.O. Box 428, Isanti, MN 55040-0428

AGENDA REQUEST FORM

Instructions: If you want official action on an item **not on the agenda**, please complete this form and return it to the office of the City Clerk at City Hall. **All applicable areas must be completed or the form will not be accepted**. Your completed request will be placed on a regular Council meeting agenda. Thank you.

1. Name (please print):_____

   Organization (Required if Applicable):_____

2. Address (please print): _____

3. Telephone No.: _____

4. Agenda item subject: _____

   _____

   _____

5. Action requested: _____

   _____

   _____

6. Reasons for requested action: _____

   _____

   _____

7. Signature (Required):_____

CITY USE ONLY:

Date/Time Received: _____ /_____ am / pm

Received by:_____

RESOLUTION 2017-XXX

A RESOLUTION APPROVING PROGRAM ADVERTISEMENT IN THE CAMBRIDGE-ISANTI COMMUNITY EDUCATION 2017 SUMMER BROCHURE

WHEREAS, per Resolution 2016-231 advertising in publications other than the City of Isanti's official newspaper must be approved by City Council; and,

WHEREAS, the City staff have determined that the Cambridge-Isanti Community Education brochure is an opportunity to reach the households of community members, and is an appropriate forum to promote Isanti Parks programs; and,

WHEREAS, City staff have received the advertising price list from Community Education and have funds available in PRC-340 Advertising for a quarter page ad in the summer brochure;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve City staff to submit program advertising for the 2017 summer Cambridge-Isanti Community Education brochure.

This Resolution hereby approved by the Isanti City Council this 7th day of February 2017.

Attest: _____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

RESOLUTION NO. 2017-

RESOLUTION APPROVING A CHECK BE WRITTEN TO CAMBRIDGE-ISANTI SOCCER CLUB FOR VOLUNTEERING AT THE COMMUNITY MOVIE NIGHT

WHEREAS, free public movie nights at the Isanti Community Center were approved by City Council January 21, 2014 Resolution No. 2014-013; and,

WHEREAS, the City of Isanti receives requests from various non-profit youth organizations and groups from Isanti to volunteer at the ICC Movie Nights approved by City Council September 16, 2014 Resolution No. 2014-226 ; and,

WHEREAS, the volunteer group per the policy are to receive the profits from the concessions sold at the movie night; and,

WHEREAS, the City of Isanti received an application for Cambridge-Isanti Soccer Club to volunteer at the January 20, 2017 movie; and,

WHEREAS, the profit from the January 20, 2017 movie night was $27.06; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Cambridge-Isanti Soccer Club in the amount of $27.06.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/ City Clerk

(SEAL)

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and Members of the City Council**

From: Josi Wood, Public Services Director/ Assistant City Admin.

Date: February 7, 2017

Subject: Consider Resolution Authorizing the Emergency Repair of the Watermain Leak on 285th Ave SE

Background:
On January 17, 2017 there was a confirmed watermain leak along the north side of 285th Ave SE. Staff solicited quotes from four contractors and only received one from Dirtworks, Inc. to perform the emergency repair. Dirtworks, Inc. quote and final invoice are attached. Dewatering was not required due to the use of the City's Jetter and Public Works Staff assisting with the repair.

Finance Committee Recommendation
The Finance Committee approved Dirtworks, Inc. to do the repair of the watermain leak.

Request:
Staff is requesting the approval of the emergency repair of the watermain leak by Dirtworks, Inc. in the amount of $8,450.00 from funding source Water – Contracted Services (112).

Attachments:
- Resolution No. 2017-XXX
- Quote from Dirtworks, Inc.
- Invoice from Dirtworks, Inc.

RESOLUTION NO. 2017-

A RESOLUTION AUTHORIZING THE EMERGENCY REPAIR OF A WATERMAIN LEAK ON 285TH AVE SE

WHEREAS, a watermain leak was found January 17, 2017 on the north side of 285th Ave SE; and,

WHEREAS, it was determined that an emergency repair was necessary to maintain the integrity of the City's water supply; and,

WHEREAS, staff solicited contractors for quotes and obtained one quote from Dirtworks, Inc. in the amount, not to exceed, $15,000.00 dependent on unknowns once the leak was exposed; and,

WHEREAS, the Finance Committee recommended to move forward with the repair from Dirtworks, Inc.; and,

WHEREAS, the repair was completed by Dirtworks, Inc. on January 25, 2017; and,

WHEREAS, the final invoice for the watermain leak repair was $8,450.00; and,

WHEREAS, the funding source is Water, Contracted Services (expense code 112);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby accepts the invoice from Dirtworks, Inc. for repair of the watermain leak on 285th Ave SE.

Adopted by the Isanti City Council this 7th day of February, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

DIRTWORKS INC

Mailing Address: PO Box 169, Cedar, MN **Physical Address:** 24656 Ulysses St NE, Isanti, MN **E-mail:** stevejr@dirtworksmn.com	**Office:** 763-434-4771 **Mobile:** 612-685-5498 **Fax:** 763-444-0174 **www.dirtworksmn.com**

PROJECT:

Watermain Break– Isanti, MN

PROPOSAL DATE:

January 17, 2017

Approximate pricing is below for one crew to repair leaking watermain on 285th Ave. NE in Isanti for up to 12 hours:

- Two Laborers
- Excavator w/operator
- Skidsteer/packer/misc w/operator
- 1 load of rock if needed: $400.00
- Trench Box if needed: $600.00
- Fittings/pipe/parts **allowance**: $2000.00

TOTAL $8,800.00

Hourly rates for beyond 12 hrs and additional items if needed:

- **Laborer:** $68.00/hr
- **Excavator w/operator:** $175.00/hr
- **Frost ripping with excavator:** Add $25/hr to excavator rate
- **Skidsteer/packer/misc w/operator:** $100.00/hr
- **1 load of rock:** $400.00
- **Groundwater Dewatering if needed approx. pricing:** $3500-$6500
- **Fittings as needed:** $ unknown
- **Traffic Control if needed:** $1300.00

IF YOU HAVE ANY QUESTIONS REGARDING OUR QUOTE PLEASE DO NOT HESITATE TO CONTACT STEVE JR. @ 612.685.5498 OR STEVEJR@DIRTWORKSMN.COM

PROPOSAL SUBMITTED BY:

DIRTWORKS, INC.

Steven J. Strandlund
President

ACCEPTED BY:

_____

_____

_____

PROPOSAL NOTES: No permits, bonds, soil corrections, hazardous material removal or compaction testing, traffic control, dewatering or surveying is included. No seeding or turf restoration is included. Proposal may be with-drawn by us if not accepted within 45 days. Payment is due upon completion. 1+1/2% finance charge will be added to balances over 30 days.

Dirtworks, Inc.
PO Box 169
Cedar, MN 55011
Phone: 763-434-4771

Invoice

Date	Invoice #
1/26/2017	5992

Bill To

City of Isanti
PO Box 428
Isanti, MN 55040

Description	Amount
Repair of Watermain on 285th Avenue	8,450.00

Total $8,450.00

www.dirtworksmn.com
Fax: 763-444-0174

RESOLUTION 2017-

APPROVE PLACEMENT OF TWO STOP SIGNS AT THE INTERSECTION OF CHERRYWOOD STREET NE AND 5TH AVENUE NE

WHEREAS, a request was received for consideration of placing stop signs at the intersection of Cherrywood Street NE and 5th Avenue NW; and

WHEREAS, the intersection currently does not have stop signs on the street other than the stop signs located at the exits for the Allina Clinic and the gas station/McDonald's; and

WHEREAS, the City Engineer and City Staff have reviewed the request for stop signs at the intersection of Cherrywood Street NE and 5th Avenue NE, and recommending placement of the stop signs at the aforementioned intersection; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve placement of two stop signs at the intersection of Cherrywood Street NE and 5th Avenue NE to make the intersection safer to the public.

This resolution was duly adopted by the Isanti City Council this 7th day of February 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING AN EXEMPT GAMBLING PERMIT TO THE CAMBRIDGE-ISANTI ROTARY CLUB OF ROTARY INT'L DISTRICT 5960

WHEREAS, the Cambridge-Isanti Rotary Club has applied for an Exempt Gambling Permit for a fundraising event to be held on March 23, 2017 at Spirit River Community Center located at 1005 Highway 5 NE., Isanti, MN 55040; and

WHEREAS, the value of prizes is estimated to be $1,000; and

WHEREAS, proceeds from the fundraiser are to be used for charitable donations to local, national and international organizations; and

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and

WHEREAS, the applicant successfully passed a background check by the Isanti Police Department.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to the Cambridge-Isanti Rotary Club to hold a fundraiser on March 23, 2017 at the Spirit River Community Center.

This resolution was duly adopted by the Isanti City Council this 7th day of February 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Cambridge-Isanti Rotary Club (Rotary Int'l District 5960)

Address of Organization: PO Box 631 Cambridge, MN 55008

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Name	Address	Phone No.
Daniel Johnson		
Shannon Kincaide		

Type of Event: Fundraiser Date of event: Mar 23, 2017

Use of Proceeds: Support local, national, & International organizations

Location and address of event:

Spirit River Community Center, 1005 Hwy 5 NE

Estimated value of prizes to be awarded: $1600

Name of applicant: Shannon Kincaide Applicant's phone number: [redacted]

Signature of applicant: Kincaide

Date: 2.1.2017

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

City of Isanti
110 1st Ave NW
PO Box 428
Isanti MN 55040 (763) 444-5512

Receipt No: 1.018079 Feb 1, 2017

Shannon Kirkeide

LICENSES & PERMITS	
3-23-17 Spirit River Comm Center C-I Rotary	50.00
Total:	50.00
CASH	50.00
Payor: Shannon Kirkeide	
Total Applied:	50.00
Change Tendered:	.00

02/01/2017 01:58PM

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**

From: Chief Gene C. Hill

Date: February 2, 2017

Subject: Reserve Officer Greta Freeman

MEMO

Background:

Reserve Officer Greta Freeman is not in compliance with policy in regards to annual commitment of 100 hours per year needed to stay an active member of the Reserve Program. All Reserves were reminded of this requirement at the beginning on 2016 and were again reminded mid-year. Lt. Muyres asked Ms. Freeman to submit a letter of resignation and as of 02/02/2017, she has not provided such letter.

Action:

I ask that the City Council take action terminating Reserve Officer Greta Freeman for not following policy as it relates to working 100 hours per year as required by the Reserve Officers Policy Manual. Also, to allow the Chief of Police to fill the vacancy.

Thank you for your consideration,

Chief Gene C. Hill

RESOLUTION NO. 2017-_____

RESOLUTION TO TERMINATE RESERVE OFFICER GRETA FREEMAN

WHEREAS, Reserve Officer Greta Freeman has not submitted a letter of resignation as requested by Lt. Muyres to the City of Isanti; and,

WHEREAS, Ms. Freeman is knowingly in violation of Reserve Policy with yearly requirements of hours worked; and,

WHEREAS, the effective date of this termination is February 7, 2017; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA as follows:

1. That the termination of Reserve Officer Greta Freeman is hereby effective February 7, 2017.

2. That the Chief of Police is authorized to fill the vacancy.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**

From: Chief Gene C. Hill

Date: February 2, 2017

Subject: Reserve Officer Evan Peterson

MEMO

Background:

I received a resignation letter from Reserve Officer Evan Peterson. Mr. Peterson's employment change and family commitments has not allowed him to be available. His resignation letter is attached. Mr. Peterson leaves the Isanti Reserves in good standing. Resignation letter was received via email on 01/31/2017.

Action:

I ask that the City Council take action on accepting the resignation of Reserve Officer Evan Peterson who has left in good standing, and to authorize the Chief of Police to fill the vacancy.

Thank you for your consideration,

Chief Gene C. Hill

RESOLUTION NO. 2017-_____

RESOLUTION ACCEPTING RESERVE OFFICER EVAN PETERSON LETTER OF RESIGNATION

WHEREAS, Reserve Officer Evan Peterson has submitted a letter of resignation to the City of Isanti and presented this to Chief of Police Gene C. Hill on January 31, 2017; and,

WHEREAS, the effective date of this resignation is February 7, 2017; and,

WHEREAS, Mr. Peterson left the Isanti Police Reserve unit in good standing; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA as follows:

1. That the resignation of Reserve Officer Evan Peterson is hereby accepted effective February 7, 2017.

2. That the Chief of Police is authorized to fill the vacancy.

This resolution was duly adopted by the Isanti City Council this 7th day of February, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

FROM: Evan Peterson
603 3rd ave nw #201
Isanti Mn 55040

TO: Isanti Police Department
401 S 1st ave Isanti Mn 55040

Officer Zeman,

I am writing to formally notify you that I am resigning from my position as Reserve Officer.

I appreciate the opportunities given to me and the professional guidance and support during my time with Isanti Police Department. I wish you and your organization nothing but the best.

Respectfully,

Evan Peterson

L.15.

TO: Mayor Wimmer & City Council

FROM: Don Lorsung, City Administrator

DATE: February 3, 2017

RE: Resolution Approving Contract Release with TR Computer Sales, LLC and Authorizing the Acceptance of Contract Services from White Bear Lake IT Solutions, LLC

In 2016, the City had renewed IT support services from TR Computer Sales, LLC. A part of this renewal included services from their key account employee Jim Kritta. Jim was integral in the firm's provision of IT support services to the City and other TR Computer accounts. Mr. Kritta is separating from TR Computers and has formed a new company, White Bear IT Solutions, LLC. With this separation, and through his new firm, Mr. Kritta has offered the City of Isanti IT Services, with support back-up from TR Computers. At a point in the future when fully staffed, Mr. Kritta's firm will provide their own back-up Computer Services. A 3-year contract has been proposed, with a 1 year review, at monthly rates lower than the current service contract with TR Computers. Staff and the City Attorney have reviewed the contract and are recommending approval to end the current contract with TR Computers, LLC and enter into a contract with White Bear IT Solutions, LLC. The Finance Committee has reviewed this matter.

Please find attached a draft Resolution that would release the City of Isanti from its contract with TR Computers, LLC and authorize acceptance of contract IT services from White Bear IT Solutions, LLC.

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING THE CONTRACT RELEASE FROM TR COMPUTER SALES, LLC AND AUTHORIZING THE ACCEPTANCE OF CONTRACT SERVICES FROM WHITE BEAR IT SOLUTIONS, LLC

WHEREAS, the City of Isanti had authorized renewing IT support services for general city computer systems (non-specialized) to TR Computer Sales, LLC beginning April 1, 2016 for a three-year contract; and,

WHEREAS, the City's main contact and office location representative has been Jim Kritta throughout the entire term of our services; and,

WHEREAS, Jim Kritta has resigned from his position at TR Computer Sales, LLC and opened his own business White Bear IT Solutions, LLC; and,

WHEREAS, TR Computer Sales, LLC has confirmed with the City of Isanti that because they will continue to have an ongoing working relationship with White Bear IT Solutions and will be acting as a "backup" service provider to that company that they will release the City of Isanti from the three-year contract without any required notice should the City so choose; and,

WHEREAS, Mr. Kritta has proposed a contract ("Exhibit A") which provides the same services which the City is currently receiving, but at a slightly lower monthly cost to the City; and,

WHEREAS, the contract with White Bear IT Solutions, LLC has been reviewed by the City Attorney and the Finance Committee; and,

WHEREAS, to keep consistency within the IT support services and with the proposed reasonably monthly cost the Finance Committee recommends the approval to authorize IT support services to White Bear IT Solutions

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The City Council hereby awards IT support services as outlined in the contract marked "Exhibit A" to White Bear IT Solutions, LLC effective February 8, 2017

2. The City Clerk is authorized to confirm the mutual agreement with TR Computer Sales, LLC that we agree to the release of contract services with no required notice.

3. That the City Clerk is hereby authorized to enter into a contract agreement with White Bear IT Solutions, LLC for the period from February 1, 2017 to February 1, 2018 with an automatic renewal of a 24 months (through February 1, 2020) so long as neither party provides written notice of its intent to not renew the contract.

4. That staff is able to prepare and sign documents as needed to execute this contract.

This resolution was duly adopted by the Isanti City Council this 7th day of February 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

EXHIBIT A

IT support contract

Introduction

This IT support contract ("contract") is made as of February 1st, 2017 (the "Effective Date"), by and between the **City of Isanti** ('the client') and **White Bear IT Solutions LLC** ('the service provider').

Purpose

The client depends on IT equipment, software and services (together: 'the IT system') that are maintained and supported by the service provider.

This contract sets out how the IT service provider will provide maintenance and support services for the IT system. It describes which items the service provider will provide support, what services it will provide, and how the client can expect problems with the IT system to be handled.

Scope

Parties

This contract is between:

The client:	The service provider:
City of Isanti 110 1st Ave NW Isanti, MN 55040 Key contact: Lindsey Giese 763-444-5512	White Bear IT Solutions LLC 4986 Stewart Ave White Bear Lake, MN Key Contact: Jim Kritta 651-447-7186

Term and Termination of Agreement

This contract commences on **February 1st, 2017** and will continue for a period of 12 **months.**

This contract will automatically renew for a period of 24 months beginning on the first anniversary date of this contract unless the client provides written notice of its intent not to renew this contract to the service provider 60 days prior to the first anniversary date. The automatic renewal of this contract will be effective without any requirement that such renewal be in writing. The automatic renewal of this contract will be upon the same terms and conditions set forth in this contract except as the parties may otherwise mutually agree.

This contract will terminate upon (i) either party providing a 60 days written notice to the other party (ii) a party's breach of this contract, provided however that the non-breaching party shall give the breaching party 10 days notice in writing of such breach, and the breaching party will have 10 days to remedy or correct any and all breaches contained in the written notice.

Equipment, software and services covered

This contract covers the equipment, software and services listed below. This list may be updated at any time, with agreement from both the client and service provider.

- Onsite/Remote Support of all Servers, PC's, Laptops and Firewalls
- Network Monitoring (Servers, PC's, Laptops and Firewalls)
- Backup Monitoring (Datto – Alto2 Device)
- Anti-virus Monitoring (Trend)
- Annual Disaster Recovery Testing (Datto – Alto2 Device)

Exclusions

The service provider will make its best efforts to provide support and rectify problems as requested.

However, this agreement only applies to the parts of the IT system listed above.

The services do not include maintenance or repair necessitated by:

- The use of equipment, software or service(s) in a way or for a purpose for which it was not designed.
- **Changes** to the configuration or set up of equipment, software or services otherwise than by the service provider or without the prior written approval of the service provider.
- Damage caused by virus, spyware, or lack of a firewall when updates have not been installed or where an update has not yet become available, or

where the client has prevented the service provider from **performing required maintenance and updates**. Theft or loss of equipment.
- Relocation of equipment
- Poor environmental conditions
- Fire, tornado, lightening, floods and other acts or events that are beyond the reasonable control of the service provider.

Limitation of Liability

THE SERVICE PROVIDER SHALL NOT BE LIABLE TO THE CLIENT FOR LOST PROFITS, ANY SPECIAL, INDIRECT, OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THE CONTRACT, EVEN IF THE SERVICE PROVIDER HAS BEEN NOTIFIED OF THE POSSIBILITY OF SUCH DAMAGES. UNDER NO CIRCUMSTANCES WILL LIABILITY EXCEED AMOUNTS PAID BY THE CLIENT TO THE SERVICE PROVIDER UNDER THIS CONTRACT.

Responsibilities

Key service provider responsibilities

The service provider will maintain and support the IT system used by the client.

Additionally, the service provider will:

- Ensure relevant software, services and equipment are available to the client
- Respond to support requests and within reasonable time, in any case.
- Do its best to escalate and resolve issues in an appropriate, timely manner.
- Maintain good communication with the client at all times.

Key client responsibilities

The client will use the IT system as intended.

Additionally, the client will:

- Make timely payment on service provider's invoices.
- Notify the service provider of issues or problems in a timely manner.
- Provide the service provider with access to equipment, software and services for the purposes of maintenance, updates and fault prevention.
- Keep the service provider informed about potential changes to its IT system. For example, if client's employees are to begin connecting their own mobile devices to the company network, the service provider may be able to adjust its services accordingly.
- Maintain good communication with the service provider at all times.

Confidentiality

In order to provide services as described herein, the service provider may have access to the client's confidential information. The service provider agrees to take all reasonable measures to keep all files, client information, passwords, and any other proprietary client data secure and confidential.

Activities

The service provider will perform a number of specific tasks for the client. Details of these tasks are described in the table below, along with the purpose and frequency of each.

Activity	Frequency	Notes
General		
Document software and hardware changes	As necessary	
Send client log of work performed	Monthly	
System maintenance		
Check backups are running properly	Daily	This is a simple check that backups are running with no errors reported.
Perform backup test	Monthly	This is a full data restore test.
Monitor and maintain server uptime	Constantly	
Install software patches, service packs and other updates	As necessary	Updates will usually be tested before being rolled out across the IT system.
Install software upgrades	As necessary	Upgrades that incur costs — and other major upgrades — will only be installed after consultation with the client.
Monitor server event logs for potential problems	Daily	
Monitor available disk space on servers and company computers	Daily	
Perform system and server reboots	As necessary	Non-essential reboots will be performed at convenient times, agreed between client and supplier.
General server maintenance	As necessary	To be performed out of hours or at mutually agreed times.
Let client know of any potential issues	As necessary	For example: • Disk space running low • Equipment showing signs of failure • Deteriorating broadband speed

Create, remove and maintain employee user accounts and permissions	As necessary	For example, when employees: • Join or leave the company • Require access to additional resources
Assist users with support queries	As necessary	For example: • How to connect to VPN • Where to save shared files
Fixing problems		
Disaster recovery of core systems	As necessary	In the event of a significant IT failure or problem (e.g. complete server failure or security breach), The service provider will do everything possible to restore service. A separate disaster recovery plan should be maintained.
Fix user errors / mistakes	As necessary	For example: • Accidental file deletion • Forgotten password
Raise support requests with third-party providers	As necessary	Where cloud services and other aspects of the IT system are not in The service provider's direct control, The service provider will take responsibility for liaising with third-parties to resolve issues.
Managing networks		
Maintain internet connection	Constantly	Automated monitoring will be used to identify performance issues with or availability of the client's internet connection(s).
Monitor network capacity and performance	Weekly	The service provider will endeavour to identify where network capacity is reaching its limit.
Maintaining security		
Monitor firewall logs	Monthly	The service provider will attempt to identify and address any unusual or suspicious activity.
Check status of security software updates	As necessary	The service provider will verify that all updates are installed in a timely manner.
Investigate any suspicious activity or unexpected software behaviour	As necessary	The service provider will investigate any activity that could be the result of malicious software or individuals, such as viruses or hacking attempts.
Manage file and folder permissions	As necessary	
Enforce password policies	As necessary	
Managing apps and services		
Create, manage and remove mailboxes	As necessary	For example: • Creating email addresses for new users • Increasing mailbox size if required

Reactive support

The service provider will also provide reactive support services to the client. When the client encounters an issue with the IT system, it should raise this with the service provider.

The service provider will then investigate the problem and respond appropriately.

Charges and conditions

The monthly price for these services is: $1,667.00

This is an all-inclusive charge that covers everything described in this contract, with the following conditions:

- Support will be provided **during business hours** (8am – 5pm, M-F, Excluding Holidays). Service provider may provide support **after hours** depending on the task and at the sole discretion of the service provider.
- Support will be provided on a **remote access and/or onsite basis** depending on the issue at the discretion of the service provider.

Payment for the services will be due 15 days from the date of service provider's invoice.

General Provisions

Entire Agreement

This contract sets forth the entire agreement and understanding between the parties as to the subject matter hereof and merges and supersedes all prior discussions, agreements and undertakings of any nature between them. This contract may not be changed, modified, or terminated, except by agreement in writing, signed by all of the parties hereto.

Governing Law

This Agreement shall be governed and interpreted according to the laws of the State of Minnesota.

Severability

Whenever possible, each provision of this contract shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this contract is held to be invalid, illegal or unenforceable under any applicable law or rule in the State of Minnesota, such provision shall be ineffective only to the extent of such invalidity, illegality, or unenforceability in such jurisdiction, without invalidating the remainder of this contract in such jurisdiction or any provision hereof in any other jurisdiction, and this contract shall be construed as if the

unlawful or unenforceable provision or application had never been contained herein or prescribed hereby.

Binding Effect

This contract shall be binding upon and be of benefit to the parties, their successors and assigns.

Waiver

Waiver by one party hereto of breach of any provision of this contract by the other shall not operate or be construed as a continuing waiver.

Signatures

This IT support contract is agreed between the City of Isanti and White Bear IT Solutions:

Client Signature: _____	Service Provider Signature: _____
Name:	Name: Jim Kritta
Position:	Position: Owner
Date:	Date: February 1st, 2016

STDOCS:1366588v1 : 7489.BUS01

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
JANUARY 17, 2017

1. Meeting Opening.

A. Call to Order.

Lindsey Giese, City Clerk, called the meeting to order at 7:07 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley and Jim Kennedy.

Members Absent: None

Staff Present: Community Development Director, Roxanne Achman, Human Resources/City Clerk, Lindsey Giese

Others Present: None

D. Agenda Modifications.

Achman stated there were none.

Motion by Lundeen second by Bergley to approve the agenda. Motion carried unanimously.

2. Organization of Advisory Bodies as per the City Code of Ordinance Chapter 8.

A. Chair of Planning Commission.

Giese requested nominations for the position of Chair of the Planning Commission.

Motion by Lundeen, second by Bergley to nominate Mayor Wimmer as Chair of the Planning Commission. There were no other nominations.

Mayor Wimmer accepted the nomination.

Giese called the motion. Motion was approved unanimously. The meeting was then turned over to Chairman Wimmer.

B. Vice-Chair of Planning Commission.

Chairman Wimmer requested nominations for Vice Chair of the Planning Commission.

Motion by Kennedy, second by Bergley to nominate Mr. Lundeen as Vice Chair of the Planning Commission.

Lundeen accepted the nomination.

Motion was approved unanimously.

C. Secretary of Planning Commission.
Chairman Wimmer requested nominations for the Secretary of the Planning Commission.

Motion by Bergley, second by Lorinser to nominate City staff as the Secretary of the Planning Commission. Motion was unanimously approved.

D. Approve 2017 Planning Commission Meeting Dates.
Motion by Bergley, second by Collison to approve the 2017 Planning Commission meeting dates.

Motion carried unanimously.

3. Approval of Minutes from December 13, 2016 Planning Commission Meeting.
Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Bergley to approve the December 13th, 2016 Planning Commission Meeting Minutes. Motion was unanimously approved.

4. Public Hearings.
A. Request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.
Chairman Wimmer read the item into the minutes and opened the public hearing.

There was no one to speak on the matter. The public hearing was closed.

Motion by Lundeen second by Bergley to recommend approval of the request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota based on the Findings of Fact and conclusions with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

B. Request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes and opened the public hearing.

There was no one to speak on the matter. The public hearing was closed.

Motion by Lundeen second by Bergley to recommend approval of the request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota based on the Findings of Fact and Conclusions with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

C. Request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes and opened the public hearing.

Adam Patneaude, 416 10th Ave NW, approached the podium. Patneaude asked what the bar would do for the community if it was opened. Will they give back through pull-tabs?

Chairman Wimmer stated pull-tabs would be considered charitable gambling. Chairman Wimmer asked for clarification from Mr. Patneaude if he wanted to know whether charitable gambling proceeds would be go back to the community. Patneaude indicated that was the question he was asking. Chairman Wimmer stated that's one of the things they look for when issuing permits for charitable gambling, is for them to give back to the community.

Patneaude asked if it would be a full bar. Chairman Wimmer stated it would be a bar and restaurant. Patneaude further asked if there would be food. Chairman Wimmer reiterated it's a bar and restaurant.

Patneaude asked if there would be security – bouncers or paid security. Chairman Wimmer stated he is not aware of any in Isanti that have that type of security. Patneaude indicated he knew of a few in Cambridge that had security.

Patneaude asked if there would be off-sale available. Chairman Wimmer clarified there would be no off-sale available. The only place allowed to have off-sale is Isanti Liquor.

Patneaude indicated that the reason he was bringing these questions up, is because he has had an issue in the past with litter from liquor and other trash, and he does not want it to increase.

Chairman Wimmer stated he understood the concern and that a conversation has been had with the new owners of the prospective new business to let them know Isanti takes all these items seriously. When liquor licenses are renewed each year, the business must be present at the City Council meeting. Chairman Wimmer further explained that liquor licenses are not a right, they are a privilege.

Chairman Wimmer closed the public hearing.

Motion by Kennedy second by Collison to approve the request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota based on the Findings of Fact and Conclusions and with the following conditions:

1. Providing proof of ownership of all parcels (16.030.0901, 16.108.0050, 16.108.0060 and 16.108.0070).
2. The signing and recording of the shared parking agreement.
3. Any handicapped parking spaces removed due to the installation of the outdoor patio area shall be designated elsewhere within the parking lot nearest to the entry as possible.
4. The applicant shall meet State requirements and obtain all necessary State permits with regards to Electrical, Plumbing, and Health.
5. The shared parking arrangement provided for is permitted and would meet the requirements of the Zoning Ordinance, based upon the existing use and the number of seats provided for by the petitioner at this time. However, should the petitioner expand the facility in the future by adding additional seating within the facility beyond the 96 identified within the initial request, additional parking will be required to meet the provisions of the Zoning Ordinance. Such additional parking shall meet the Off-Street Parking and Loading requirements of the Zoning Ordinance.

Motion carried unanimously.

5. Other Business.

A. None.

6. Other Communications.

A. None.

7. Adjournment

Motion by Bergley second by Lundeen to adjourn the January 17th, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:14 p.m.

Dated at Isanti, Minnesota this 17th day of January 2017.

Respectfully submitted,

_____

Roxanne Achman, AICP
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
January 24, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Giese called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, Mayor Wimmer, James Witte, and Aaron Zdon
Staff Present: Katie Everett, Community Events and Parks Coordinator
Lindsey Giese, City Clerk/Human Resources

D. Agenda Modifications.
Giese asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Witte to approve the January 24, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Organization of Advisory Bodies as per Chapter 8 of the Isanti City Code

A. Oath of Office for New Parks, Recreation, and Culture Board Member
Zdon stated the Oath of Office.

B. Chair of Parks, Recreation, and Culture Board
Giese asked if there were any nominations. Zdon stated he would continue if he was nominated. Wimmer nominated Zdon, Garvey seconded. Zdon was unanimously approved as Chair and lead the rest of the meeting.

C. Vice-Chair of Parks, Recreation, and Culture Board
Wimmer nominated Garvey, Witte seconded the nomination. Garvey was unanimously approved as Vice-Chair.

D. Secretary of Parks, Recreation, and Culture Board
Wimmer nominated Everett, Garvey seconded. Everett was unanimously approved as Secretary.

E. Approve Parks, Recreation, and Culture Board Meeting Dates
Zdon stated they are the standard dates, with no December meeting. Witte made a motion to accept the dates, Wimmer seconded the motion. Dates were unanimously accepted.

F. Discuss Parks, Recreation and Culture Board Member Involvement in other Boards.
Everett stated that in the past this was included because we had Zdon on the BMX Board. She put the item back on this year to see if there were any boards that PRC should know about. There were none.

G. Review of Conflict of Interest Policy – Resolution No. 2017-017

Wimmer stated there are no changes to the policy. He wanted to highlight something he usually talks to the City Attorney about after the presentation, and we ran into it at the Planning Commission meeting, which is not hanging around as a quorum. We had an issue with the Planning Commission that they were all hanging around after the meeting and were talking, which is a no-no. That is one thing people don't really think about, especially in a Park Board meeting in a relaxed setting, but if any business is being discussed it needs to be during the meeting and only during the meeting. If there are other events that we would all be at, like the opening of a park, that will be posted as well; just like when we do the park tour so that people know we're there. The other thing people don't think about is the daisy-chain type meeting, where if Wimmer were to talk to Garvey and then she talks to Zdon and they're talking about the same thing, that is a daisy chain meeting and is a violation of the open meeting law. Those are the two things that may go to the back of the mind; otherwise, most everybody knows not to get paid to make a decision or make a decision that benefits you personally. Everything else is the same, we just need the forms filled out and signed.

Everett stated that everyone has copies of the Conflict of Interest Policy, so if there is any discussion needed next month to let her know. If there are questions, she can ask the City Attorney. Garvey stated the Attorney is great at answering questions, so if anything comes up she recommended giving him a call.

3. Approval of Minutes from November 22, 2016 Parks, Recreation and Culture Board Meeting.

Motion by Wimmer. Second by Garvey. Vote was unanimously approved.

4. Schedule Annual Park Tour

Everett stated that this generally happens in April. Zdon stated that it should be fine by April 25; Garvey stated that we can always watch the weather and move it to May at the March meeting if we had to. Garvey motioned to have the tour in April; Witte seconded. The motion was unanimously approved.

5. 2017 Project Overview

Everett stated that the budget has started over, so she has listed some of the things that are included in the budget. There are other projects also included that she will update the board on when we have more information.

Everett stated there is money in the budget to order quite a few skate park panels, so we should be able to repair what is broken, but we'll have to reassess after winter if there are more than there were before. We will double check exactly what need and them get them ordered. The next step is deciding where the equipment will sit. Everett had talked with Wood (Public Services Director), and it sounds like one end or the other stays dry and the other collects water, so it may be a matter of just knowing where that is. She said she would imagine that it won't be warm enough before the April park tour to move things, so we can talk about it then. Garvey stated we can get a good idea of where the snow melt is now and keep watching it. Everett stated that there's probably water sitting on it this week, so she can go out and take a picture so we've got it.

Everett stated the next item listed is the money budgeted for the things related to what was on the priority list. Most of those things have been taken care of. One thing that was left were the slide mats. She stated that she had spoken with Harlan [playground rep] and he thought we may have mats that are buried underneath the woodchips, and that they're supposed to be about 12 inches down and are our "insurance." Everett had been assuming they were supposed to be sitting on top of the woodchips to keep them in place and give kids a soft place to land. She talked to another playground rep and he said they are supposed to be on the top. Everett stated that at this point since the slides were mostly put in by Harlan, we might actually have more than we know. It will be a matter of waiting until the ground thaws out and then Everett will go and find out. Everett stated we have quite a few slides and was wondering if the

original intent was to have them at the base of all of the slides or if there were priorities for them. Garvey asked if there was a requirement to have them. Everett stated there wasn't that she knew of, as long as we have the required depth of wood chips. From Harlan's perspective, it was extra insurance, because woodchips move so should a kid fall at the bottom of a slide, then the mat will be there. Zdon stated that he thought it should be a goal to have them at the base of all of the slides, otherwise the surface depth has to get a lot deeper. Then it saves labor and maintenance of putting the chips back all the time. Garvey asked if it had to be a specific slide mat, is there a certain depth to it. She remembered looking at the Fleet Farm ad and seeing horse stall mats that look like the exact same thing. Everett stated there are several kinds you can buy. Some are way thicker, and would be heavier so kids couldn't move them, but they get exponentially more expensive. The other playground rep we've been working with said that he can get what sounds like the same thing for $100. Everett stated she thinks it's just a rubber mat that's an inch thick, but she would have to look into the specifics.

Everett stated there is a slide at Bluebird on the Clifford equipment that has a hole in it. It looks like someone took an axe to it or something, there's a slice in it that we can't fix. We'll have to get a whole new slide. Coming from Harlan it will be about $700, which isn't awesome but it is what it is. That is one of the first things we're planning to get replaced. Everett stated she also talked with Harlan about the rock wall grips. They are fairly inexpensive, probably about $30 each, so we'll probably get enough to replace what's broken now and have a couple on hand.

Everett stated that we didn't have money for the hopscotch stencil last year. She stated to let her know if that is a priority this year, or if we wait until the end of the year again. Garvey stated that the slide is more important, Zdon agreed. Garvey stated that she would recommend waiting until the end of the year. Zdon stated he is still astonished by the price of a stencil. Everett stated that since we are going to wait, she can keep an eye out for sales on them or other options. Zdon said he would have his wife look at the preschool catalog.

Everett stated that the foul line marker at Unity Field is no longer white, but we can get the guys out to repaint it pretty inexpensively. Since we have new signs coming for Unity, we can spruce the place up all at the same time.

Everett stated that the light timers at Unity and Bluebird were being installed today. She hadn't heard if they were finished or not, but they should be very soon if they weren't. Hopefully that cuts down on those being on for extended periods.

Everett stated there is an item to discuss benches and tables. We have money to spend on them, but she wanted the PRC Board to give direction for what kind was wanted. She explained that in our experience, the steel ones are more durable, we have seen the Legacy ones get kind of carved up, but that happens to the steel ones too. Wimmer stated that the coated steel ones get chipped out; granted, we had a couple carved, but he likes the recycled plastic a lot better. Garvey stated you can sand it out in those and you can replace a slat. Zdon stated that it seems like with the steel ones you have to either replace it or recoat the whole thing. Everett stated that Public Works did repaint some of the steel ones last summer, and it was a lot of work. Zdon said he thought they looked really good, but if you look at the labor. He stated the plastic ones would also stick to the theme, since we have those going in elsewhere. Everett stated that they might be more expensive, but there are other vendors out there and she hasn't done much research yet. She said she would imagine it all kind of washes out and recycled plastic isn't really a new thing anymore so it's getting cheaper. Garvey asked if we needed a motion; Everett stated she didn't think so. Wimmer asked where we were looking at putting these in. Everett stated that what was intended for what's in the budget was for Mattson and what is now Isanti Hills Neighborhood Park, formerly Tot Lot. She stated that probably with the money we have that's about all we can do. Garvey asked if it would be one bench and table at each park. Everett stated that we will see; there are usually three tables at Mattson

under the pavilion. Zdon stated that there are aluminum benches down near the tennis courts and we have repaired those. Everett agreed that those seem to be in pretty good shape. That may be something that we look at on the park tour to see what we need and where they should go. She stated that there are different options for both benches and tables if we want them to stay where we put them, to get in ground mounts or cement mounts. In the meantime she will get pricing on the recycled style.

Everett stated the signs were the last item on this memo. Under the $5000 budget, we should have enough money to get signs for all of our parks to match what we have at River Bluff. She wanted to get an idea from PRC, because some of our parks don't have that kind of sign, whether we do something different at some places. Isanti Hills has a new name, so that is kind of a priority to get a new sign there. Mattson has this kind of sign as well as the wooden one. This style is faded, so to we should get that switched out so they match. Riverside's is faded, and Rum River Meadows is in better shape than most but is fading. Bluebird actually doesn't have a big sign that says that it's Bluebird Park. She stated that she doesn't know if we want one and where it should go. When you're entering in from this direction, there is a little one on a post that says "Welcome to Bluebird Park, follow our rules." Everett stated that she has found that a lot of people don't know what that park is called. She asked if the board had any ideas – if they wanted that kind of sign there. Her first inkling was to put a sign somewhere near the playground because that's where most of the traffic is headed, but there are so many ways to get into the park that there's not one way to come in and you'll see it right away. Garvey stated this can be another item at the tour. Zdon stated that it could maybe be a couple of smaller signs, and his thought would be a nice one up by the flagpole. Everett stated that would kind of a central place because technically the soccer complex is part of Bluebird Park. Everett stated that VFW Park is small and doesn't have as big of a sign. Right now there is a sign on the fence that says it's a Veterans' Park, and she didn't know if we wanted to keep that sign because it's part of the VFW or if we wanted to get another sign that matches ours that fits on the fence. Garvey stated she thought we should get something that matches the rest because she doesn't think most people realize it is actually a City park. She thinks that if there is a sign that matches the other city parks, people will think this is a City Park. Everett stated that she thought the size of what we have at River Bluff might be overwhelming for VFW. Zdon stated that he thought something smaller that could be fence mounted would be good. Garvey agreed. Everett stated the last one to consider would be Eagle Park. She had put together before kind of a custom street sign on a fancy post that would also say home of the Farmer's Market, so anytime people were there they would know that the farmer's market happens and that's where they should go. She thought it might also help if we post a name for that place, it might help people know we watch what happens there. One thought about that is that Everett didn't know if Eagle Park has ever been officially named Eagle Park. Wimmer stated that it has not. Wimmer stated he is not a huge fan of designating it a City Park, but it became known that way because it was an Eagle Scout project that was done there with the cement picnic table. That's how it came to be, but it's a parking lot with a nice green space in the middle, and that's what it is. We have listed it as Eagle Park and that type of thing. Garvey asked if we list it in the brochure that that's what the name of it is. Everett confirmed that it is, and all of the Farmer's Market things say it's at Eagle Park, which doesn't do a lot for people who don't know where Eagle Park is. Wimmer said he's never liked that it's been designated that way and it's not something the City has done, it's just kind of tradition. He would rather have it called something like "Farmer's Market Square," or something, he didn't know what it would be, but something along that line. It doesn't fit our definitions of a park at all. Zdon said he liked the street sign idea, and maybe at the next meeting we should talk about what goes on it. Then when the Farmer's Market comes around it has a name. Garvey asked when the Isantian is coming out. Everett stated it won't be coming out until April 3rd. Garvey asked if we would have time for changes after next month's meeting. Everett stated that she thought we would. Everett said other sign things she included were Legacy Park – she assumed that sign was meant to be temporary, so it would make the most sense to wait until that gets moved, and the board agreed – and she didn't think we wanted to put a new fancy sign at Whisper Ridge right now. She stated if they agreed with those things, she would put together a plan and figure out what that would cost.

6. Legacy Award Nominations for Consideration by the PRC Board

Wimmer stated that he wanted to clarify because there are some not accurate statements in the memo. First, the council doesn't decide. We get the nominations in, and if they fit the criteria, this board makes nominations to the mayor, and the mayor decides. It is handled through the mayor and not the council. The range, it is of Isanti residents and what they have done within the community. He would have to take a further look to see if it's really fitting what we're trying to do, which is bringing regional, statewide or national positive recognition to the City of Isanti. Everett stated that she included the second one who is not a resident because in our policy it lists "and those members of organizations within the City of Isanti," so she didn't want to make the decision to leave them out and left them there for the board's consideration, acknowledging they are not city residents. Garvey asked the last time we had something like this come up.Mayor Wimmer stated we have had two so far. One was the national ranked BMX riders, and the other the state champion Odyssey of the Mind team from School for All Seasons. Garvey stated that she didn't remember them.. Everett stated she couldn't find them in the history either, but the policy said they're supposed to. She stated that part of this discussion is to also see what should be changed in the policy to make the process more clear – if it's something that is the mayor's award, does it make sense to discuss them here, she didn't know. Zdon stated they did come through, but the BMX was three years ago. Wimmer added that Odyssey of the Mind might have been 2015. Zdon asked if the board will be discussing it. Wimmer stated that the process is to try to get applications in, the biggest issue he thinks has been getting the word out that it exists. He said we did have somebody apply last year, kind of in this same vein that had done scouting and was retiring or something along those lines. That is a very nice thing, but the reason he had created the award was that they helped bring recognition to the community from a regional, state, national level. This applicant again is a person who looks like they've done great doing wonderful things, but doesn't fit that criteria of bringing the recognition to the city. Zdon said that what would maybe, without seeing the article, was that it was published nationally. Wimmer stated, yes, but unless the article is about Isanti it's not bringing the city recognition. Wimmer stated he would take a look at that angle of it if it does. Wimmer stated it should show our community. From the education standpoint the state champion Odyssey of the Mind team, or with the BMX, they are kind of our ambassadors and have done a great job highlighting what can happen being here. Zdon also shared that the news just came out that the BMX track was rated #1 in the nation two years in a row. Everett asked if we were going to discuss any changes to the policy here, or if we would look at it later. Zdon said we'll shelf it for now; Wimmer agreed.

7. Mattson Tennis Court Discussion

Everett stated that over the course of the year last year – Josi had started the project – we were looking at whether or not we could just fill cracks on the tennis courts, and they are too big to do that. We had a few companies come out and give us estimates for what it will cost, and it's a lot. Everett wanted to get the board's input on how big of a priority this was. Wimmer asked when this was done last. Everett stated she didn't know, but it's been a while. Zdon stated it hasn't been terribly long because it's been since he has been on the board. Garvey asked if that was filling cracks, and Zdon and Wimmer agreed that it had been completely redone, maybe 10 years ago. Everett stated she will find out. Wimmer also wanted to find out what the life expectancy is supposed to be. Zdon stated he thought it would be longer than that. Wimmer agreed, but stated he's not an expert. Wimmer stated we need to go back and find out when it was, because it was a major renovation to the courts, and what is the life expectancy. Zdon stated then we can budget accordingly. If it is only ten years, then we'll deal with it. Everett stated the estimates came back in varying levels of detail. Some of them were very clear about what they were going to do and how long the options available would last. She will look closer at those. Zdon stated it looks like it's going to be about $14,000. Garvey asked Everett if she had seen the email from MRPA about USA Tennis giving grants. Everett stated she doesn't get those emails; Garvey stated she will find it and forward it.

8. Mini Grant Opportunity

Everett explained that we received a Partners in Healthy Living grant last year to get the picnic table and bench out at the community garden. They have left the "project" open, so this year again we are eligible to apply for $1000 from Partners in Healthy Living. Everett explained when she wrote the memo, she had a question out to the person she works with at the County, asking what we would be most likely to get money for. The things listed here are what we have in the budget, but of course if we don't have to spend our money on them, that would be better. The answer back was that yes, we can get money for more raised beds and we can get money to help with a new shed for sure – their max size is 8' x 10', but we can only have 6' x 8', so that's fine. They wanted more information about what we would need to buy for a kids' area, they're kind of particular about things that are set up versus on going, etc. The shaded area was less clear; if it was going to be a picnic table that we were getting an umbrella to go with, we'd have a better chance, but they weren't sure we would be able to get that covered. As far as how many raised beds we need – we had three last year, all three were used, but we had two different families so one person had one and the other person had two. Everett stated that she thought as they get more popular we will need more; she didn't know how many we wanted to get this year, or if we wanted to wait until registrations come in. If they fill up right away, we'll have time to get more. Witte asked if there was a high interest in the past year for raised beds. Everett stated that both of the people that reserved them wanted more than one, so yes, kind of. After that point, there weren't a lot of people wondering about those specifically. Garvey asked to clarify that one person had two; Everett said yes, and that was because we didn't get a third person. They waited until registration was closed and then got the second one. Zdon said it looked like we budgeted for three this year; Everett confirmed. Zdon asked if they said the raised beds would for sure qualify [for the grant]. Everett said yes. Zdon said he thought we should put in for 3 raised beds, or 2 at least. Everett said they love seeing we're contributing our own money, so if we put in for 3 and we're spending more money, that might help. Wimmer made a motion to apply for 3 raised beds; Witte seconded. It was unanimously approved.

9. Parks Updates

Everett stated that for the December movie we had South Isanti Baptist in for Elf. We had 33 people. January was just last Friday with the soccer club, we had 29. She stated that she was hoping with all the people they know we would get more people there, but one of the volunteers did say during the movie that she thought they hadn't really told anyone about it. Zdon confirmed, stating he is involved with soccer and didn't hear anything about it. Everett stated she was told at one point they were going to put it on their website, but she didn't confirm whether they did. Zdon said they have hundreds of people on their email list. Everett stated that she thinks if they come back, they have now learned that they need to tell people if they want to make money. It was on par with what we've had all season, so overall not bad. February movie is Inside Out and Heavenly Sunshine is hosting. They brought in 100 people last year. Zdon said they're planning on breaking the record this year.

Everett stated she's working on drafting the Parks Brochure. She listed things that will be happening. Movie nights will continue. The summer program series used to be the Legacy Park Series, and last summer was Communities Growing. This year Everett is planning an Earth Day clean up. She would like to have people sign up ahead of time to get an idea of how many hands we'll have, and then start our efforts at Legacy Park. If there are enough people signed up, maybe send some of those people over to River Bluff. Legacy is kind of the priority because Everett hears a lot that there's trash back there. Especially after we don't have a garbage can out there anymore, it gets pretty bad. Everett is also planning a pollinator planting program. Pollinators are things people are very interested in right now. We will go to the community garden. Everett hasn't decided yet if we will plant in one of the plots and have it be annual pollinator plants, or she is leaning toward taking a section that right now is unused and plant perennial pollinator plants which will benefit the garden and the pollinators. Everett explained that she loves doing pond study, so to tie together all of the programs to learn about the environment, the other program will be water quality. You can test the Rum River's water quality by sampling for macroinvertebrates. We will go and get some nets and find out what kinds of critters are in the water and then teach people about

which critters you want there and how many of them. Street Dances finally have bands booked; Boogie Wonderland and Jonah and the Whales will be coming back, and the third band is Hitchville. They are kind of a regional band, putting out their second album, and look like they put on a very entertaining show. Those will be June 24, July 15, and August 12. Nature Detectives Club is still going. The Farmer's Market as well. Everett explained that we are still looking for more Farmer's Market vendors. She has spoken with an artist and there might be some interest in getting artists out and musicians. Zdon stated that would be cool. The Minnesota Farmer's Market Association today shared our Farmer's Market post that we are looking for vendors. They have a lot of viewers, so hopefully that gets us out there. She has contacted the past vendors to get them all coming back, and is working to get new people to come. She explained that a lot of people aren't aware that they don't have to have a farm to sell things at the farmer's market. If they are gardening vegetables and they have a lot of extra ones and they want to get together with their friends and sell them at the farmer's market, come talk to her. Craft things, baked goods are huge hit, and anyone can make them. There is a big variety out there. Garvey asked if either of the landscape companies participate. Everett explained that Isanti Gardens has a home greenhouse on Long Lake, and he comes to sell plants. He came through most of the season last year. Wimmer added that they are very reasonably priced. Everett said that he has great plants, and he does it because he loves it, and he works in landscaping as a day job. Wimmer stated that Northland and Green Barn haven't, and we've tried to work with them on different things with varying degrees of success. Everett stated that plant sales in the spring would be awesome to have more of, because people come and they want tomatoes at the end of May, and they don't exist yet, so if there are more products we can offer earlier in the season, that's always great.

Everett stated Community Garden registration is starting very soon. Last year, the indication was that we will have lots of returners, so Everett is ready for them to bust down the doors on February 6th.

Everett also stated that the County Master Trail Plan public interest meeting in Isanti is being planned for February 22, which is a Wednesday. The first choice was the Community Center, but it is already booked, so it will occur in Council Chambers. They are looking to see where people want trails in the county. Everett will post things about that as she gets them.

Everett stated the last items will be updates from goal setting which happened yesterday. Mayor Wimmer stated that the dog park was pretty warmly received, so we will be moving forward with that. We will continue discussion on that, in the location east of the BMX facility. The outdoor hockey rink did not go over well. Councilmember Bergley, who actually is a skater and hockey player, was not in favor of going forward with it from a cost standpoint and being able to keep ice. What was discussed was having Park and Rec take a look at taking the pleasure rink where we currently have it and putting it by where we discussed having the hockey rink near the changing room, and looking at the lighting and things like that. Zdon said he agreed that would be a good location. Wimmer stated we would at least be tying [the rink and warming house] together. Wimmer explained that the council decided to keep the Park Dedication Fund the way it is for new stuff. He explained that he told the council he didn't favor changing the policy, but he wanted the council to make a definitive action on it. We want to keep the money there for new stuff; we could use it to replace, but then as the city continues to expand, we won't have the funds for new amenities.

5. Adjournment

Motion by Witte, second by Garvey to adjourn the January 24, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:48 p.m.

Dated at Isanti, Minnesota this 24th day of January, 2017.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

DRAFT

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 21, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. February 7, 2017 – Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, February 28, 2017 @ 6:00 p.m.
2. City Council Meeting	Tuesday, March 7, 2017 @ 7:00 p.m.
3. EDA Meeting	Tuesday, March 7, 2017 *(Immediately following City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Consider Resolution Acknowledging Process for EDA Marketing/Work Plan Updates *(Mayor Wimmer)*

City Administrator Don Lorsung
2. Consider Resolution to Enter into Contract with Group C Media to Advertise in Business Facilities

City Engineer Brad DeWolf
3. Palomino Road Improvement Project
    a. Resolution Receiving Feasibility Report and Calling Hearing on the 2017 Palomino Road Street and Utility Improvement Project
    b. Resolution Authorizing Preparation of Plans on the 2017 Palomino Road Street and Utility Improvement Project
4. Resolution Approving Postponement of Infill Project to Connect Sidewalk on Railroad Avenue SE From Palomino Road SE to Main Street

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $215,448.71 and Payroll in the amount of $92,039.17.
2. Final Minutes of the January 3, 2017 Economic Development Authority Meeting
3. Resolution Authorizing Entering into a Construction Contract and Energy and Maintenance Agreement with Connexus Energy for the 2017 Phase III Street Lighting Infill Program
4. Consider Resolution Accepting State Bid for Public Works Service Vehicle
5. Consider Resolution Accepting State Bid for Public Works Utility Service Vehicle

6. Consider Resolutions for the Operation of the Compost Site and Hiring of Seasonal Public Works Staff
7. Consider Resolution Accepting State Bid Pricing for Public Works Side by Side Utility Vehicle
8. Resolution Offering the Position of Utility Billing/Accounting Clerk to Ms. Tabitha Peltier
9. Resolution Accepting the Resignation of Finance Director Jackie Fisher
10. Resolution Accepting the Resignation of Part Time Liquor Store Clerk Ashley Dutcher

M. Other Communications

1. Draft Minutes of the February 7, 2017 Economic Development Authority Meeting
2. January Police Department Report
3. January Code Enforcement Report
4. January Building Permit Report
5. February Engineering Report

N. Closed Session

1. Discussion Regarding Confidential Personnel Matter

The City Council will resume in open session following each or any Closed Session matter. After reopening the meeting the Council may take such action, if any as it deems appropriate pertaining to the matter discussed in closed session.

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 7, 2017 – 7:00 P.M.
CITY HALL

F.1.

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, and Ross Lorinser

Members Absent: Council Member Steve Lundeen

Staff Present: City Administrator Don Lorsung, City Attorney Clark Joslin, City Engineer Brad DeWolf, Community Events & Parks Coordinator Katie Everett, Economic Development Director Sean Sullivan, Human Resources/City Clerk Lindsey Giese, Police Chief Gene Hill

Others Present: J. Miller, R. Doohen, B. Slawson

D. Adopt Agenda
Motion by Collison, second by Lorinser to accept the agenda. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards
None

F. Approve City Council Minutes
1. January 17, 2017 – Regular Meeting of the City Council
2. January 23, 2017 – Goal Setting Meeting of the City Council

Motion by Collison, second by Lorinser to approve the minutes. Motion carried unanimously.

G. Citizens Input
None

H. Announcements

1. **CITY OFFICES CLOSED**	Monday, February 20, 2017 *(In Observance of President's Day)*
2. City Council Meeting	Tuesday, February 21, 2017 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, February 21, 2017 *(Immediately following City Council Meeting)*
4. Park, Recreation, and Culture Board Meeting	Tuesday, February 28, 2017 at 6:00 p.m.

I. Council Committee Reports
Mayor Wimmer informed the Council that there will be some storm water changes under direction from the State. Due to the abundance of work and potential changes, it may require an addition of a half time position for the City.

The Mayor also informed Council that Brad DeWolf and staff have been going over the road projects over on Palomino. There was an unexpected surprise found in which a 10-inch pipe is going into a 6-inch

pipe and then back out to a 12-inch pipe. This was done when that development was put in, and we will have to do what is necessary to fix it. The cost is estimated somewhere around $261,000. Councilor Lorinser questioned how long the pipe is that needs to be replaced and Mayor Wimmer replied that it extends approximately 4 - 5 blocks, or somewhere within that range. The Mayor added that it is something that will have to get done as it affects the whole looping for the City to East Highway 65 and impacts the project going forward.

J. Public Hearings

K. Business Items

1. **Resolution 2017-023 Approving a Special Event Permit for DK Gold Cup Regional Race Weekend**

Andy Strom, President of the Rum River BMX Association, addressed the Council and informed them that they are once again the number one track in the nation, for the second year in a row. It is based off of the number of riders and their participation. He stated that the last weekend in February will be a big race weekend with people from all over, including five or six different states being represented. The *Race for Life* is a huge charity race which supports the Leukemia and Lymphoma Society. The *Gold Cup Qualifying Race* is a regional series and is a qualifying race. Mayor Wimmer added that we are probably the smallest community in the top 10, 20 or 30 ranked in the Nation. It is a testament to the great facility. Mr. Strom agreed it is a testament to the great facility and added it is also due to the great relationship with the Association and the City which allows them to accomplish such big things. The Mayor also praised the great volunteers that assist Rum River BMX.

Motion by Collison second by Lorinser, to approve Resolution 2017-023 as presented. Motion carried unanimously.

2. **Interview Applicant for Vacant Term Seat for Planning Commission**

Jeff Miller, 1300 Ironwood Court SW, was asked nine questions relating to the vacant Planning Commission seat.

   a. **Resolution 2017-024 to Appoint Candidate Jeff Miller to Fill Vacant Planning Commission Seat**

Motion by Lorinser, second by Bergley, to approve Resolution 2017-024 appointing Jeff Miller to the vacant Planning Commission seat. Motion carried unanimously.

City Attorney Clark Joslin

3. **Resolution 2017-025 Approving City Council Goals for Year 2017**

Mayor explained once approved, the annexation processes will begin.

Motion by Bergley, second by Lorinser, to approve Resolution 2017-025 as presented. Motion carried unanimously.

City Administrator Don Lorsung

4. **Resolution 2017-026 Approving Acceptance of Grant from Partners in Healthy Living for River Bluff Preserve Trail Maps**

Motion by Collison, second by Lorinser, to approve Resolution 2017-026 as presented. Motion carried unanimously.

5. **Resolution 2017-027 Approving a Conditional Use Permit for the Operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for Shared Parking Agreement**

Motion by Lorinser, second by Collison to approve Resolution 2017-027 as presented. Motion carried unanimously.

6. **Resolution 2017-028 Approving the Final Plat of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota**

Motion by Bergley, second by Lorinser, to approve Resolution 2017-028 as presented. Motion carried unanimously.

7. **Resolution 2017-029 Approving the Final Plat of Sun Prairie Third Addition, legally described as Outlot H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota**

Motion by Collison, second by Lorinser, to approve Resolution 2017-029 as presented. Motion carried unanimously.

8. **Resolution 2017-030 Setting a Public Hearing for the Vacation of All Drainage and Utility Easements Lying Within Lots 2 and 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota**

Motion by Bergley, second by Lorinser, to approve Resolution 2017-030 as presented. Motion carried unanimously.

Community Parks & Events Coordinator Katie Everett

9. **Resolution 2017-031 Approving a Special Event Request for Downtown Street Dances**

Motion by Lorinser, second by Bergley, to approve Resolution 2017-031 as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $940,611.56 and Payroll in the amount of $98,781.71
2. Contractor's Pay Request No. 06 Wastewater Treatment Improvements in the Amount of $437,335.00
3. Final Minutes of the November 22, 2016 Park, Recreation and Culture Board Meeting
4. Final Minutes of the December 13, 2016 Planning Commission Meeting
5. **Resolution 2017-032 Approving the Purchase of a 2017 Ford F150 Crew Cab 4x4 SSV Police Edition**
6. **Resolution 2017-033 Authorizing the Purchase of Two New Panasonic Toughbook CF-31 Computers for Squads**
7. **Resolution 2017-034 Approving Amended City Council Meeting Procedures**
8. **Resolution 2017-035 Approving Program Advertisement in the Cambridge-Isanti Community Education 2017 Summer Brochure**
9. **Resolution 2017-036 Approving a Check be Written to Cambridge-Isanti Soccer Club for Volunteering at the Community Movie Night**
10. **Resolution 2017-037 Authorizing the Emergency Repair of the Watermain Leak on 285th Ave SE**
11. **Resolution 2017-038 Approving the Placement of Two Stop Signs at the Intersection of Cherrywood St NE and 5th Ave NE**
12. **Resolution 2017-039 Approving an Exempt Gambling Permit to the Cambridge-Isanti Rotary Club of Rotary Int'l District 5960**
13. **Resolution 2017-040 to Terminate Reserve Officer Greta Freeman**
14. **Resolution 2017-041 Accepting Reserve Officer Evan Peterson's Letter of Resignation**
15. **Resolution 2017-042 Approving the Contract Release from TR Computer Sales, LLC and Authorizing the Acceptance of Contract Services from White Bear IT Solutions, LLC**

Motion by Lorinser, second by Bergley, to approve the Consent Agenda as presented. Motion carried unanimously.

M. Other Communications

1. Draft Minutes of the January 17, 2017 Planning Commission Meeting
2. Draft Minutes of the January 24, 2017 Meeting of the Park, Recreation and Culture Board

Adjournment

Motion by Bergley, second by Collison, to adjourn. Motion carried unanimously. The meeting was adjourned at 7:14 p.m.

Respectfully Submitted,

Lindsey Giese

Lindsey Giese
Human Resources/City Clerk

K.1.

MEMO

A Community For Generations.

Isanti

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: February 21, 2017

Subject: Consider Resolution Acknowledging Process for EDA Marketing / Work Plan Updates

---

The Economic Development Team continuously is reviewing and amending the EDA Marketing / Work plan to ensure that it is current and to review its effectiveness. Previous plans have included local SWOT analysis, identifying goals, objectives, competition, strategic partners and suggestions on how Isanti can position itself to make it more marketable for potential business prospects. In past years there has been formal adoption of the plan. In light of the ever changing environment and the fluid nature of marketing plans The Economic Development Team is asking if adoption of a new formal document is necessary. The Economic Development Team is comfortable with the direction the City Council has provided at goal setting, previously plans, and budgeting. The Economic Development Team will continue to work toward executing those initiatives discussed at the EDA meeting in February 2017 keep the EDA and City Council up to date with successes and shortcomings when relevant.

Requested Action:

Consider Adoption of Resolution 2017-___ A Resolution Acknowledging Process for EDA Marketing / Work Plan Updates

Attachment

1) Resolution 2017 - ____ A Resolution Acknowledging Process for EDA Marketing / Work Plan Updates

RESOLUTION 2017-___

A RESOLUTION ACKNOWLEDGING PROCESS FOR EDA MARKETING / WORK PLAN UPDATES

WHEREAS, The Isanti EDA promotes and supports the growth of commercial and industrial development and tax base through the use of economic development methods and tools; and,

WHEREAS, in the past the EDA has adopted previous work plans annually to incorporate changes to SWOT analysis, new initiatives and other items; and,

WHEREAS, marketing plans can be guides for strategies and are constantly being reviewed to incorporate changes in the market and to take advantage of opportunities as they arise to better position Isanti; and,

WHEREAS, Annual City Council Goal Setting Sessions, feedback from the EDA and business community and Economic Development Team continuous monitoring of the Economic conditions in Isanti help guide marketing decision as they arise; and,

WHEREAS, the City Council has the discretion to allocate funds as needed to support marketing efforts that are not outlined specifically in the annual EDA budget which gives added flexibility in carrying out an effective marketing effort; and

WHEREAS, adopting a plan annually is not necessary as staff has been given direction by the City Council and EDA.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota acknowledge that adopting a plan on an annual basis is not required and that EDA Marketing / Work Plans will only be sent to City Council for formal adoption if formally requested by the City Council.

This Resolution hereby approved by the Isanti City Council this 21st day of February 2017.

Attest: _____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

K.2.

MEMO

To: Mayor Wimmer and City Council

From: Sean M. Sullivan, Economic Development Director

Date: February 21, 2017

Subject: Consider Resolution Enter into Agreement Group C Media to Advertise in Business Facilities

---

Background:

The last 2 years the City of Isanti took advantage of an advertising opportunity to coordinate with the Department of Employment and Economic Development in 2015 and 2016. DEED has contracted with Journal Communications to produce a Minnesota Economic Development Magazine. The magazine will continue to be used in 2017 by DEED and will be distrusted at all trade shows. Staff was made aware of another venue that has a more targeted audience of site selectors called Business Facilities. They have a bi-monthly magazine with great distribution and an online presence. One item this company touts is specific lead generation. Staff has contacted Connexus Energy and they agree that this is a great opportunity and they have committed to paying for half of the ad package. Here is a summary of what the City of Isanti is receiving in the advertising package:

1/4 Page, 4-Color Ad – March/April '17 issue.

ONE e-Location Newsletter Ad, which will run after the March/April display ad runs.

March/April issue – 900 word advertorial in the North American Focus section, which will highlight MINNESOTA.

The total cost for the ad package is $1850.00 with only $925.00 being responsible from the City of Isanti. The proposed ad buy for 2017 is $2,022.50 less that the city expenditure from last year which creates more advertising flexibility. Business Facilities is also doing a focus on Workforce and Staff has put local businesses and the Workforce Center in contact with the publication to provide quotes and or feedback on programs available in Isanti and Minnesota.

Requested Action:

Consider Resolution to Enter into Contract with Agreement Group C Media to Advertise in Business Facilities

Funding Source:

EDA Marketing 495 fund - $925.00
Connexus Energy - $925.00 via reimbursement

Attachment:

A) Resolution 2017-___ Enter into Contract with Enter into Contract with Agreement Group C Media to Advertise in Business Facilities
B) Media Packet Information for Business Facilities

Consider Resolution to Enter into Contract with Agreement Group C Media to Advertise in Business Facilities

RESOLUTION 2017-____

RESOLUTION TO ENTER INTO CONTRACT WITH GROUP C MEDIA TO ADVERTISE IN BUSINESS FACILITIES

WHEREAS, the City of Isanti needs to expand its marketing to include more, local, internet and national venues; and

WHEREAS, Staff has consulted with Group C Media and Connexus Energy and has agreed upon utilizing a ¼ page 4 color Ad with an e-Location Newsletter Ad and a 900 word advertorial to be placed in the online and print magazine at a cost not to exceed $1,850, with the City only being responsible for $925.00; and

WHEREAS, the City of Isanti EDA has budgeted advertising dollars in 2017 for this purpose; and

WHEREAS, the Connexus Energy has committed to fund $925.00 of the advertisement and agrees to reimburse the City of Isanti for its portion of the ad; and

WHEREAS, Staff will work with Business Facilities to develop the ad and to procure copies of the written publication for City use.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, authorize Mayor George Wimmer to enter into the attached contract on behalf of the City of Isanti and to fund advertisement in from EDA marketing Fund 495 initially in the amount of $1,850 with Connexus reimbursing the City of Isanti for $925.00 of its cost for shared advertisement.

This Resolution hereby approved by the Isanti City Council this 21st day of February 2017.

Attest: _____ Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

Insertion Order
Number 18472

Account Executive
Bill Dey

This Agreement is made between City of Isanti, Account ID: 31137, 100 First Ave. NW Isanti, MN, 55040 hereinafter called the "Advertiser" and Group C Media Inc hereinafter called the "Publisher". All insertions run consecutively unless otherwise stated and will commence with the next available issue. The Advertiser agrees to purchase the following Advertising Package:

Detail Group	Program	Publication	Section	Ad Size	Color	# Issues	Rate Card	Adjustment	Discounts & Upgrades	Qty	Discount Rate	Discount Price
21697	Frequency	Business Facilities	Minnesota Focus	1/4 Page	4c	1	$4,750.00		-61.05%	1	$1,850.00	$1,850.00
								Goodwill Discount	($2,900.00)			
21698	E-Newsletters & Digital	Business Facilities Online	ROS	eLocation Newsletter Listing	4c	1	$1,300.00		-100.00%	1	$0.00	$0.00
								Goodwill Discount	($1,300.00)			
									Extended Total			$1,850.00

Special Conditions (All discounts are based on number of insertions contracted for) :

1. You have purchased one of E-Newsletter or Digital advertising offering. These advertising options offer unique exposure to a select group of our community. 2. We have extended an additional discount from our normal rate card for this insertion only and appreciate your business.

Proposed Issue Dates

Ad ID	Media	Ad Size	Section	Position	Issue Date(s)
21697	Business Facilities	1/4 Page	Minnesota Focus		03/01/2017
21698	Business Facilities Online	eLocation Newsletter Listing	ROS		04/01/2017

Advertiser Acceptance - IO Number 18472

Billing Company Name: City of Isanti, Account ID: 31137
Billing Address: 100 First Ave. NW
City, State, Zip: Isanti, MN, 55040 United States
Telephone: 763-444-5512
Fax:

Authorized Signature

Authorized Signature: _____ Date: _____

Printed Name/Title: _____

If Insertion Order is being signed by an agency, please complete the following:

Agency Name: _____

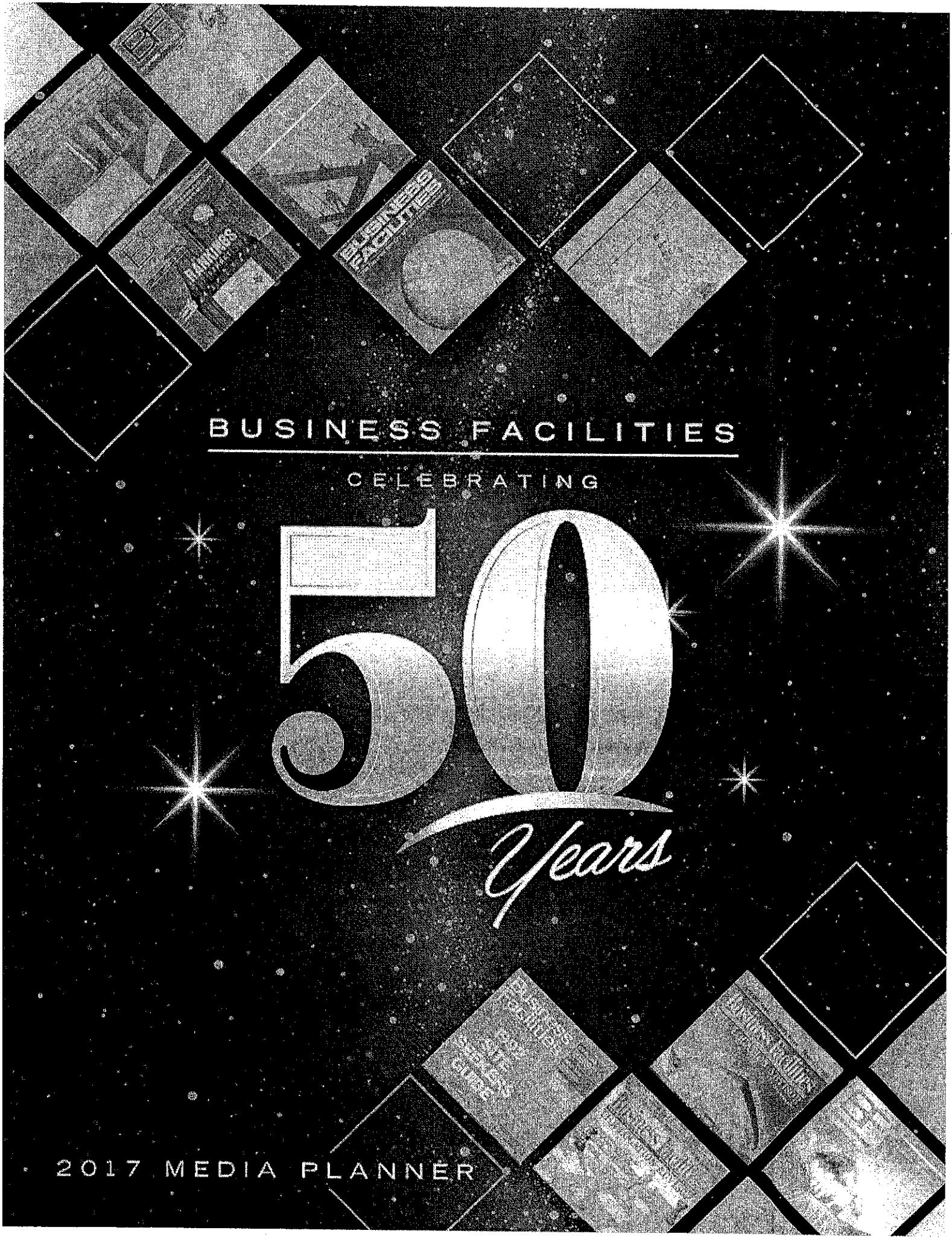
Agency Address: _____

Publisher Acceptance

_____
Sales Manager Signature

_____
Sales Manager Name

_____
Publisher Signature/Date
Acceptance by Publisher


BUSINESS FACILITIES
CELEBRATING
50
Years
2017 MEDIA PLANNER

The Leader

In Economic Development Marketing Solutions

Business Facilities offers a variety of programs in print, online and face-to-face to assist economic development organizations in increasing their exposure, securing leads of prospective customers, and improving their ROI.

Business Facilities Magazine

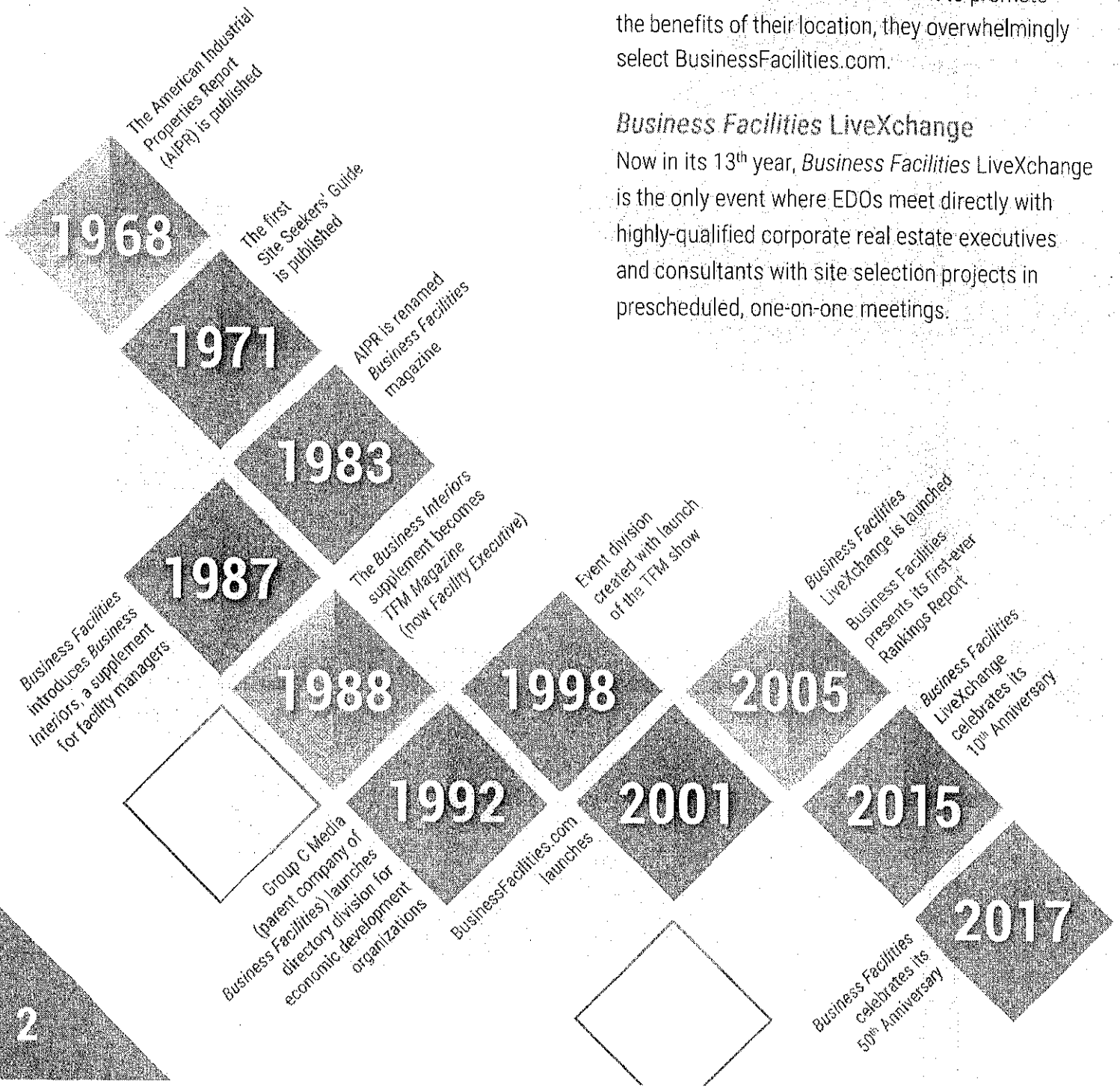
The source for corporate site selectors for 50 years.

BusinessFacilities.com

The share of market leader among site selection websites.* When communities want to promote the benefits of their location, they overwhelmingly select BusinessFacilities.com.

Business Facilities LiveXchange

Now in its 13th year, *Business Facilities* LiveXchange is the only event where EDOs meet directly with highly-qualified corporate real estate executives and consultants with site selection projects in prescheduled, one-on-one meetings.



The *Business Facilities* Magazine Audience

*Business Facilities is delivered to 40,000 qualified, audited subscribers with every issue.***

The *Business Facilities* Circulation Consists Of:

65% C-Level Executives

19% Corporate Real Estate Executives

68%

of our readers indicated that C-Level Executives are the final site selection decision-makers for their company

Circulation That's Focused On Areas Of U.S. Job Growth

Over the next 20 years, employment in Business Services is expected to grow by 19%. Manufacturing jobs are projected to decrease by 4%.***

36.4%

of Business Facilities subscribers work in the Business Services industy, the highest concentration among all site selection publications

100,000

Total magazine recipients per issue

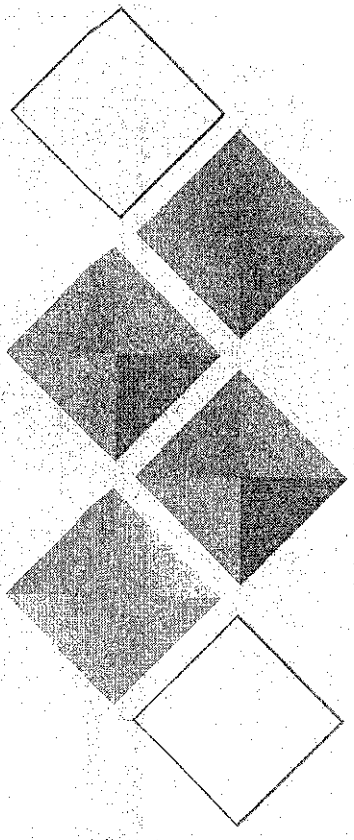
Increased Exposure

Business Facilities magazine's pass-along readership increases the reach of your print advertisement. On average, *Business Facilities* subscribers share their copy of the magazine with 2.5 additional readers.

* Source: MediaRadar ** Source: June 2016 Verified Audit Circulation *** Source: U.S. Bureau of Labor Statistics

Influential And Active

Site Selectors



Influential Site Selectors

84% directly involved in the preliminary or final site selection decision for their company

72% planning to expand, relocate or consolidate their business

48% actively seeking a site within one year

62% expect capital investment of $10 million

63% expect payroll over $2 million

An Effective Channel for Your Marketing Message

72% visited an advertiser's website

69% selected or considered a new location

81% contacted a community by phone or email

60% conducted a site tour

89% requested to receive additional information from a location

Business Facilites Lead Generation Programs

- Print Reader Service Cards
- Online Location Information Center
- eLocation Newsletter

21,000

Leads generated by Business Facilities' marketing programs in 2015

The *Business Facilities* Editorial Calendar

JACK ROGERS
Editor in Chief
Phone: 732 . 559 . 1267
Email: jrogers@groupc.com

CELEBRATING 50 Years

Issue	JAN / FEB	MAR / APR ★	MAY / JUNE	JULY / AUG	SEPT / OCT	NOV / DEC
Deadlines	Ad Close: 12 / 29 / 16 Materials Due: 1 / 9 / 17	Ad Close: 2 / 21 / 17 Materials Due: 2 / 28 / 17	Ad Close: 4 / 21 / 17 Materials Due: 4 / 28 / 17	Ad Close: 6 / 23 / 17 Materials Due: 6 / 30 / 17	Ad Close: 8 / 25 / 17 Materials Due: 9 / 1 / 17	Ad Close: 10 / 27 / 17 Materials Due: 11 / 3 / 17
COVER STORY	50 Years of Business Facilities	Workforce Development	Logistics	13th Annual Rankings Report	Centers of Technology	ANNUAL SITE SEEKERS' GUIDE
FEATURE	Site Certification State of the Year/ Deal of the Year Governor's Report	BF Economic Development Awards Top Utilities Governor's Report	Ports/FTZs Governor's Report	Alternative Energy State Rankings Metro Rankings Global Rankings	Innovation Hubs Governor's Report	*The most comprehensive directory of economic development organizations from North America and around the world. The Site Seekers' Guide contains full contact information for over 1,000 EDOs, consultants and real estate service providers.*
SPECIAL ADVERTISING SECTION	Information Technology Community Profile	Real Estate Service Providers Community Profile	Shovel-Ready Sites Community Profile	Architects/ Engineers/ Developers Community Profile	Incubators Community Profile	
INDUSTRY FOCUS	Data Centers Automotive Plastics/ Medical Devices	Manufacturing ★ Retail Aerospace/Defense	Tourism Biotech Water Resources	Specialty Chemicals Food Processing Data Centers	Advanced Manufacturing Digital Media Logistics	
NORTH AMERICAN FOCUS	California Canada Connecticut Kansas Missouri North Carolina Ohio Utah West Virginia	Kentucky Minnesota ★ Nebraska New Mexico New York Oregon Pennsylvania Virginia	Alabama Idaho Massachusetts Nevada Oklahoma South Carolina Tennessee Washington Wisconsin	Arizona Arkansas Florida Georgia Indiana Louisiana Michigan New England	Colorado Illinois Iowa Maryland Mississippi New Jersey North Dakota South Dakota Texas	
BUSINESS REPORT	Arkansas Colorado Delaware Florida Indiana Iowa Louisiana Michigan Montana Texas	Arizona Georgia Illinois Mississippi New England New Jersey North Dakota South Dakota	Alaska Canada Hawaii Maryland North Carolina Puerto Rico West Virginia	Idaho Kansas Kentucky Minnesota Missouri Ohio Virginia Wyoming	California New Mexico New York Oklahoma Oregon Pennsylvania South Carolina Tennessee Utah	
INTERNATIONAL FOCUS	Africa	Asia	Europe	Latin America	Special Global Supplement	
BONUS DISTRIBUTION	LiveX, MIPIM	LiveX	BIO, SelectUSA	IEDC	15,000 Global Site Selectors	LiveX, MIPIM, SelectUSA, BIO, IEDC
SUPPLEMENTS				CALED	BF/FDI Global FDI Report	

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 14, 2017

To: Don Lorsung, City Administrator

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: 2017 Palomino Road Street & Utility Improvements - Engineering Services
City of Isanti, MN
Project No.: R13.112450

Pursuant to your authorization, we have prepared a Preliminary Engineering Report (PER) for the 2017 Palomino Road Street & Utility Improvements. Included in the report are exhibits depicting the proposed improvements, estimated costs and discussion regarding funding and the Minnesota State Statute No. 429 (MS-429) assessment procedure.

The Finance Committee has reviewed this report and recommends Council approval.

Should the Mayor and City Council elect to move forward with the improvements, Bolton & Menk, Inc proposes to complete the following scope of services to enable the project to be completed:

- Prepare documents for the required public hearing
- Prepare Plans and Specifications
- Advertise for bids
- Prepare the recommendation to Council to award bid
- Hold a preconstruction meeting
- Perform construction observation and surveying during the project
- Perform construction administration during the project
- Prepare the final assessment roll and conduct the final assessment hearing

We recommend the following schedule to keep the project on schedule to be constructed this summer:

1) February 21, 2017 Mayor and City Council accepts Report calls for Hearing on the Improvement and Authorizes Preparation of Plans and Specifications.
2) March 21, 2017 Hold Public Hearing
3) April 4, 2017 Mayor and City Council approves plans and orders advertisement of bids
4) May 2, 2017 Open Bids
5) May 16, 2017 Mayor and City Council awards bid
6) June – November, 2017 Project construction
7) November 7, 2017 Conduct final assessment hearing

We propose to assist the City in completing the project in accordance with the scope of services, for an hourly, not-to-exceed fee of $157,576. These fees were included in the estimated project costs in the Preliminary Engineering Report.

I will be at the February 21, 2017 City Council meeting to present this report and respond to any questions you have concerning this project. Feel free to contact me with any questions prior to the meeting.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2017-____ **K.3.a.**

RESOLUTION RECEIVING FEASIBILITY REPORT, AND CALLING HEARING ON THE 2017 PALOMINO ROAD STREET AND UTILITY IMPROVEMENT PROJECT

WHEREAS, pursuant to Resolution 2016-287 of the City Council adopted September 20, 2016, a report has been prepared by Bolton & Menk, Inc. with reference to the improvement of Palomino Road SE from the intersection of Railroad Avenue SE to the intersection of State Highway 65. The improvement shall consist of street reconstruction, trail construction, and the installation of a new watermain. This report was received by the Council on February 21, 2017, and

WHEREAS, the report provides information regarding whether the proposed project is necessary, cost-effective, and feasible,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota as follows:

1. The Council will consider the proposed improvement in accordance with the report and the assessment of benefited property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429, at an estimated total cost of the improvement of $787,881.88.

2. A public hearing shall be held on such proposed improvement at approximately **7:00 p.m.** on the **21st** day of **March, 2017**, in the Council Chambers at Isanti City Hall, 110 1st Avenue NW, Isanti MN, and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

This resolution was duly adopted by the Isanti City Council this 21st day of February 2017.

Motion: Seconded: Carried:

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

RESOLUTION NO. 2017-____ **K.3.b.**

RESOLUTION AUTHORIZING PREPARATION OF PLANS ON THE 2017 PALOMINO ROAD STREET AND UTILITY IMPROVEMENT PROJECT

WHEREAS, a resolution of the city council adopted the 21st day of February, 2017, fixed a date for a public hearing on the improvements on Palomino Road SE from Railroad Avenue SE to Highway 65. The improvements shall consist of street reconstruction, trail construction, and the installation of a new watermain, and

WHEREAS, as recommended in the Preliminary Engineering Report, in order to keep the proposed project on schedule for a May 2017 bid opening, it is recommended that development of plans and specifications begin in advance of authorization of the project.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota as follows:

1. Bolton & Menk, Inc., as the City Engineer, is hereby designated as the engineer for this improvement and shall prepare plans and specifications for the making of such improvement.

This resolution was duly adopted by the Isanti City Council this 21st day of February 2017.

Motion: Seconded: Carried:

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

K.4.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 10, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E. BCD

Subject: Railroad Avenue Trail Infill Study
City of Isanti, MN
BMI Project No.: R13.112655

On February 9, 2017 the Finance Committee reviewed the Railroad Avenue Trail Infill Study. The Committee is recommending not to proceed with this project at this time due to the high project cost. This high project cost was due to the need to reconstruct one-half of the existing street in order to meet MnDOT State Aid and safety requirements for the sidewalk section.

The roadway is currently in moderate condition and is anticipated to have an additional 10-15 year pavement life before a full reconstruction project would be warranted.

The finance committee has determined that the trail project should be put on hold until the full road reconstruction project is scheduled. At that time, they recommend that the trail should be re-evaluated and considered to be constructed with the full roadway project.

I will be at the February 21, 2017 City Council meeting to respond to any questions you have concerning the study.

Please contact me with any questions or if you would like any additional information prior to the meeting as well.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING POSTPONEMENT OF INFILL PROJECT TO CONNECT SIDEWALK ON RAILROAD AVE SE FROM PALOMINO RD SE TO MAIN STREET

WHEREAS, the City Council brought forward during the City Council 2016 Goal Setting meeting that there was interest in connecting trail/ sidewalk gaps within the city; and,

WHEREAS, as the City is planning work along Palomino Rd SE as a street project for 2017, the City approved a preliminary study to show whether or not there would be a cost savings to tie the two projects together; and,

WHEREAS, the preliminary study performed by Bolton and Menk, Inc. determined there would not be a cost savings in design and construction and the scope of the project was considerable given the work that would need to be done to the street; and,

WHEREAS, the Finance Committee determined that it would be in the best interest of the city to postpone further discussion on such work until the street is in need of full reconstruction in approximately 10-15 years;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby postpone further project inquires for sidewalk infill along Railroad Ave SE until full street reconstruction is needed in approximately 10-15 years.

Adopted by the Isanti City Council this 21st day of February, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Lindsey Giese
Human Resources / City Clerk

(SEAL)

L.1.

City of Isanti

Gross Payroll	80,521.21
Social Security & Medicare	4,248.50
Public Employees Retirement	7,269.46
Total City Expense	92,039.17

Pay Date 2/10/2017

Pay Period 3 (01/22/17-02/4/17)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/17	02/10/2017	45807	1503	7-UP BOTTLING	609-20200	218.50
02/17	02/10/2017	45808	127	ABDO, EICK & MEYERS, LLP	609-20200	7,000.00
02/17	02/10/2017	45809	26	AMERICAN PLANNING ASSOCIATION	101-20200	425.00
02/17	02/10/2017	45810	2335	BCBSM	101-20200	20.70
02/17	02/10/2017	45811	53	BELLBOY CORPORATION	609-20200	5,412.23
02/17	02/10/2017	45812	368	BILLS QUALITY CLEANING	101-20200	446.00
02/17	02/10/2017	45813	1387	BJORKLUND COMPANIES	101-20200	500.00
02/17	02/10/2017	45814	1500	BOLTON & MENK INC	101-20200	14,337.69
02/17	02/10/2017	45815	1988	BOOGIE WONDERLAND	101-20200	1,500.00
02/17	02/10/2017	45816	2319	BREAKTHRU BEVERAGE	609-20200	8,228.10
02/17	02/10/2017	45817	1792	CARLOS CREEK WINERY	609-20200	216.00
02/17	02/10/2017	45818	1198	CENTER POINT ENERGY	601-20200	4,110.04
02/17	02/10/2017	45819	120	CONNEXUS ENERGY	101-20200	16,952.27
02/17	02/10/2017	45820	1715	CONTROLS & METERS INC	601-20200	1,794.19
02/17	02/10/2017	45821	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,354.60
02/17	02/10/2017	45822	55	ECM PUBLISHERS INC	101-20200	28.62
02/17	02/10/2017	45823	142	G & K SERVICES	101-20200	593.61
02/17	02/10/2017	45824	1535	GAU, ADAM	101-20200	74.47
02/17	02/10/2017	45825	160	HAWKINS INC	601-20200	1,990.50
02/17	02/10/2017	45826	2209	INNOVATIVE OFFICE	101-20200	176.34
02/17	02/10/2017	45827	1534	J. J. TAYLOR	609-20200	760.30
02/17	02/10/2017	45828	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,586.23
02/17	02/10/2017	45829	5	KAWALEK TRUCKING	609-20200	347.20
02/17	02/10/2017	45830	17	MCDONALD DISTRIBUTING CO	609-20200	11,536.85
02/17	02/10/2017	45831	281	MINNCO CREDIT UNION	101-20200	5,060.54
02/17	02/10/2017	45832	2472	MIOX	601-20200	2,628.61
02/17	02/10/2017	45833	194	MN DEPT OF HEALTH	601-20200	32.00
02/17	02/10/2017	45834	176	MN DEPT OF REVENUE	101-20200	16,966.00
02/17	02/10/2017	45835	161	MN POLLUTION CONTROL AGENCY	602-20200	55.00
02/17	02/10/2017	45836	196	MN STATE TREASURER	220-20200	273.02
02/17	02/10/2017	45837	2080	MVTL LABORATORIES INC	602-20200	384.00
02/17	02/10/2017	45838	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,275.76
02/17	02/10/2017	45839	2031	RESOURCE TRAINING	602-20200	31,289.00
02/17	02/10/2017	45840	682	RIVERSIDE MARKET	101-20200	40.02
02/17	02/10/2017	45841	2028	SELECTACCOUNT	861-20200	203.57
02/17	02/10/2017	45842	2001	SHRED-N-GO INC	101-20200	76.40
02/17	02/10/2017	45843	2156	SUMMIT COMPANIES	101-20200	125.00
02/17	02/10/2017	45844	1959	THE MUSIC WORKS INC	101-20200	600.00
02/17	02/10/2017	45845	1909	TR COMPUTER SALES, LLC	101-20200	106.25
02/17	02/10/2017	45846	686	VERIZON WIRELESS	101-20200	624.78
02/17	02/10/2017	45847	42	VIKING COCA-COLA BOTTLING CO	609-20200	374.56
02/17	02/10/2017	45848	4	WATSON CO INC	609-20200	1,038.55
02/17	02/10/2017	45849	1922	WEX BANK	101-20200	3,156.61
02/17	02/10/2017	45850	780	WINE MERCHANTS	609-20200	72.00
Grand Totals:						168,991.11

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
02/17	02/16/2017	45851	494	ALLINA HEALTH SYSTEM	101-20200	60.00
02/17	02/16/2017	45852	1112	AUTO VALUE CAMBRIDGE	101-20200	132.98
02/17	02/16/2017	45853	9	BERNICKS PEPSI-COLA	609-20200	639.10
02/17	02/16/2017	45854	2221	C & L DISTRIBUTING	609-20200	220.00
02/17	02/16/2017	45855	1815	CENTURYLINK	101-20200	43.42
02/17	02/16/2017	45856	328	C-I COMMUNITY EDUCATION	101-20200	1,258.00
02/17	02/16/2017	45857	309	CITY OF CAMBRIDGE	920-20200	10,840.00
02/17	02/16/2017	45858	1985	CIVIC SYSTEMS, LLC	101-20200	4,587.00
02/17	02/16/2017	45859	1472	CRAWFORDS EQUIPMENT INC	101-20200	101.76
02/17	02/16/2017	45860	918	CRYSTAL SPRINGS ICE	609-20200	84.36
02/17	02/16/2017	45861	187	CRYSTEEL TRUCK EQUIPMENT	101-20200	355.77
02/17	02/16/2017	45862	1067	CUMMINS NPOWER, LLC	602-20200	3,252.09
02/17	02/16/2017	45863	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,138.15
02/17	02/16/2017	45864	55	ECM PUBLISHERS INC	101-20200	11.93
02/17	02/16/2017	45865	2002	FERGUSON ENTERPRISES	601-20200	123.45
02/17	02/16/2017	45866	739	HACH COMPANY	601-20200	366.17
02/17	02/16/2017	45867	663	INITIATIVE FOUNDATION	108-20200	800.00
02/17	02/16/2017	45868	1684	ISANTI COUNTY AUDITOR-	505-20200	70.00
02/17	02/16/2017	45869	114	ISANTI COUNTY RECORDER	101-20200	92.00
02/17	02/16/2017	45870	114	ISANTI COUNTY RECORDER	505-20200	102.00
02/17	02/16/2017	45871	114	ISANTI COUNTY RECORDER	505-20200	102.00
02/17	02/16/2017	45872	188	ISANTI COUNTY SHERIFF	101-20200	2,176.61
02/17	02/16/2017	45873	1857	JOSLIN & MOORE	101-20200	6,577.70
02/17	02/16/2017	45874	1282	LEAF TOWING AND	220-20200	100.00
02/17	02/16/2017	45875	136	LEAGUE OF MN CITIES	101-20200	20.00
02/17	02/16/2017	45876	1789	MADDEN GALANTER HANSEN, LLP	101-20200	2,512.88
02/17	02/16/2017	45877	17	MCDONALD DISTRIBUTING CO	609-20200	3,799.35
02/17	02/16/2017	45878	616	MENARDS - CAMBRIDGE	101-20200	485.89
02/17	02/16/2017	45879	2474	METRO STEEL CONSTRUCTION	101-20200	1,100.00
02/17	02/16/2017	45880	2208	MINNESOTA EQUIPMENT	101-20200	40.73
02/17	02/16/2017	45881	1180	MLB PRINTING INC	101-20200	210.00
02/17	02/16/2017	45882	161	MN POLLUTION CONTROL AGENCY	602-20200	345.00
02/17	02/16/2017	45883	1407	MORRIS ELECTRONICS INC	101-20200	281.25
02/17	02/16/2017	45884	2080	MVTL LABORATORIES INC	601-20200	43.20
02/17	02/16/2017	45885	1290	NAPA AUTO PARTS	101-20200	57.76
02/17	02/16/2017	45886	617	PAUSTIS & SONS	609-20200	781.00
02/17	02/16/2017	45887	2341	RED BULL DISTRIBUTION	609-20200	108.00
02/17	02/16/2017	45888	2028	SELECTACCOUNT	861-20200	215.06
02/17	02/16/2017	45889	1442	ST. LOUIS MRO INC	101-20200	22.50
02/17	02/16/2017	45890	1361	STAPLES ADVANTAGE	101-20200	83.97
02/17	02/16/2017	45891	1740	TOSHIBA FINANCIAL SERVICES	108-20200	357.54
02/17	02/16/2017	45892	1820	URBANS HARDWARE	601-20200	452.35
02/17	02/16/2017	45893	2027	US INTERNET	603-20200	57.80
02/17	02/16/2017	45894	4	WATSON CO INC	609-20200	1,135.08
02/17	02/16/2017	45895	1863	XEROX CORPORATION	101-20200	113.75
Grand Totals:						46,457.60

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
January 3, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:30 p.m.

a. Pledge of Allegiance

b. Roll Call

Members Present:	Tara Hallberg, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley and George Wimmer
Members Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

No modifications to the agenda were presented.

2. Organization of Advisory Bodies as per Ordinance 181

Economic Development Director Sullivan called for nominations for 2017 officers.

Member Lundeen suggested the officers remain the same as last year. The suggested officers are listed below.

a) Oath of Office
No new commissioners for 2017. No oaths administered.

b) Election of 2017 EDA President
George Wimmer as President

c) Election of 2017 EDA Vice-President
Ross Lorinser as Vice-President

d) Election of 2017 EDA President Pro-tem
None Suggested.

e) Election of 2017 EDA Secretary
Economic Development Director Sean Sullivan as Secretary.

f) Election of 2017 EDA Treasurer
Finance Director Ms. Jackie Fisher as Treasurer.

g) Adoption of Bylaws
No changes were made to Bylaws.

h) Adoption of 2017 EDA Meeting Schedule.

Motion by Commissioner Lundeen, second by Commissioner Collison to Adopt of City of Isanti Economic Development Authority Resolution 2017-1 a Resolution Organizing the Economic Development Authority of the City of Isanti. Motion passed unanimously.

President Wimmer assumed the role of Meeting Chair.

3. Approve Minutes of December 6, 2016 Regular Economic Development Meeting

Motion by Lundeen second by Bergley to approve the minutes for December 6, 2016. Motion carried unanimously.

4. 2014-2016 Minnesota Manufacturing Week Summary Report

Economic Development Sullivan highlighted the manufacturing business reports generated on behalf of the city of Isanti by Greater MSP. 22 visits were conducted in 2016. Sullivan explained that the City enters the raw data from business visits and various reports can be generated to show trends and areas to review. He highlighted a few of the large changes from 2015 to 2016 and also areas that the City scored below neutral for the business environment. Sullivan pointed out that planned investment by companies was down but the ratings for local government assistance and attitude toward business showed improvement.

President Wimmer highlighted some of the recent home sales information in Isanti and the surrounding area. He indicated both he and Economic Development Director Sullivan monitor this information. He indicated values were increasing at a higher rate in the City of Isanti than in Cambridge. He indicated that it made sense as incomes were higher in Isanti. He also noted that Isanti has a higher volume of sales compared to Cambridge which was interesting.

No Action was requested and no action was taken as this was an information item.

5. Other Business / Updates

Economic Development Director Sullivan highlighted the Staff Memo which included Whiskey Road Pub and Grub has submitted an IUP. President Wimmer indicate he met with owners and that they understand City expectations. Final number of single family housing permits for 2016 was 63.

a. Business Prospects

b. GPS 45:93
c. EDAM – Winter Conference
d. CGI
e. CVN
f. Housing Starts in 2016
g. Business Arrivals and Departures in Isanti 2016

6. Adjournment

Lundeen motioned, seconded by Bergley to adjourn at 7:49 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 3rd day of January, 2017.

Respectively Submitted,

Sean M. Sullivan

Sean M. Sullivan, Economic Development Director

A Community For Generations.

Isanti

To: Mayor Wimmer & City Council

From: Don Lorsung, City Administrator

MEMO

Date: February 7, 2017

Subject: 2017 Phase III Street Lighting Infill Program

The City Council has budgeted for the 2017 Phase III Street Lighting In-fill Program. This is the final year of a 3-year plan to add street lighting in residential areas in the City of Isanti. This phase includes placement of 6 street lights as follows: a street light placed across from the street entry to Fifth Avenue Court SW, a street light placed near the midpoint of the road along Hillock Court NW, a street light placed at the intersection of Unity Boulevard and Third Avenue, a street light placed on Hillock Street NW, between the intersections of 10th and 11th Avenues NW, and placement of two lights on existing power poles to improve lighting on Whiskey Road NW.

Connexus has provided an Outdoor Lighting Construction Contract and a Maintenance Agreement for the new lighting (attached). The estimated construction cost is $11,257.50. This is within the 2017 budgeted amount of $20,000. Attached for your consideration is Resolution approving the construction contract and lighting maintenance agreement.

RESOLUTION NO. 2017-____

A RESOLUTION AUTHORIZING ENTERING INTO A CONSTRUCTION CONTRACT AND ENERGY AND MAINTENANCE AGREEMENT WITH CONNEXUS ENERGY FOR THE 2017 PHASE III STREET LIGHTING INFILL PROGRAM

WHEREAS, the City of Isanti, City Council, through adoption of the 2017 City Budget, approved the 2017 Phase II Street Lighting Program; and

WHEREAS, the 2017 program has been reviewed and recommended for approval by the Public Works Committee; and

WHEREAS, Connexus Energy has provided an estimated cost of $11,257.50 for installation of the street lights, and will charge $6.76 per month for a LED Traditionaire fixture, and $6.76 per month for a LED Cobra fixture subject to change, for the monthly energy and maintenance costs; and

WHEREAS, the construction amount is within the 2017 budgeted funds for the Street Lighting Program,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the Outdoor Lighting New Construction Contract for installation of the Street Lighting for $11,257.50 and the monthly Energy and Maintenance Agreement from Connexus Energy for the monthly energy and maintenance costs on the aforementioned lights and authorize the City Administrator to sign said contract and agreement.

This Resolution was duly adopted by the Isanti City Council this 21st day of February 2017.

Attest: _____ Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

CONNEXUS® ENERGY
Your Community Energy Partner

14601 Ramsey Boulevard
Ramsey, Minnesota 55303
763.323.2600
Fax: 763.323.2603
www.connexusenergy.com
info@connexusenergy.com

OUTDOOR LIGHTING SYSTEM CONDITIONS OF SERVICE

City of Isanti
P.O. Box 428
Isanti, MN 55040

SORD000W1631612

RE: OUTDOOR LIGHTING SYSTEM AT: 2017 Phase III Infill Project

The enclosed outdoor lighting quote is valid for 120 days. If you accept the quote and elect to move forward with the project, full payment is required prior to the installation. There could be additional winter construction charges if your outdoor lighting system is installed between November 1st and April 1st. Connexus Energy reserves the right to revise charges due to circumstances beyond our control.

Your outdoor lighting system will be connected before your electric meter and qualifies for Connexus Energy's Outdoor Lighting Energy & Maintenance rate. This rate adheres to Connexus Energy's published rate schedule, and is subject to change without notice.

Connexus Energy will provide full maintenance on your outdoor lighting system for a period of 25 years, (subject to the terms and conditions of Connexus Energy's outdoor lighting policies.

Connexus Energy is not responsible for restoring, to its original condition, the lawn, yard, land, etc., which might be disturbed during installation. We will, however, make all reasonable attempts to minimize site damage during installation.

Consumer is responsible for marking all privately owned utilities (i.e. well, septic system, invisible fencing, etc.)

Enclosed is a copy of the outdoor lighting design for your review. Please indicate your acceptance of this quote and design by signing on the line below and returning this document, along with your payment and payment voucher, in the envelope provided.

Due to the long lead time required to obtain materials, please return this document at your earliest convenience.

Sincerely,

Becky Bergherr
Engineering Services Specialist

_____ _____
SIGNATURE DATE

_____
PRINT NAME HERE

CONNEXUS® ENERGY
Your Community Energy Partner

14601 Ramsey Boulevard
Ramsey, Minnesota 55303
763.323.2600
www.connexusenergy.com

Outdoor Lighting New Construction

Quote Number	LGT0000244
Date	2/1/2017
Customer ID	417002
Service Order	SORD000W1631612
Representative	beckberg
Page	1

Bill To: ISANTI CITY OF
PO BOX 428

ISANTI MN 55040

Re: Outdoor Lighting System at: STREET LIGHTS

This invoice/quote includes the costs of all materials and labor for your outdoor lighting system. If you accept the quote and elect to move forward with this project, full payment is required prior to the installation.

Installation of your outdoor lighting system is subject to the enclosed Conditions of Service. Please review these documents and return your payment, the payment voucher below, and a signed copy of the Conditions of Service.

Do not combine payment for this invoice with electric service payments or application may be delayed.

Quantity	U of M	Unit Price	Description	Ext Price
3	EA	$1,441.00	COMPLETE LIGHT FIXTURE(S)	$4,323.00
3	EA	$682.00	COMPLETE LIGHT FIXTURE(S)	$2,046.00
205	FT	$7.00	FOOTAGE UG	$1,435.00
205	FT	$10.00	BORING CHARGE	$2,050.00
105	FT	$2.50	FOOTAGE OH	$262.50
1	EA	$25.00	PERMIT ADMINISTRATION FEE	$25.00
1	EA	$1,116.00	TRANSFORMER	$1,116.00

beckberg 2/1/2017 2:51:25 PM
2017 Phase III Street Light Project

Subtotal	$11,257.50
Tax	$0.00
Total	$11,257.50

Detach Along Line

CONNEXUS® ENERGY
Your Community Energy Partner

Please Remit with Payment!

Customer Number: 417002
Amount Due: $11,257.50

Quote: LGT0000244
Service Order: SORD000W1631612
Due Date: 2/1/2017

Remit To: Connexus Energy
Attn: AR Accounting
14601 Ramsey Blvd
Ramsey, MN 55303

ISANTI CITY OF
PO BOX 428

ISANTI MN 55040

CONNEXUS® ENERGY
Your Community Energy Partner

14601 Ramsey Boulevard
Ramsey, Minnesota 55303
763.323.2600
Fax: 763.323.2603
www.connexusenergy.com
info@connexusenergy.com

Outdoor Lighting

Energy and Maintenance Agreement

City of Isanti
P.O. Box 428
Isanti, MN 55040

Account #417002-263506

Location: 2017 Phase III Infill Project (Service order: SORD000W1631612)

Connexus Energy shall provide the energy and maintenance for the outdoor lighting system as detailed below:

- (3) LED Traditionaire fixture installed on a fiberglass pole
- (3) LED Cobra fixture installed on a wood pole

The current energy and maintenance rate for these fixtures is $6.76 per month, per fixture. This rate adheres to Connexus Energy's published rate schedule, and is subject to change.

Maintenance of the fixtures, including lamp replacement, will be provided by Connexus Energy for a period of 25 years (According to Connexus Energy's Outdoor Lighting Guidelines). If, in Connexus Energy's opinion, after 25 years, the condition of the outdoor lighting system is such that replacement or significant renovation is necessary (due to deterioration from age), the customer will be responsible for the replacement cost.

Please indicate your acceptance of this monthly Energy and Maintenance Agreement by signing on the line below and return in the envelope provided.

Sincerely,

Becky Bergherr
Engineering Services Specialist

February 1, 2017

_____ _____
(Accepted By) (Date)

_____ _____
(Print Name) (Title)

A Community For Generations.

Isanti

L.4.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Josi Wood
Public Services Director/ Asst City Administrator

Date: February 21, 2017

Subject: Consider Resolution Accepting State Bid for Public Works Service Vehicle

---

Background

The City Council authorized the purchase of a Public Works Service Vehicle when adopting the 2017 budget. The amount included in the 2017 budget was a total of $34,000.00.

Staff is seeking to replace the 2000 GMC Sierra PW Service vehicle 2017 GMC Sierra ¾ ton. Quotes were solicited from the two state bid authorized dealers who have contracts to sell vehicles at state bid price. The following state bids were received:

Bidder Name	Vehicle Description	Bid Amount
Ranger GM	2017 Chevy ¾ ton 4x4	$26,681.21
Nelson Auto Center	2017 GMC ¾ ton 4x4	$26,593.22

Finance Committee Recommendation

The Finance Committee reveiwed the request and is recommending the purchase of the 2017 GMC Sierra 3/4 ton from Nelson Auto Center as outlined per the Resolution. The remaining budgeted funds will be used to outfit the vehicle with decals, lighting, and service vehicle accessories.

Request

Staff is requesting consideration from Council to purchase the Public Works Service Vehicle and accessories in the amount, not to exceed, $34,000.00. The funding source and expense line is identified as 1/3 Streets (500), 1/3 Water (500) and 1/3 Sewer (500).

Attachments

- Resolution 2017-XXX
- Nelson Auto Center Quote
- Ranger Chevrolet Quote

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING STATE BID FOR A PUBLIC WORKS SERVICE VEHICLE

WHEREAS, the 2017 Budget included funds for a Public Works Service Vehicle; and,

WHEREAS, Staff obtained the following quotes through the state bid process:

Bidder	Equipment Description	Bid Amount
Ranger Chevrolet 150 2 E Howard St Hibbing, MN 55746	2017 Chevy 3/4 ton 4x4	$26,681.21
Nelson Auto Center P.O. Box 338 Fergus Falls, MN 56538	2017 GMC 3/4 ton 4x4	$26,593.22

WHEREAS, Finance Committee recommends the purchase of the 2017 GMC 3/4 ton 4x4 from Nelson Auto Center;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota

1. Hereby accepts the State Bid for the purchase of the 2017 GMC 3/4 ton 4x4 in the amount of $26,593.22, plus any applicable fees.
2. Authorize the remainder of the budgeted $34,000.00 to equip the 2017 GMC 3/4 ton 4x4 with service accessories.
3. Funding source identified as 1/3 Streets (500), 1/3 Water (500) and 1/3 Sewer (500).
4. Authorize the Public Services Director and City Clerk to sign the required documentation for the purchase of vehicle and accessories.
5. Authorize trade-in or auction per City Policy of the 2000 GMC Sierra Service vehicle.
6. Authorize payment, if needed, at time of delivery, prior to inclusion on Accounts Payable listing.

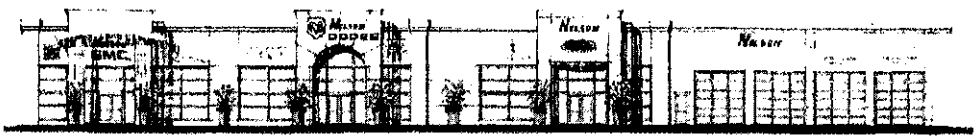
This resolution was duly adopted by the Isanti City Council this 21st day of February, 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk
(SEAL)

CONTRACT # 70287	***RANGER GM*** **1502 E HOWARD ST** **HIBBING, MN 55746** **218-263-7576 fax** **800-894-7579**		**ISANTI-1** ***CONTACT PERSON*** **FLEET MGR** **BOB O'HARA** **218-349-8955**
CITY OF ISANTI			
BASE MODEL	**2017 CHEVROLET 3/4 TON**	TK25903	**$ 24,388.81**
	REGULAR CAB 4X4 W/ 8FT BAX		
ADDED OPTIONS	**6.0L V8 ENGINE**	L86	**STD**
incl keyless entry-heated rv mirror	**FLEET CONV PKG**	PCR	**$ 638.00**
	BLOCK HEATER	K05	**$ 88.00**
	AIR CONDITIONING		**STD**
	CRUISE CONTROL		**STD**
	4.10: 1 AXLE RATIO		**STD**
	6 SPEED AUTOMATIC		**STD**
	TILT STEERING		**STD**
	LOCKING REAR AXLE	G80	**STD**
	LT265.75R-17 TRACTION TIRES	QXT	**$ 176.00**
	TRAILERING PKG	Z82	**$ 264.00**
	BRAKE CONTROLLER	JL1	**$ 242.00**
	UPFITTER SWITCHES	9L7	**$ 110.00**
	SNOW PLOW PREP	VYU	**$ 338.80**
	SPRAY BEDLINER	CGN	**$ 435.60**
EXT COLOR	**STD**	STD	**INCL**
INT TRIM COLOR	**CLOTH**	H2R	**INCL**
	TOTAL		**$ 26,681.21**
	TRANSIT TAX		**not incl**
	6.5% SALES TAX		**not incl**
tax excempt plate fees	LICENCE TITLE & REG		**not incl**
			$ -
	TOTAL per UNIT		**$ 26,681.21**
	QTY	1	**$ 26,681.21**

NELSON Auto Center



Fleet Department

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338
218-998-8864 • 800-477-3013 Ext. 8864 • Fax 218-998-8813 • www.nelsonfergusfalls.com

VEHICLE QUOTE NUMBER Isanti TK25903

Sold To: City of Isanti
Attn: Matt Sylvester
Address: 100 Isanti Parkway NW
Isanti MN 55040

Date: 01/26/2017
Phone: 763-444-0459
FAX:
Salesperson: Sue Kugler

Key Code:Ignition/Door:

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
Isanti TK25903	2017	GMC Sierra WT	4WD Reg Cab 133.6" W	New	0
		Color:	TBD		

Price of Vehicle	*Per MN T27*	$24,388.81
Options & Extras		$2,204.41
Total for requested GM factory options:	$2,204.41	
Dealer-provided options:		
Transit Improvement Vehicle Excise Tax	$0.00	
Subtotal		$26,593.22
Trade - In		
Total Cash Price		**$26,593.22**

Your Purchase Order # **Project #** **MN Contract #73895**

Thanks for your business!

Ship To / Lessee / End User: City of Isanti
Matt Sylvester

100 Isanti Parkway NW
Isanti, MN 55040

Phone: 763-444-0459
FAX

Signed_____ and initialed_____

Printed Name_____ and Date_____

Isanti T27 TK25903 123

• Equal Employment Opportunity/Affirmative Action Employer •

MANUFACTURER OPTIONS

Sold To: City of Isanti
Attn: Matt Sylvester
Address 100 Isanti Parkway NW
Isanti, MN 55040

Date: 01/26/2017
Phone: 763-444-0459
FAX:
Salesperson: Sue Kugler

Key Code:Ignition/Door:

Stock No	Year	Make	Model	New/Used	Vehicle ID Number
Isanti TK25903	2017	GMC Sierra WT	4WD Reg Cab 133.6" WE	New	0
		Color:	TBD		

L96 ENGINE, VORTEC 6.0L VARIABLE VALVE TIMING V8 SFI	INC
MYD TRANSMISSION, 6-SPEED AUTOMATIC, HEAVY-DUTY	INC
GEH GVWR, 9500 LBS.	INC
GT5 REAR AXLE, 4.10 RATIO	INC
QXT TIRES, LT265/70R17E ALL-TERRAIN, BLACKWALL	$176.00
H2R DARK ASH WITH JET BLACK INTERIOR ACCENTS, CLOTH SEAT TRI	INC
GAZ SUMMIT WHITE	$0.00
VYU SNOW PLOW PREP PACKAGE	$338.80
Z82 TRAILERING EQUIPMENT	$264.00
JL1 TRAILER BRAKE CONTROLLER, INTEGRATED	$242.01
9L7 UPFITTER SWITCHES, (4)	$110.00
CGN BED LINER, SPRAY-ON	$435.60
PCR SIERRA FLEET CONVENIENCE PACKAGE	$638.00

Options Total: **$2,204.41**

Ship To / Lessee / End User: City of Isanti
Matt Sylvester

100 Isanti Parkway NW
Isanti, MN 55040

Phone: 763-444-0459
FAX:

A Community For Generations.

Isanti

L.5.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Josi Wood
Public Services Director/ Asst City Administrator

Date: February 21, 2017

Subject: Consider Resolution Accepting State Bid for Public Works Utility Service Vehicle

---

Background

The City Council authorized the purchase of a Public Works Utility Service Vehicle when adopting the 2017 budget. The amount included in the 2017 budget was a total of $32,000.00.

Staff is seeking to replace the 2004 Ford E150 PW Utility Service vehicle with a utility truck, ½ ton GMC Sierra with utility topper. Quotes were solicited from the two state bid authorized dealers who have contracts to sell vehicles at state bid price. The following state bid quotes were received for the truck along with quotes for the utility topper:

Bidder Name	Vehicle Description	Bid Amount
Ranger GM	2017 Chevy ½ ton 4x4	$26,494.65
Nelson Auto Center	2017 GMC ½ ton 4x4	$25,642.17

Bidder Name	Topper Description	Bid Amount
Top A Truck Inc	Swiss	$4,177.70
LeRoy's Customs	A.R.E	$4,456.00

Finance Committee Recommendation

The Finance Committee reveiwed the request and is recommending the purchase of the 2017 GMC Sierra ½ ton from Nelson Auto Center and utility topper from Leroy's Customs due to their rugged build as outlined per the Resolution. The remaining budgeted funds will be used to outfit the vehicle with decals, lighting, and service vehicle accessories.

Request

Staff is requesting consideration from Council to purchase the Public Works Utility Service Vehicle, utility topper and accessories in the amount, not to exceed, $32,000.00. The funding source and expense line is identified as ½ Water (500) and ½ Sewer (500).

Attachments

- Resolution 2017-XXX
- Nelson Auto Center Quote
- Ranger Chevrolet Quote
- Top A Truck Inc Quote
- LeRoy's Customs Quote

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING STATE BID FOR A PUBLIC WORKS UTILITY SERVICE VEHICLE AND ACCESSORIES

WHEREAS, the 2017 Budget included funds for a Public Works Service Vehicle; and,

WHEREAS, Staff obtained the following quotes for the truck through the state bid process and quotes for the topper below:

Bidder	Equipment Description	Bid Amount
Ranger Chevrolet 150 2 E Howard St Hibbing, MN 55746	2017 Chevy ½ ton 4x4	$26,494.65
Nelson Auto Center P.O. Box 338 Fergus Falls, MN 56538	2017 GMC ½ ton 4x4	$25,642.17
Top A Truck Inc 22418 Highway 65 NE East Bethel, MN 55005	Swiss	$4,177.70
LeRoy's Customs 11380 Xeon Ave NW Coon Rapids, MN 55448	A.R.E	$4,456.00

WHEREAS, Finance Committee recommends the purchase of the 2017 GMC ½ ton 4x4 from Nelson Auto Center; and,

WHEREAS, Finance Committee recommends the purchase of the A.R.E topper from LeRoy's Customs;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota

1. Hereby accepts the State Bid for the purchase of the 2017 GMC ½ ton 4x4 in the amount of $25,642.17, plus any applicable fees.
2. Hereby accepts the quote for the purchase of the A.R.E topper in the amount of $4,456.00.
3. Authorize the remainder of the budgeted $32,000.00 to equip the 2017 GMC ½ ton 4x4 with service accessories.
4. Funding source identified as ½ Water (500) and ½ Sewer (500).
5. Authorize the Public Services Director and City Clerk to sign the required documentation for the purchase of vehicle and accessories.
6. Authorize trade-in or auction per City Policy of the 2004 Ford E150 PW Utility Service vehicle.
7. Authorize payment, if needed, at time of delivery, prior to inclusion on Accounts Payable listing.

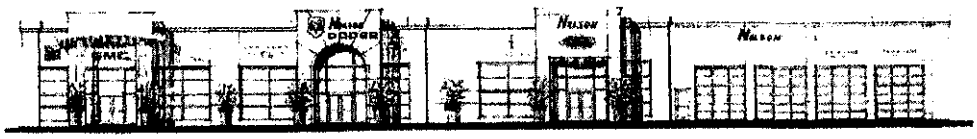
This resolution was duly adopted by the Isanti City Council this 21st day of February, 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk
(SEAL)

CONTRACT # 70287	***RANGER GM*** **1502 E HOWARD ST** **HIBBING, MN 55746** **218-263-7576 fax** **800-894-7579**		**ISANTI-3** ***CONTACT PERSON*** **FLEET MGR** **BOB O'HARA** **218-349-8955**
CITY OF ISANTI			
BASE MODEL	**2017 CHEVROLET 1/2 TON**	CK15753	**$ 23,884.25**
	DOUBLE CAB 2WD 6'6" BOX		
ADDED OPTIONS	**5.3L V8**	L83	**$ 1,051.60**
incl keyless entry-heated rv mirror	**FLEET CONV PKG**	PCR	**$ 318.00**
	BLOCK HEATER	K05	**$ 88.00**
	AIR CONDITIONING		**STD**
	CRUISE CONTROL		**STD**
	4.10: 1 AXLE RATIO		**STD**
	6 SPEED AUTOMATIC		**STD**
	TILT STEERING		**STD**
	LOCKING REAR AXLE	G80	**$ 347.60**
	LT265.75R-17 TRACTION TIRES	RC5	**$ 347.60**
	TRAILERING PKG	Z82	**$ 347.60**
	UPFITTER SWITCHES	9L7	**$ 110.00**
EXT COLOR	**STD**	STD	**INCL**
INT TRIM COLOR	**CLOTH**	H2R	**INCL**
	TOTAL		**$ 26,494.65**
	TRANSIT TAX		**not incl**
	6.5% SALES TAX		**not incl**
tax excempt plate fees	LICENCE TITLE & REG		**not incl**
			$ -
	TOTAL per UNIT		**$ 26,494.65**
	QTY	1	**$ 26,494.65**

NELSON Auto Center



Fleet Department

2228 College Way • PO Box 338 • Fergus Falls, MN 56538-0338
218-998-8864 • 800-477-3013 Ext. 8864 • Fax 218-998-8813 • www.nelsonfergusfalls.com

VEHICLE QUOTE NUMBER Isanti TK15753

Sold To: City of Isanti
Attn: Matt Sylvester
Address: 100 Isanti Parkway NW
Isanti, MN 55040

Date: 01/26/2017
Phone: 763-444-0459
FAX:
Salesperson: Sue Kugler

Key Code:Ignition/Door

Stock No.	Year	Make	Model	New/Used	Vehicle ID Number
Isanti TK15753	2017	GMC Sierra WT	4WD Dbl Cab 143"	New	0
		Color	TBD		

Price of Vehicle	*Per MN T19*	$23,204.57
Options & Extras		$2,437.60
Total for requested GM factory options.	$2,437.60	
Dealer-provided options.		
Transit Improvement Vehicle Excise Tax	$0 00	
Subtotal		$25,642.17
Trade - In		
Total Cash Price		**$25,642.17**

Your Purchase Order # **Project #** **MN Contract 70288**

Thanks for your business!

Ship To / Lessee / End User: City of Isanti
Matt Sylvester

100 Isanti Parkway NW
Isanti MN 55040

Phone: 763-444-0459
FAX:

Signed_____ and initialed_____

Printed Name_____ and Date_____

Isanti T19 TK15753 123

• Equal Employment Opportunity/Affirmative Action Employer •

MANUFACTURER OPTIONS

Sold To: City of Isanti
Attn: Matt Sylvester
Address 100 Isanti Parkway NW
Isanti, MN 55040

Date: 01/26/2017
Phone: 763-444-0459
FAX:
Salesperson: Sue Kugler

Key Code:Ignition/Door:

Stock No	Year	Make	Model	New/Used	Vehicle ID Number
Isanti TK15753	2017	GMC Sierra WT	4WD Dbl Cab 143"	New	0
		Color:	TBD		

L83 ENGINE, 5.3L ECOTEC3 V8	$1,051.60
MYC TRANSMISSION, 6-SPEED AUTOMATIC, ELECTRONICALLY CONTROL	INC
C5Z GVWR, 7200 LBS.	INC
GU6 REAR AXLE, 3.42 RATIO	INC
QXT TIRES, LT265/70R17, ALL-TERRAIN, BLACKWALL	$176.00
H2R DARK ASH SEATS WITH JET BLACK INTERIOR ACCENTS	INC
GAZ SUMMIT WHITE	$0.00
FHS E85 FLEXFUEL CAPABLE	$88.00
G80 DIFFERENTIAL, HEAVY-DUTY LOCKING REAR	$347.60
Z82 TRAILERING EQUIPMENT	$347.60
9L7 UPFITTER SWITCHES, (4)	$110.00
PCR SIERRA FLEET CONVENIENCE PACKAGE	$316.80

Options Total: **$2,437.60**

Ship To / Lessee / End User: City of Isanti
Matt Sylvester

100 Isanti Parkway NW
Isanti, MN 55040

Phone: 763-444-0459
FAX:

LeRoy's Customs
11380 Xeon Ave NW
Coon Rapids, MN 55448-31447
Phone: 763-754-3445
www.LeroysCustoms.net

Estimate

Date	1/30/2017
Estimate #	1380

Customer

City of Isanti
Matt Sylvester

Vehicle Description

2017 Chevy Silverado 1500 6.6 box

Description	Qty	Cost	Total
23'DCU Topper	1	1,590.00	1,590.00
Double Door with window & Security Screen	1	410.00	410.00
Driver Side Full Length Door		0.00	0.00
Passenger Side Full Length Door		0.00	0.00
Driver Side Toolbox	1	144.00	144.00
Passenger Side Toolbox	1	144.00	144.00
Driver Side Option #2	1	70.00	70.00
Driver Side Fold Down Shelf	1	60.00	60.00
Passenger Side Divider Option #12	1	109.00	109.00
Passenger Side Fold Down Shelf	1	60.00	60.00
Front Mitered Window	1	45.00	45.00
HD Ladder Rack	1	165.00	165.00
Rope LED Light for all 3 Doors	1	234.00	234.00
Decked System including Freight	1	1,350.00	1,350.00
Install	1	125.00	125.00
Special Rebate	1	-50.00	-50.00

Subtotal	$4,456.00
Sales Tax (7.125%)	$0.00
Total	$4,456.00

Top A Truck Inc

22418 Highway 65 NE
East Bethel, MN 55005

Phone # 763-434-0221 Jessica@topatruck.com
www.TopATruck.com

Estimate

Date	Estimate #
1/27/2017	1502

Name / Address
City of Isanti Matt Sylvester

Year/Make/Model	Cab/Bed	Color	Rep
2017 Chev Silv	6.5' bed	White	Jess

Item	Description	Qty	Rate	Total
Swiss HDU 23"	Swiss HDU 23" Cab Height	1	1,399.00	1,399.00T
Clamp - Rail Hu...	Rail Hugging Clamp for most toppers	4	6.00	24.00T
Tape - 2"	2" Topper Tape, CTP200, 30' Roll	1	8.00	8.00T
Swiss Mitered S...	Miterered Rear solid picture window	1	55.00	55.00T
Swiss Double/Fr...	Double rear door for Swiss Cap	1	250.00	250.00T
Misc	Swiss wired mesh	2	50.00	100.00T
swiss radius rea...	radius rear picture half gate	2	70.00	140.00T
Domelight - 12V	12 volt sliminess domelight.	3	12.95	38.85T
prop dome light ...	prop light switch	3	17.95	53.85T
Install30	wire dome light to battery	1	30.00	30.00T
Swiss Toolbox 69"	Toolbox 69" driverside & passenger side	2	100.00	200.00T
Swiss Toolbox #3	Toolbox option #3	1	175.00	175.00T
Swiss Toolbox #...	Toolbox option #11	1	225.00	225.00T
Swiss Fold Dow...	Fold Down Shelf for Swiss Unit	2	65.00	130.00T
Decked	Decked Bed Drawers	1	1,149.00	1,149.00T
Install50	Installation of Decked Bed Drawers	4	50.00	200.00T
Swiss Ladder R...	Standard H Rack for Swiss Unit	1	0.00	0.00T
	Sales Tax		0.00%	0.00

Total $4,177.70

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and Members of the City Council**

From: Josi Wood, Public Services Director/ Asst. City Administrator

Date: February 21, 2017

Subject: Consider Resolutions for the Operation of the Compost Site and Hiring of Seasonal Public Works Spring Through Fall 2017

Background

There are funds budgeted for the hiring of seasonal public works employees to staff the compost site as well as assist in other public works duties which includes park maintenance, garbage pick-up, street painting, mowing, weeding, etc. The proposed hire dates would be as early as April 20 and the end date would be November 12. The compost site would open April 23 and close for the season on November 12. The hours of the compost site are as follows: Sunday – noon – 5pm, Monday – closed, Tuesday 1-7pm*, Wednesday – closed, Thursday 1-7pm*, Friday – closed and Saturday – closed. * the time will be 7pm or sunset, whichever is earlier.

The proposed wage is $10.25/hour for new hires and $10.75/ hour for seasonals who have worked as a public works seasonal in 2016. Funding has been outlined in Sanitation in the 2017 budget for the compost attendant. The other seasonal activities would be funded out of Streets (25%) and PRC (75%). The total wages paid out for PT seasonal public works staff in 2017 will not exceed $9,000.00.

Committee Recommendation

The Finance Committee reviewed the funds in the 2017 budget and pay allocation. The Personnel Committee reviewed the information to post and hire. The recommendation is to move forward with the hiring of public works seasonal employees for the duties, hiring wage and wage allocation as written above.

Staff Request

Staff is requesting action on this item.

Attachments:

- Resolution 2017-XXX – Resolution Approving Seasonal Workers for Public Works for Spring Through Fall
- Resolution 2017-XXX – Resolution Approving Operation of the Compost Site

RESOLUTION NO. 2017-

RESOLUTION APPROVING SEASONAL WORKERS FOR PUBLIC WORKS FOR SPRING THROUGH FALL (2017)

WHEREAS, an attendant is needed for the compost site and this cost was factored into the 2017 budgeted; and,

WHEREAS, the Finance Committee reviewed the needs for the compost site and budgeted funding and recommended keeping the hours the same as in 2016 and the hiring on seasonal employees to staff the compost site and perform duties within parks and streets maintenance, street painting, mowing, weeding, and garbage pickup; and,

WHEREAS, each public works seasonal worker will not exceed more than 67 working days or 100 working days (for full time students) within a twelve month period and the terms and conditions of employment for public works seasonal workers will adhere to all applicable provisions of the International Union of Operating Engineers, Local 49 contract with the City of Isanti in regards to temporary/seasonal employees; and,

WHEREAS, the Personnel Committee has reviewed this matter and recommends approval of public works seasonal workers for Spring through Fall of 2017 at a rate of $10.25/ hour for new hires and $10.75/ hour for hires that are returning; and,

WHEREAS, the job description was approved with the hiring of public works seasonals in 2016 and there are no changes being made;

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

1. Human Resources is hereby authorized to post to fill seasonal worker positions throughout the spring through fall of 2017 as needed upon approval of this resolution.
2. The total combined impact to the 2017 budget of PT seasonal workers for duties as described per this Resolution will not exceed $9,000.00.
3. Each seasonal worker will not exceed more than 67 days or 100 working days (for full time students) within a twelve month period and the terms and conditions of employment will adhere to all applicable provisions of the International Union of Operating Engineers, Local 49 contract with the City of Isanti in regards to temporary/seasonal employees
4. The seasonal workers rate of pay will be $10.25/ hour for new hires and $10.75/ hour for hires that are returning.
5. Funding for the seasonal employees will be Sanitation (100%) for compost attendant duties and a split between Streets (25%) and Parks, Recreation and Culture (75%) for other duties.

This resolution was duly adopted by the Isanti City Council this 21st day of February, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

RESOLUTION NO. 2017-

RESOLUTION APPROVING OPERATION OF THE COMPOST SITE

WHEREAS, the compost facility will open for the 2017 season and be staffed by an attendant to monitor that only grass and leaves be accepted per our permit; and,

WHEREAS, the compost site will be open to the public for residential yard waste including grass clippings and leaves when the site is staffed Tuesdays and Thursdays 1:00 p.m. to 7:00 p.m or sunset. and Sundays noon to 5:00 p.m. beginning April 23 and closing November 12; and,

WHEREAS, the compost site will be closed for the following days in observance of the Holiday: May 28, July 4, September 3, November 12; and,

WHEREAS, the Finance Committee reviewed the hours as written per this Resolution and funds budgeted to staff the site; they recommend approval as such; and,

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

1. Staff may post the hours the compost site will be open when it is staffed Tuesdays and Thursdays 1:00 p.m. to 7:00 p.m or sunset. and Sundays noon to 5:00 p.m.
2. Staff may also post the dates the site is open for the season; April 23 - November 12.

This resolution was duly adopted by the Isanti City Council this 21st day of February, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk
(SEAL)

A Community For Generations.
Isanti

L.7.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Josi Wood
Public Services Director/ Asst City Administrator

Date: February 21, 2017

Subject: Consider Resolution Accepting State Bid Pricing for Public Works Side by Side UTV

Background

The City Council authorized the purchase of a Public Works side by side (UTV) when adopting the 2017 budget. The amount included in the 2017 budget is $18,000.00.

Staff is seeking to purchase a 2017 Bobcat 3600 (4x4) side by side Utility Vehicle. The following quotes were received at State Bid pricing:

Bidder Name	Vehicle Description	Bid Amount
Crawford's Equipment	2017 3600 (4x4) Bobcat	$17,906.00
Lano Equipment	2017 3600 (4x4) Bobcat	$18,452.00

Finance Committee Recommendation

The Finance Committee reveiwed the request and is recommending the purchase of the 2017 3600 (4x4) Bobcat utility side by side vehicle from Crawford's Equipment as outlined per the Resolution. The remaining budgeted funds will be used to outfit the vehicle with decals and accessories.

Request

Staff is requesting consideration from Council to purchase the 2017 3600 (4x4) Bobcat utility side by side vehicle from Crawford's Equipment in the amount, not to exceed, $18,000.00. The funding source and expense line is identified as PRC (500).

Attachments

- Resolution 2017-XXX
- Crawford's Equipment Quote
- Lano Equipment Quote

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING STATE BID PRICING FOR A PUBLIC WORKS SIDE BY SIDE UTILITY VEHICLE

WHEREAS, the 2017 Budget included funds for a Public Works Side by Side Utility Vehicle; and,

WHEREAS, Staff obtained the following quotes through the state bid process:

Bidder	Equipment Description	Bid Amount
Crawford's Equipment, Inc. 4898 Highway 95 NW Cambridge, MN 55008	2017 3600 (4x4) Bobcat Side by Side UTV	$17,906.00
Lano Equipment, Inc. 6140 Highway 10 NW Ramsey, MN 55303	2017 3600 (4x4) Bobcat Side by Side UTV	$18,452.00

WHEREAS, Finance Committee recommends the purchase of the 2017 3600 4x4 Bobcat from Crawford's Equipment, Inc.;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota

1. Hereby accepts the purchase of the 2017 3600 4x4 Side by Side Bobcat Utility Vehicle in the amount of $17,906.00, plus any applicable fees.
2. Authorize the remainder of the budgeted $18,000.00 for the purchase of decals.
3. Funding source identified as PRC (500).
4. Authorize the Public Services Director and City Clerk to sign the required documentation for the purchase.
5. Authorize payment, if needed, at time of delivery, prior to inclusion on Accounts Payable listing.

This resolution was duly adopted by the Isanti City Council this 21st day of February, 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk
(SEAL)

Bobcat

Product Quotation

Quotation Number: 26442D026488
Date: 2017-01-27 13:26:49

Ship to	Bobcat Dealer	Bill To
CITY OF ISANTI Attn: MATT SYLVESTER PO BOX 428 ISANTI, MN 55040 Phone: (763) 722-5850	Lano Equipment, Inc,Ramsey,MN 6140 HIGHWAY 10 NW RAMSEY MN 55303-4529 **Contact: Scott Fahey** Phone: 763-323-1720 Fax: 763-422-3949 Cellular: 612-223-0510 E Mail: scott_f@lanoequip.com	CITY OF ISANTI Attn: MATT SYLVESTER PO BOX 428 ISANTI, MN 55040 Phone: (763) 722-5850

Description	Part No	Qty	Price Ea.	Total
3600 (4X4) Diesel	M1309	1	$12,276.00	$12,276.00

Engine
Key Start
Liquid Cooled
Three Cylinder Diesel
Pressurized Oiling system with Spin-on Filter
Spark Arrestor Exhaust System
Drive System
Hydrostatic
Four Wheel Drive - Lockable Rear Differential
Forward Travel, Two range (H/L)
CV Guard, Front & Rear
Gear Selector, P-N-L-H
Brakes - 4-Wheel, Hydraulic Disc with Dual-Bore Front Calipers
Suspension & Steering
Front - Independent, Dual A-Arm
Rear- De Dion
Hydraulic Rack & Pinion Power Steering
Tilt Steering
Operator Compartment
Beverage Holder (2)
Bench Seats (3 Occupants) with under seat storage
2 Seat Belts with 3-Point Restraint, 1 lap belt

Wheels/Tires
Front, 25x10-12 AT489 - 12x6 orange steel rim
Rear, 25x11-12 AT489 - 12x8 orange steel rim
Electrical
Headlights, High & Low Beams
LED Tail & Brake Lights
Instrumentation Panel
Indicator Lights: Glow Plug, Seat Belt Reminder, High Beam On, Engine Oil Pressure Low, Engine Temp High, Hydraulic Oil Temp High, Hydraulic Oil Filter Plugged, and Service Engine.
Digital Display: Engine Temp, Engine RPM, Voltage Low, Voltage High, Trip, Hour Meter, Tachometer, Fuel Level, Clock, Drive Mode, Odometer and Gear Selector.
Analog Display: Speedometer
Cargo Box and Frame
Cargo Box with Lift Gas Cylinder Assist
Quick Latch Tailgate
Rear Receiver Hitch - 2 in.
Skid Plates
ROPS (Roller Over Protective Structure)
Warranty, 12 months/1,000 hours

Factory Installed	2017 3600(4X4)D Model	M1309-R00-Y17	1	$0.00	$0.00
	Deluxe Cab Package	M1309-R01-C02	1	$4,482.00	$4,482.00

Windshield Wiper & Washer
Glass Windshield
Rear Glass Window
Both Sound Kits

Doors
Premium Roof
HVAC (Heating, Ventilation, and Air Conditioning)
Power Lift Box

Dealer Installed	Light, Strobe	7204860	1	$330.00	$330.00
	Front Receiver Hitch	7219862	1	$82.00	$82.00
	Comfort, Sound Reduction Kit	7265210	1	$160.00	$160.00
	Electrical, Terminal Power Leads - Front Std 3400	7229408	1	$26.00	$26.00

Total of Items Quoted	**$17,356.00**
Dealer P.D.I.	**$100.00**
Freight Charges	**$575.00**
Dealer Assembly Charges	**$421.00**
Quote Total - US dollars	**$18,452.00**

Authorized Signature:
Print:_____ **Sign:**_____ **Date:**_____

Bobcat

Product Quotation

Quotation Number: NEW
Date: 2/7/17

Ship to	Bobcat Dealer	Bill To
CRAWFORDS Attn: CITY OF ISANTI ISANTI MN 55040 Phone: (763) 444 0459 FAX 763 444 5125	Crawford's Equipment, Inc.,Cambridge,MN 4898 HWY 95 NW CAMBRIDGE MN 55008 Phone: (763) 689-1794 Fax: (763) 689-3028 Contact: Brian Crawford Phone: 763-691-1794 Fax: 763-689-3028 Cellular: 612-889-0001 E Mail: brian@crawfordsequip.com	CRAWFORDS Attn: HOUSE SALES 4898 HWY 95 NW CAMBRIDGE, MN 55008 Phone: (763) 689-1794

Description	Part No	Qty	Price Ea.	Total
3600 (4X4) Diesel	M1309	1	$16,152.00	$16,152.00
2017 3600 (4X4)D Model	M1309-R00-Y16	1	$0.00	$0.00
Deluxe Cab Package	M1309-R01-C02	1	$5,897.00	$5,897.00
Windshield Wiper & Washer	Doors			
Glass Windshield	Premium Roof			
Rear Glass Window	HVAC (Heating, Ventilation, and Air Conditioning)			
Both Sound Kits	Power Lift Box			
Front Receiver Hitch	7219862	1	$108.00	$108.00
Light, Strobe	7204860	1	$434.00	$434.00
Comfort, Sound Reduction Kit	7265210	1	$211.00	$211.00

Total of Items Quoted	**$22,802.00**
Dealer P.D.I.	**$100.00**
Freight Charges	**$575.00**
Discount DISCOUNT	**($5,571.00)**
Quote Total - US dollars	**$17,906.00**

Notes:

All prices subject to change without prior notice or obligation. This price quote supersedes all preceding price quotes. Customer must exercise his purchase option within 30 days from quote date.

Customer Acceptance:

Purchase Order: _____

Authorized Signature:

Print:_____ **Sign:**_____ **Date:** _____

RESOLUTION NO. 2017-XXX

RESOLUTION OFFERING THE POSITION OF UTILITY BILLING/ACCOUNTING CLERK TO MS. TABITHA PELTIER

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to advertise and accept applications to fill the vacant Utility Billing/Accounting Clerk position; and

WHEREAS, the Interviewing Panel selected Ms. Tabitha Peltier as the most qualified candidate for the position; and,

WHEREAS, the hiring will be contingent upon a successful background check and reference checks.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. That Human Resources is hereby directed to offer the Utility Billing/Accounting Clerk position to Ms. Tabitha Peltier for the City of Isanti.
   a. The start date of employment shall be on a mutually agreed upon date following Council approval.
   b. The starting wage shall be at Step 1 of the current pay scale for the position at an hourly wage of $18.48
   c. The employee shall be placed on six-month probation according to the Personnel Policy.
   d. The employee shall receive all benefits as provided within the Personnel Policy.

2. That Human Resources is directed to complete all required documentation for the completion of the employment offer.

3. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 21st day of February, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING FINANCE DIRECTOR JACKIE FISHER'S LETTER OF RESIGNATION

WHEREAS, Finance Director Jackie Fisher submitted a letter of resignation to the City of Isanti on Friday, February 17th, 2017; and,

WHEREAS, the effective date of this resignation is Friday, February 17th, 2017 with a final date of work of Tuesday, February 28th; and,

WHEREAS, the time period between the letter of resignation and the effective resignation date is not in compliance with the contract that Ms. Fisher has with the City of Isanti and the personnel policy for the City of Isanti, therefore Ms. Fisher is not leaving the City of Isanti in good standing;

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA as follows:

1. That the resignation of Finance Director Jackie Fisher is hereby accepted effective February 17, 2017. Ms. Fisher's final day of work with the City will be Tuesday, February 28th.

2. That Human Resources and the City Administrator are hereby directed to fill the position.

This resolution was duly adopted by the Isanti City Council this 21st day of February, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING PART TIME LIQUOR STORE CLERK ASHLEY DUTCHERS' LETTER OF RESIGNATION

WHEREAS, on Thursday, February 16, 2017, Part Time Liquor Store Clerk Ashley Dutcher submitted a letter of resignation with her last day of employment being Saturday, March 4, 2017.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA as follows:

1. That the resignation of Part Time Liquor Store Clerk Ashley Dutcher is hereby accepted effective March 4, 2017.

2. That Human Resources and the Liquor Store Manager are hereby directed to fill the position.

This resolution was duly adopted by the Isanti City Council this 21st day of February, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
February 7, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:19 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present: Dan Collison, Ross Lorinser, Paul Bergley and George Wimmer

Commissioners Absent: Tara Hallberg, Steve Lundeen

Staff Present: Economic Development Director Sean Sullivan

c. Agenda Modifications

No modifications to the agenda were presented. Motion by Lorinser second by Collison to adopt Agenda as presented. Motion passed unanimously.

2. Approve Minutes of January 3, 2017 Regular Economic Development Meeting

Motion by Lorinser second by Bergley to approve the minutes for January 3, 2017. Motion carried unanimously.

3. Review and Discussion of Update to EDA marketing / Work Plan

Economic Development Sullivan highlighted the changes to the EDA Marketing / Work Plan and asked for comments on the sections regarding the positioning of Isanti to potential prospects. He indicated that much data was dated and the new data supported some of the previous trends that were identified.

President Wimmer quested the partnership with the North 65 Chamber of Commerce. He is not convinced that there are a lot of items that we can work with them on based on what he has seen to this point. The major concern is that the Chamber is focused on working with their members only not all Isanti businesses.

Consensus was to remove the Chamber from page 18 as a potential partner but leave them under the SWOT Analysis so that the EDA acknowledges their presence and that they could be a potential partner in the future.

Sullivan summarized the initiatives and actions for the future. He asked the EDA for specific feedback on the positioning statement.

Discussion ensued.

President Wimmer stated that the stability in the City of Isanti is a positive for development. Developers know what to expect and this opens doors for Isanti. Communities that have unstable leadership scare developers away.

Economic Development Director Sullivan cited an example from Anoka County where the City of Isanti was commended for "doing it right" as seen by development leap frogging over East Bethel and locating in Isanti. Project such as Coborn's, Allina Health and SnoBear USA are examples of this.

President Wimmer also cited that the City's high development standards is also being successful as property values are on the rise.

President also indicated that the City is expanding its legislative efforts to help assure that Isanti has the tools it needs to be successful and to improve changes of funding for future projects.

Discussion ensued.

Consensus was to have Economic Development Develop Sullivan condense the position statement and to bring it back to the full City Council for approval.

No Action was requested and no action was taken as this was an information item.

5. Other Business / Updates

President Wimmer questioned the involvement of City Staff in ICICLE. He asked for input from members of EDA.

Consensus was that staff time is valuable and that attending ICICLE was not warranted at this time.

June 1st is the estimated opening date for Whiskey Road Pub and Grub.

President Wimmer highlighted the recent successes and development in Isanti. He indicated that these successes might be able to be converted into reductions in development fees. This item will be reviewed this year to see feasibility.

Commissioner Lorinser stated it was nice to exceed reasonable expectations rather that to fall short of unrealistic expectations.

President Wimmer stated that he and Economic Development Director Sullivan met with Senators Koran and Hoffman on 2/7. The focus of the meeting was in regards to MIF and JCF and Isanti projects. The meetings were successful.

Sullivan touched on items highlighted in the Staff Memo below.

a. Business Prospects
b. GPS 45:93
c. EDAM
d. CGI Video
e. CVN
f. Shovel Ready Application
g. Community Map and Survey
h. Open House for New Initiative Foundation President
i. MIF and Business Subsidy Reporting
j. Housing Starts in 2016
k. Business Arrivals and Departures in Isanti 2016

6. Adjournment

Lorinser motioned, seconded by Bergley to adjourn at 7:50 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 3rd day of January, 2017.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

A Community For Generations.

Isanti

Isanti Police Department Monthly Report

January 2017

Reported Crime	Month to Date	Year to Date
Theft	12	12
Assault	2	2
Vandalism/Damage to Property	2	2
Narcotics	3	3
Burglary	2	2
Domestics	6	6
Crim Sex	1	1
Robbery	0	0
Loud Party/Disturbance	6	6
Medical	20	20
Permit to Purchase	5	5

Traffic Offenses	Month to Date	Year to Date
No Insurance	7	7
DUI	2	2
Accidents	9	9
Hit & Run	1	1
Warrant P/U	11	11
Speed	7	7
DAR/DAS	9	9
Administrative Citations (Including Speed)	5	5

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	40,681	1,727	1,727
Dodge 222	113,045	1,826	1,826
Ford Explorer 224	18,577	1,521	1,521
Dodge 225	157,060	176	176
Chevy Silverado 220	102,090	866	866
Chevy Impala 223	81,158	485	485

CEZT SCORE CARD

January 2017

CEZT SCORECARD

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**38**	**711**	**663**	**613**	**572**	**512**	**414**
TOTAL OPEN CASES	**23**	**36**	**37**	**25**	**37**	**51**	**80**
VIOLATIONS CLOSED THIS PERIOD	**41**	**46**	**48**	**48**	**75**	**109**	**67**
NEW ISSUES THIS PERIOD	**38**	**48**	**50**	**41**	**60**	**98**	**103**
CAN-Proh Animals							
CCV-Comm Vehicle Storage	1			1			
CDO--Dogs	1						
CPA-Park & Store	15	27	28	26	35	24	40
CSN-Snow Removal							
CSP-Solicitors/Peddlers							
CST--Fish Houses, PODS, Rolloffs							
NEX-Exterior Structure, Paint/Repair	1				1	2	1
NGA-Garbage Service & Storage			1				
NGR--Grass Length				4	9	60	60
NJU--Junk/Brush	5	6	6	8	10	12	2
NUV-Unlicensed vehicle or missing plates	14	11	15	2	5		
RNT-Unlicensed rental	1						
SGN-Signs		4					
ZAC-Accessory Building							
ZFE-Fence							
ZTD--Temporary Dwelling							
New Resident Letters Mailed							
Compliance Letters Mailed this period		49	56	46	62	154	108
Administrative Citations Issues/period		2	1	1	1	0	0
Criminal Citations Issued/period							
Abated Properties/Period		0	0	0	9	7	23
Admin Hearings Requested		0					
Admin Hearings Held w positive judgement							
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**17**	**18**	**17**	**28**	**14**	**13**	**15**

M.3.

CITY OF ISANTI MONTHLY REPORT

January 2017

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	2	2	$0.00	$0.00	$2.00	$2.00	$160.00	$160.00		
Decks	1	1	$0.00	$0.00	$1.00	$1.00	$50.00	$50.00		
Basement Finish	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns. Remodel	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Garages	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Miscellaneous	8	8	$20,000.00	$20,000.00	$17.00	$18.00	$1,208.00	$1,208.00		
Single dwellings	4	4	$696,154.00	$696,154.00	$341.81	$426.29	$10,196.40	$10,196.40		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	5	5			$5.00	$7.00	$375.00	$375.00		
Plumbing	9	9			$9.00	$10.00	$726.00	$726.00		
									$24,666.00	
Resid. Totals	**29**	**29**	**$716,154.00**	**$716,154.00**	**$375.81**	**$464.29**	**$12,715.40**	**$12,715.40**	**$24,666.00**	**$24,666.00**
Commercial										
New Buildings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns./Remodel	1	1	$0.00	$0.00	$1.00	$0.00	$80.00	$80.00		
Plumbing	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Tenant Change/Fill	6	6	$0.00	$0.00	$6.00	$0.00	$448.00	$448.00		
Comm. Totals	7	7	**$0.00**	**$0.00**	**$7.00**	**$0.00**	**$528.00**	**$528.00**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**36**	**36**	**$716,154.00**	**$716,154.00**	**$382.81**	**$464.29**	**$13,243.40**	**$13,243.40**	**$24,666.00**	**$24,666.00**

M.4.

YEARLY BUILDING PERMIT COMPARISONS

YTD January 2017

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	9	0	0	0	$2,500.00	$587.36	$0.00
2014	26	0	0	0	$52,616.00	$3,668.73	$0.00
2015	18	1	0	0	$283,705.00	$5,209.22	$7,983.00
2016	24	0	0	0	$80,003.00	$3,660.48	$0.00
2017	36	4	0	0	$716,154.00	$13,243.40	$24,666.00

Total permit fees do not include Sac / Wac or State Surcharge fees

COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	36	$716,154.00	$13,243.40
February	0	$0.00	$0.00
March	0	$0.00	$0.00
April	0	$0.00	$0.00
May	0	$0.00	$0.00
June	0	$0.00	$0.00
July	0	$0.00	$0.00
August	0	$0.00	$0.00
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	36	$716,154.00	$13,243.40

M.5.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 08, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: Project Status Report
Isanti, MN
Project No.: R13.113062

Please find listed below a status report of the current projects in the City of Isanti:

1) **Palomino Road Preliminary Engineering Report**

We present the report to the Finance Committee on February 9, 2017.

2) **Railroad Avenue Trail Infill Study**

We present the report to the Finance Committee on February 9, 2017.

3) **2017 Pavement Maintenance Project**

We will bring the plans and specifications to council for approval this month.

4) **MS4 Phase 2 & 3 Implementation**

We met with City Staff February 7, 2017 to review recommended ordinance changes needed to comply with the MS4 permit. We will continue to assemble documents to assist the City in meeting the requirements of the MS4 permit for Phase 2 and Phase 3 of the implementation schedule.

5) **City Hall Parking Lot Expansion**

The final payment request will be submitted to Council this month.

6) **Wastewater Treatment Improvements**

The Contractor plans to perform the following work this month:
- Install main lift station structure
- Continue blower replacement work
- Continue filter rehab work
- Install equipment in the pretreatment building

7) **1st Avenue Sidewalk & Curb Replacement**

We will bring the plans and specifications to council for approval this month.

8) **Cajima Street/TH 65 Signal Study**

We will compile the traffic count data and analyze traffic flow patterns this month.

In addition to the current projects listed above we have completed and accepted 44 private developments and 48 city contracts since being selected as your City Engineer in 2008.

Please contact Brad or Jason if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 7, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. February 21, 2017 – Regular Meeting of the City Council
2. February 21, 2017 – Closed Session of the City Council

G. Citizens Input

H. Announcements

1. City Council Meeting	Tuesday, March 21, 2017 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, March 21, 2017 *(Immediately following City Council Meeting)*
4. Parks, Recreation and Culture Board Meeting	Tuesday, March 28, 2017 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution Approving Unbudgeted Event Funding for Summer 2017 *(Mayor Wimmer)*
2. Farmer's Market Location Discussion *(Mayor Wimmer)*

City Administrator Don Lorsung
3. On-Sale and Sunday Liquor License Renewals
    a. Resolution Approving a Liquor License Renewal for Rum River VFW 2735
    b. Resolution Approving a Liquor License Renewal for Wintergreen's Golf & Grill
    c. Resolution Approving a Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill
4. Resolution Approving Pawnshop License Renewal to Norther Pawn, Inc.
5. Resolution Accepting Bid for Repairs to the Isanti Indoor Arena

6. Resolution Approving the Preliminary Plat of Fairway Greens Phase Ten, legally described as Lots 2 and 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota
7. Resolution Accepting Proposal for Interim Planning and Zoning Administration Services

Economic Development Director Sean Sullivan

8. Authorizing Registration of City of Isanti and Isanti Parks Logos with Minnesota Secretary of State

City Engineer Brad DeWolf

9. Resolution Authorizing Advertisement for Bids Within the City of Isanti for 2017 Pavement Management Project
10. Resolution Approving Advertisement for Bids Within the City of Isanti for 1st Avenue Sidewalk & Curb Replacement
11. Ordinance Amending Ordinance No. 420 to Include Updates to Comply with MS4 General Permit

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $261,518.64 and Payroll in the amount of $89,604.03
2. Contractor's Pay Request No. 3 (Final) for 2015 City Parking Improvements in the Amount of $37,712.49
3. Final Meeting Minutes of the January 17, 2017 Planning Commission Meeting
4. Final Meeting Minutes of the January 24, 2017 Parks, Recreation and Culture Board Meeting
5. Resolution Authorizing the Designation of Fund Balances for 2016
6. Resolution Approving a Check Be Written to Heavenly Sunshine Preschool for Volunteering at the Community Movie Night
7. Resolution Accepting Quote from Bolton & Menk for Surveying Services for the Preparation of Annexation Descriptions and Exhibits
8. Resolution Accepting Community Development Director Roxanne Achman's Letter of Resignation
9. Resolution Approving Updates to Community Development Director Job Description
10. Resolution Approving Temporary Pay Increase to Receptionist/Utility Billing Clerk, Anna Wegwerth
11. Resolution Approving Temporary Pay Increase to Assistant Finance Director, Shayna Forster
12. Resolution Authorizing Public Services Director/Assistant City Administrator Josi Wood to Serve on the Cambridge-Isanti School District Safe Routes to School Committee
13. Resolution Accepting Quote for Cleaning Services and Authorizing Entering into a Contract for Cleaning Services
14. Resolution Accepting Proposal for Interim Finance Director Services
15. Resolution Authorizing Engineering Services for Water Tower Inspection and Cleaning Quotes
16. Resolution Approving Integration of the Miox Equipment into SCADA
17. Resolution Approving Feasibility Study of the Extension of Fifth Avenue Northeast

M. Other Communications

1. Draft Meeting Minutes of the February 21, 2017 Planning Commission Meeting
2. Draft Meeting Minutes of the February 28, 2017 Parks, Recreation and Culture Board Meeting

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 21, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Administrator Don Lorsung, City Attorney Clark Joslin, City Engineer Brad DeWolf, Community Development Director Roxanne Achman, Human Resources/City Clerk Lindsey Giese, Police Chief Gene Hill, Public Services Director/Asst. City Administrator Josi Wood

Others Present: B. Ford, Representative B. Johnson, J Kennedy, J. Miller

D. Adopt Agenda
Motion by Collison, second by Lorinser to approve the amended agenda with the addition of item L.11 Ordinance 669 Appointing City Administrator as Interim City Treasurer. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards
None

F. Approve City Council Minutes
1. February 7, 2017 – Regular Meeting of the City Council

Motion by Lorinser, second by Bergley to approve the minutes. Motion carried unanimously.

G. Citizens Input
None

H. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, February 28, 2017 @ 6:00 p.m.
2. City Council Meeting	Tuesday, March 7, 2017 @ 7:00 p.m.
3. EDA Meeting	Tuesday, March 7, 2017 *(Immediately following City Council Meeting)*

I. Council Committee Reports
Councilor Bergley gave a brief summary of the progress on the liquor store building goal which was last brought up at Goal Setting. Bergley stated that at the Liquor Committee meeting, Manager John Jacobi came up with a hard number of what the 'limit of per square foot' in the industry typically is. The figure he came up with is $600 per square foot, and he is well exceeding that at around $800 per square feet. Bergley said and the item will be brought before the Finance Committee.

J. Public Hearings
None.

K. Business Items

1. **Resolution 2017-043 Acknowledging Process for EDA Marketing/Work Plan Updates**

Motion by Lundeen, second by Collison to approve Resolution 2017-043 as presented. Motion carried unanimously.

City Administrator Don Lorsung

2. **Resolution 2017-044 to Enter into Contract with Group C Media to Advertise in Business Facilities**

Motion by Lorinser, second by Bergley to approve Resolution 2017-044 as presented. Motion carried unanimously.

City Engineer Brad DeWolf

3. Palomino Road Improvement Project

City Engineer Brad DeWolf explained to Council that Palomino Road is the worst road in their pavement rating system. The scope of the project includes reclaiming the roadway, re-pavement, spot curb repair, 10-foot trail on the North side and replacing the substandard watermain from a 6-inch water main to a 10-inch watermain. The total project cost is estimated at $787,900. A portion of that road project segment will need to be assessed at $3,656 per parcel in accordance with our assessment policy. The watermain will have to be paid outside of state aide. State aid will cover the City share of the road and all of the cost for the trail improvements. The watermain is estimated at $261,500. Mayor explained what will most likely happen is an inter-fund loan from the sewer fund to the water fund. DeWolf also noted they did not schedule an open house, but that could still be scheduled. The Mayor indicated he thought it would be important to do in an informal setting. DeWolf stated he would schedule it with staff.

   a. **Resolution 2017-045 Receiving Feasibility Report and Calling Hearing on the 2017 Palomino Road Street and Utility Improvement Project**

Motion by Bergley, second by Collison to approve Resolution 2017-045 as presented. Motion carried unanimously.

   b. **Resolution 2017-046 Authorizing Preparation of Plans on the 2017 Palomino Road Street and Utility Improvement Project**

Motion by Bergley, second by Collison to approve Resolution 2017-046 as presented. Motion carried unanimously.

4. **Resolution 2017-047 Approving Postponement of Infill Project to Connect Sidewalk on Railroad Avenue SE From Palomino Road SE to Main Street**

Motion by Lundeen, second by Lorinser to approve Resolution 2017-047 as presented. Motion carried unanimously.

Mayor explained that one of the things the city has looked at doing is an extension of 5th Avenue to Main Street. He would like to get together with the property owners to discuss it to see if we could get that road punched through. It is a very small section. If we could do it with this project, we could save $5,000 – $10,000. It is one of the goals carried over from last year. This is difficult because the property that is developed now is not where the road would be, they've already put in their road. Councilor Lorinser questioned if it would go behind Allina. The Mayor explained it would be a continuation of that road. He stated that from an economic development standpoint it would be a benefit to the Main Street properties, the Anlauf Development, plus the other two undeveloped

properties. The Mayor questioned how much a feasibility study would cost. DeWolf stated it would be $3,000 or less.

Motion by Lundeen, second by Bergley to move forward with a Feasibility Study on Fifth Avenue NE to Main Street with a cost not to exceed $3,000.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $215,448.71 and Payroll in the amount of $92,039.17.
2. Final Minutes of the January 3, 2017 Economic Development Authority Meeting
3. **Resolution 2017-048 Authorizing Entering into a Construction Contract and Energy and Maintenance Agreement with Connexus Energy for the 2017 Phase III Street Lighting Infill Program**
4. **Resolution 2017-049 Accepting State Bid for Public Works Service Vehicle**
5. **Resolution 2017-050 Accepting State Bid for Public Works Utility Service Vehicle**
6. **Resolution 2017-051 Hiring of Seasonal Public Works Staff and Resolution 2017-052 for the Operation of the Compost Site**
7. **Resolution 2017-053 Accepting State Bid Pricing for Public Works Side by Side Utility Vehicle**
8. **Resolution 2017-054 Offering the Position of Utility Billing/Accounting Clerk to Ms. Tabitha Peltier**
9. **Resolution 2017-055 Accepting the Resignation of Finance Director Jackie Fisher**
10. **Resolution 2017-056 Accepting the Resignation of Part Time Liquor Store Clerk Ashley Dutcher**
11. **Ordinance 669 Appointing City Administrator as Interim City Treasurer**

Motion by Lundeen, second by Bergley to approve Consent Agenda as presented. Motion carried unanimously.

M. Other Communications

1. Draft Minutes of the February 7, 2017 Economic Development Authority Meeting
2. January Police Department Report
3. January Code Enforcement Report
4. January Building Permit Report
5. February Engineering Report

N. Closed Session

Mayor Wimmer announced that the Council would go into a brief recess to clear out the Chambers. The Wimmer stated that the City Council would then go into closed session to discuss a confidential personnel matter.

At approximately 7:15 p.m. the City Council went into closed session.

1. Discussion Regarding Confidential Personnel Matter

At 7:19 p.m. council came out of closed session. The Mayor explained that he closed the session pursuant to Minnesota State Statute 13D.05 subdivision 2a2 to discuss active criminal investigative data.

Motion by Lundeen, second by Lorinser to approve a paid administrative leave for an employee as recommended by the City Administrator. Motion carried unanimously.

Adjournment

Motion to Adjourn by Lundeen, second by Bergley. Motion carried unanimously. The meeting was adjourned at 7:20 p.m.

Respectfully Submitted,

Lindsey Giese

Lindsey Giese
Human Resources/City Clerk

K.1.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: March 7, 2017

Subject: Resolution Approving Unbudgeted Event Funding for Summer 2017

Background:
At its February 21, 2017 meeting, the Cambridge City Council chose not to fund and participate in the Two Cities, One Community event in 2017. The City of Isanti would still like to host an event utilizing the Cambridge-Isanti Bike/Walk Trail and a community wellness fair in Bluebird Park. The Isanti contribution to the event was budgeted in 2017 at $2,725.00 from EDA, with a total event budget of $5,450.00 including a contribution from Cambridge. Staff have revised this event as a full day community celebration to occur on August 12, 2017 in conjunction with the last Street Dance and the Rum River Rods Summer Spectacular car show. In addition to this event, a city-wide scavenger hunt will be launched on June 24 (before the first Street Dance) and ending at the August 12 event. There will be unbudgeted expenses associated with these events. Staff have estimated expenses for these events including marketing, supplies, equipment rental, prizes, and 5K race timing to be about $9,200.00. Including the previously budgeted funds for the Two Cities, One Community event, there will be a net $6,475.00 unbudgeted remaining. Staff recommends that the additional amount come from the General Fund fund.

Staff Request:
Staff are requesting City Council approve the unbudgeted funds for the August 12 event and the city wide scavenger hunt.

Attachments:
- Resolution 2017- XXX

RESOLUTION 2017-

A RESOLUTION APPROVING UNBUDGETED EVENT FUNDING FOR SUMMER 2017

WHEREAS, the City of Isanti and City of Cambridge had hosted a joint event "Two Cities, One Community" in 2015 and 2016 with an event budget of $5,450.00; and,

WHEREAS, the City of Isanti has budgeted $2,725.00 from EDA for this event in 2017; and,

WHEREAS, the City of Cambridge has withdrawn its contribution of $2,725.00 and participation from the event for 2017; and,

WHEREAS, the City of Isanti wishes to continue a free community event utilizing the Cambridge-Isanti Bike/Walk Trail for a 5K and family bike ride, Bluebird Park for a kids' and wellness fair, and to incorporate these events with the last Street Dance scheduled for August 12, 2017; and,

WHEREAS, in addition to this event, the City of Isanti will offer a city wide scavenger hunt beginning with a kick-off event on June 24, 2017 and wrapping up at the August 12, 2017 event; and,

WHEREAS, there will be unbudgeted expenses associated with these events; and,

WHEREAS, staff estimate the total expenses for the August 12 event and the scavenger hunt to be about $9,200.00; and,

WHEREAS, the additional unbudgeted amount needed will be $6,475.00; and,

WHEREAS, the source for the unbudgeted $6,475.00 will be the General Fund fund;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve unbudgeted funding for the August 12 full day event and city wide scavenger hunt in the amount of $6,475.00, the source of which will be the General Fund fund.

This Resolution hereby approved by the Isanti City Council this 7th day of March, 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

K.2.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: March 7, 2017

Subject: Farmers' Market Location Discussion

Background:
City staff have received concerns from farmers' market vendors over the past few years that the market is not visible enough to draw the desired amount of customers. In the past, City Council had chosen to bring the market to the downtown area to increase traffic and promote business there. However, there has been very little downtown business participation. In order to boost the farmer's market visibility, and ultimately the number of customers and vendors, the market will be moving from "Eagle Park" behind Custom Meats to the open space north of the Isanti Liquor Store parking lot at 400 West Dual Boulevard. Staff will be compiling the necessary information to update the Interim Use Permit for the Isanti Family Farmer's Market.

A Community For Generations.

Isanti

K.3.

MEMO

To: **Mayor and City Council**
From: Lindsey Giese, Human Resources/City Clerk
Date: March 1, 2017
Subject: On-Sale and Sunday Liquor License Renewals

Background:
Prior to being brought to City Council for consideration of a Liquor License renewal, all Liquor License applications are reviewed for completeness, the license applicants undergo a background check by the Chief of Police, taxes and assessments are reviewed against the licensed property to make sure they are current; fees owed to the City are checked to ensure there are no delinquent fees, and the Personnel Committee reviews the police activity for the licensed business.

The following license holders have submitted complete applications, and through review, have been recommended to proceed forward to the City Council for consideration for renewal of their liquor license at this time:

- Rum River VFW 2735
- Wintergreens Golf & Grill
- Junction Bowl and Whistle Stop Bar and Grill

Attachments:

a. Police Activity Chart for all Liquor Licensed Businesses in the City of Isanti for the preceding two years
b. Resolution Approving a Liquor License Renewal for Rum River VFW 2735
c. Resolution Approving a Liquor License Renewal for Wintergreens Golf & Grill
d. Resolution Approving a Liquor License Renewal for Junction Bowl and Whistle Stop Bar and Grill

Incidents at Establishments Holding Liquor Licenses - 2015 & 2016

		Assault	Disorderly	Fight	Harassment	Domestic	Disturbance	DUIs	Theft/Burglary	Total
VFW	2015	2	3	4	1	1	1	1	0	13
	2016	2	1	2	0	0	0	3	2	10
Wintergreens	2015	0	0	0	0	0	1	1	0	2
	2016	0	2	1	0	0	0	0	1	4
Junction Bowl	2015	1	0	0	0	0	0	1	3	2
	2016	0	0	0	0	0	0	0	1	1
Green Table	2015	0	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	1	1
Total 2015		3	3	4	1	1	2	3	3	17
Total 2016		2	3	3	0	0	0	3	5	16

RESOLUTION NO. 2017-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR RUM RIVER VFW 2735

WHEREAS, Rum River's VFW Post 2735 On-Sale and Sunday Liquor License will expire on March 31, 2017; and,

WHEREAS, the applicant has completed the renewal application for the City of Isanti and for the State of Minnesota and provided proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all tax assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review by the Personnel Committee for the business; and,

WHEREAS, the Chief of Police has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that:

1. Rum River's VFW Post 2735 On-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2017 through March 31, 2018.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This resolution was duly adopted by the Isanti City Council this 7th day of March 2017.

Attested:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR RENEWAL OF LIQUOR LICENSE

TO THE HONORABLE CITY COUNCIL:

I, Kelsey Merry
(Name of person making application) First Last Middle Maiden

as Officer (Jr Vice)
(Individual owner, officer, or partner) hereby submit this application for renewal of

the following licenses:

X	On-sale Liquor License - $2,500	X	Sunday Liquor License* - $200
	On-sale 3.2 Malt Liquor License - $250		Off-sale 3.2 Malt Liquor License - $150
	Club License - $500		Wine License - $300
	Consumption and Display - $200		Strong Beer – No Fee

*No Sunday License is needed for on-sale wine licenses (City Code § 76-14 D, Minn. Stat. §340A.404, Subd.5)

for the Rum River VFW Post #2735
(Name of the Establishment)

located at 410 Railroad Ave So.
(Street address and / or plat and parcel number) for the sale of

liquor in accordance with the provision of Minnesota Statutes, Chapter 400, and City of Isanti ordinances, commencing April 1, 2017 and ending March 31, 2018.

Describe Area Where Liquor Will Be Consumed (Licensed Premises) (On Sale Only)

Within buildings located at 410 railroad ave So. & within fenced in yard & patio area.

Licensee Residence Address

Licensee Home Phone Business Phone 763-444-9787

Licensee Date of Birth Licensee Driver's License #:

In support of said application and in accordance with the requirements as set forth in said Chapter, the following is submitted as part of the license application:

X	License Fee
X	Certificate of Insurance evidencing liquor liability coverage must cover license period of April 1 to March 31, or Waiver of Insurance if applicable
X	Supporting License Documentation
X	Copy of your Driver's License for background check.

X Kelsey J. Merry
(Signature of Person Making Application)

1-24-2017
(Date)

Print Form

Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
444 Cedar St., Suite 222, St. Paul, MN 55101-5133
(651) 201-7507 FAX (651) 297-5259 TTY (651) 282-6555

RENEWAL OF LIQUOR, WINE, OR CLUB LICENSE

No license will be approved or released until the $20 Retailer ID Card fee is received by MN Liquor Control

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. **City Clerk/County Auditor is also required by M.S. 340A.404 S. 3 to report any license cancellation.**

License Code ONSS License Period Ending 3/31/17 ID # 977

City/County where license approved

Licensee Name Rum River VFW 273

Trade Name Rum River VFW

Licensed Location address 410 Railroad Ave / PO Box 55

City, State, Zip Code Isanti, MN 55040

Business Phone 763-444-9787

LICENSE FEES: Off Sale $ 0.00 On Sale $ 2500.00 Sunday $ 200.00

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

1. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, and then sign below.
4. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
5. Licensee confirms that Workers Compensation insurance is in effect for the full license period.
6. Licensee confirms that it has no interest directly or indirectly in another liquor establishment, be it manufacture, distribution or retail, or if so give details on the back of this renewal.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in the city/county where the license is issued. $100,000.00 in cash or securities or a $100,000.00 surety bond may be submitted in lieu of liquor liability

Licensee Signature Kelsey J. Merry Date 1-24-2017

(Signature certifies all above information to be correct and license has been approved by city/county.

City Clerk/County Auditor Signature _____ Date _____

(Signature certifies that an on-sale intoxicating liquor license has been approved by the city/county as stated above).

County Attorney Signature _____ Date _____

County Board issued licenses only (Signature certifies licensee is eligible for license)

Police/Sheriff Signature _____ Date _____

(Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, and then sign here.

A $30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of $100.00 or 100% of the value of the check, whichever is greater, plus interest and attorneys fees.

PS 9093-2009

Indicate below changes of corporate officers or partners, including: home addresses or telephone numbers. ***NOTE: Officers or partners may not be a person under 21 years of age.***

Commander Mike Hamm

Quarter master Steve Nascine Jr. Vice Kelsey Mercy

Sr. Vice George Harris

Report below, details of liquor law violations, both civil and criminal including dates and offenses, fines or other penalties; including Liquor Control penalties. ***NOTE: Incorrect or incomplete information is considered to be willfully fraudulent and is subject to legal recourse including fines and/or license suspension or revocation.***

Report below details involving any license rejections or revocations. ***NOTE: Incorrect or incomplete information is considered to be willfully fraudulent and is subject to legal recourse including fines and/or license suspension or revocation.***

City/County Comments:

OP ID: ER

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 01/31/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Advisors, Inc. 15020 27th Avenue N. Plymouth, MN 55447 Pat R. Gleason	CONTACT NAME: Elli Ridley PHONE (A/C, No, Ext): 763-746-0943 FAX (A/C, No): 763-398-4060 E-MAIL ADDRESS: ,@iaimn.com PRODUCER CUSTOMER ID #: VFWISA1
INSURED Rum River VFW Post 2735 & Auxiliary 410 Railroad Ave S, PO Box 55 Isanti, MN 55040	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Integrity Mutual Insurance Co. — 14303 INSURER B : Security Nat'l. Insurance Co. — 19879 INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR X Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC			BP 2620513	04/01/2017	04/01/2018	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 1,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			BP 2620513	04/01/2017	04/01/2018	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (PER ACCIDENT)	$ 1,000,000 $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		SWC1105671	05/03/2017	05/03/2018	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 100,000 $ 100,000 $ 500,000
A	Liquor Liability			BP 2620513	04/01/2017	04/01/2018	Ea Cause Aggregate	1,000,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Fraternal club.
Coverage extends to the attached fenced area of the patio on the insured premises.

CERTIFICATE HOLDER

ISANT-4

City of Isanti
Attn: City Clerk
110 1st Avenue N/ PO Box 428
Isanti, MN 55040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Patrick Gleason

© 1988-2009 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

RESOLUTION NO. 2017-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR WINTERGREEN'S GOLF & GRILL

WHEREAS, Wintergreen's Golf and Grill On-Sale and Sunday Liquor License will expire on March 31, 2017; and

WHEREAS, the applicant has completed the renewal application for the City of Isanti and for the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and

WHEREAS, all taxes and assessments against the property are current; and

WHEREAS, the applicant has no delinquent City fees; and

WHEREAS, the applicant has passed a police activity review by the Personnel Committee for the business; and

WHEREAS, the Chief of Police has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that:

1. Wintergreen's Golf & Grill On-Sale and Sunday Liquor License Renewal is hereby approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2017 through March 31, 2018.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This resolution was duly adopted by the Isanti City Council this 7th day of March 2017.

Attested:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR RENEWAL OF LIQUOR LICENSE

TO THE HONORABLE CITY COUNCIL:

I, RONALD STAWSKI
(Name of person making application) First Last Middle Maiden

as OFFICER hereby submit this application for renewal of
(Individual owner, officer, or partner)

the following licenses:

- ✓ On-sale Liquor License - $2,500
- ____ On-sale 3.2 Malt Liquor License - $250
- ____ Club License - $500
- ____ Consumption and Display - $200
- ✓ Sunday Liquor License* - $200
- ____ Off-sale 3.2 Malt Liquor License - $150
- ____ Wine License - $300
- ____ Strong Beer – No Fee

*No Sunday License is needed for on-sale wine licenses (City Code § 76-14 D, Minn. Stat. §340A.404, Subd.5)

for the WINTERGREENS GOLF & GRILL
(Name of the Establishment)

located at 306 CREDIT UNION DR ISANTI 55040 for the sale of
(Street address and / or plat and parcel number)

liquor in accordance with the provision of Minnesota Statutes, Chapter 400, and City of Isanti ordinances, commencing April 1, 2017 and ending March 31, 2018.

Describe Area Where Liquor Will Be Consumed (Licensed Premises) (On Sale Only)

RESTAURANT, PATIOS, VOLLEYBALL AREA

Licensee Residence Address [illegible]

Licensee Home Phone [illegible] Business Phone 763 444 8422

Licensee Date of Birth [illegible] Licensee Driver's License # _____

In support of said application and in accordance with the requirements as set forth in said Chapter, the following is submitted as part of the license application:

✓	License Fee
✓	Certificate of Insurance evidencing liquor liability coverage must cover license period of April 1 to March 31, or Waiver of Insurance if applicable
✓	Supporting License Documentation
✓	Copy of your Driver's License for background check.

Ronald J Stawski
(Signature of Person Making Application)

1/17/17
(Date)

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement
445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

RENEWAL OF LIQUOR , WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the $20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code ONSS **License Period Ending** 3/31/2017 **ID#** 2036

ISSUING AUTHORITY Isanti

Licensee Name Stawski & Stawski Inc.

Trade Name Wintergreens Golf & Grill

City, State, Zip Code 306 Credit Union Drive
Isanti MN 55040

Business Phone 7634448422

License Fees: **Off Sale** $0.00 **On Sale** $2,500.00 **Sunday** $200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. S back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. $100,000 in cash or securities or $100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than $25,000 at on sale, or $50,000 at off sale).

Licensee Signature Ron Stawski DOB SS# Date 1/17/17
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date_____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date_____
County Board issued licenses only(Signature certifies licensee is eligible for license).

Police/Sheriff Signature _____ Date_____
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

Indicate below changes of corporate officers, partners, home addresses or telephone numbers:

N/A

Indicate below any direct or indirect interest in other liquor establishments:

N/A

Report below details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):

N/A

Report below details involving any license rejections or revocations:

N/A

City/County Comments:

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/25/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: David Wichman
Insurance Brokers of MN, Inc. 120 Heritage Blvd NE Suite 2 Isanti MN 55040	PHONE (A/C, No, Ext): (763) 444-5446 FAX (A/C, No): (763) 515-0301 E-MAIL ADDRESS: @insurancebrokersmn.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Stawski & Stawski Inc DBA: Wintergreen Golf and Grill 306 Credit Union Drive Isanti MN 55040	INSURER A: Wilson Mutual	19950
	INSURER B: Accident Fund Insurance Company of	10166
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL1712560015 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[x] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [x] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:			BR233018	3/31/2017	3/31/2018	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
								$
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [x] SCHEDULED AUTOS [ ] HIRED AUTOS [ ] NON-OWNED AUTOS			CA252685	1/8/2017	1/8/2018	COMBINED SINGLE LIMIT (Ea accident)	$ 300,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [ ] (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WCV6078804	11/17/2016	11/17/2017	[x] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			BR233018	3/31/2017	3/31/2018	per occurance	1,000,000
							annual aggregate	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The does include the outside 16x36 patio and the 30x24 patio for both food and liquor

CERTIFICATE HOLDER

(763)444-5560

City of Isanti
110 1st Avenue North
Isanti, MN 55040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

David Wichman/DAVE David D Wichman

© 1988-2014 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

RESOLUTION NO. 2017-XXX

APPROVING THE ON-SALE AND SUNDAY LIQUOR LICENSE RENEWAL APPLICATION FOR JUNCTION BOWL AND WHISTLE STOP BAR AND GRILL

WHEREAS, Junction Bowl and Whistle Stop Bar and Grill's On-Sale and Sunday Liquor License will expire on March 31, 2017; and,

WHEREAS, the applicant has completed the renewal application from the State of Minnesota and submitted proof of liquor liability and workers' compensation insurance; and,

WHEREAS, all taxes and assessments against the property are current; and,

WHEREAS, the applicant has no delinquent City fees; and,

WHEREAS, the applicant has passed a police activity review by the Personnel Committee for the business; and,

WHEREAS, the Chief of Police has reviewed the renewal application and that the applicant has not been cited during the past five years for any state/local liquor law violations.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that:

1. Junction Bowl and Whistle Stop Bar and Grill's On-Sale and Sunday Liquor License Renewal is approved.
2. The effective date of the On-Sale and Sunday Liquor License shall be April 1, 2017 through March 31, 2018.
3. Staff shall forward all necessary information to the State of Minnesota to complete the liquor license process.

This resolution was duly adopted by the Isanti City Council this 7th day of March 2017.

Attested:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue North
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR RENEWAL OF LIQUOR LICENSE

TO THE HONORABLE CITY COUNCIL:

I, MICHAEL WARRING
(Name of person making application) First Last Middle Maiden

as CEO hereby submit this application for renewal of
(Individual owner, officer, or partner)

the following licenses:

X On-sale Liquor License - $2,500	X Sunday Liquor License* - $200
_____ On-sale 3.2 Malt Liquor License - $250	_____ Off-sale 3.2 Malt Liquor License - $150
_____ Club License - $500	_____ Wine License - $300
_____ Consumption and Display - $200	_____ Strong Beer – No Fee

*No Sunday License is needed for on-sale wine licenses (City Code § 76-14 D, Minn. Stat. §340A.404, Subd.5)

for the JUNCTION BOWL WHISTLESTOP BAR & GRILL
(Name of the Establishment)

located at 123 CAJIMA ST. NE for the sale of
(Street address and / or plat and parcel number)

liquor in accordance with the provision of Minnesota Statutes, Chapter 400, and City of Isanti ordinances, commencing April 1, 2017 and ending March 31, 2018.

Describe Area Where Liquor Will Be Consumed (Licensed Premises) (On Sale Only)

BAR, BANQUET ROOM, BOWLING AREA, HORSE SHOE AREA
EXTERIOR PATIO INCLOSED BY CHAIN LINK FENCE

Licensee Residence Address _____

Licensee Home Phone _____ Business Phone 763-444-9100

Licensee Date of Birth _____ Licensee Driver's License # _____

In support of said application and in accordance with the requirements as set forth in said Chapter, the following is submitted as part of the license application:

X	License Fee
X	Certificate of Insurance evidencing liquor liability coverage must cover license period of April 1 to March 31, or Waiver of Insurance if applicable
X	Supporting License Documentation
X	Copy of your Driver's License for background check.

(Signature of Person Making Application)

1-31-17
(Date)

Minnesota Department of Public Safety
Alcohol and Gambling Enforcement
445 Minnesota Street, Suite 222
St. Paul, MN 55101
651-201-7500

RENEWAL OF LIQUOR , WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the $20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code ONSS **License Period Ending** 3/31/2017 **ID#** 16420

ISSUING AUTHORITY Isanti

Licensee Name Warring Companies Inc.

Trade Name Junction Bowl/Whistle Stop Bar & Grill

City, State, Zip Code 123 Cajima St NE/PO Box 189
Isanti MN 55040

Business Phone 7634449100

License Fees: **Off Sale** **On Sale** $2,500.00 **Sunday** $200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. S back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. $100,000 in cash or securities or $100,000 surety bond may be submitted in lieu of liquor liability. (3.2& liquor licenses are exempt if sales are less than $25,000 at on sale, or $50,000 at off sale).

Licensee Signature _____ DOE___ SS#_____ Date 1-31-17
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/County Auditor Signature _____ Date_____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date_____
County Board issued licenses only(Signature certifies licensee is eligible for license).

Police/Sheriff Signature _____ Date_____
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 1/25/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Cheryl Ginder - Bowling
Edwards Brandt & Associates Inc. 2007 - 4th Street SW Mason City IA 50401	PHONE (A/C, No, Ext): (641)423-0675 FAX (A/C, No): (641)423-2441 E-MAIL ADDRESS: - ---
INSURED	**INSURER(S) AFFORDING COVERAGE** / **NAIC #**
Warring Companies, Inc. DBA Junction Bowl PO Box 189 Isanti MN 55040	INSURER A: Illinois Casualty 0038 INSURER B: ContinentallWestern INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** CL1712506580 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N ☐ N/A If yes, describe under DESCRIPTION OF OPERATIONS below			WCA 2590869-32	11/19/2016	11/19/2017	☐ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			LL87616	3/31/2017	3/31/2018	Each Common Cause	$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Bowling center located at: 123 Cajima Street NE, Isanti, MN 55040. Including outdoor service area.

Off premises catering included.

CERTIFICATE HOLDER

(763)444-5560

City of Isanti
Attn: City Clerk
110 First Ave North
PO Box 428
Isanti, MN 55040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

W Gasperi/CHERYL William F. Gasperi

© 1988-2014 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

Additional Named Insureds

Other Named Insureds	
Warring Companies, Inc.	C Corporation, Doing Business As
Whistle Stop Bar & Grill	Insured Multiple Names

COPYRIGHT 2007, AMS SERVICES INC

A Community For Generations.

Isanti

K.4.

MEMO

To: **Mayor and City Council**
From: Lindsey Giese, Human Resources/City Clerk
Date: March 1, 2017
Subject: Northern Pawn License Renewal

Background:
Prior to being brought to City Council for consideration of a Pawnshop License renewal, Northern Pawn's application was reviewed for completeness, the license applicants undergo a background check by the Chief of Police, taxes and assessments are reviewed against the licensed property to make sure they are current, and fees owed to the City are checked to ensure there are no delinquent fees.

Northern Pawn has submitted a complete application, and through review, has been recommended to proceed forward to the City Council for consideration for renewal of their pawnshop license at this time.

Attachments:
- Resolution Approving a Pawnshop License Renewal for Northern Pawn
- Application

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING PAWNSHOP LICENSE TO NORTHERN PAWN, INC.

WHEREAS, the City has received an application for renewal of a Pawnshop License from Joe Niles, Northern Pawn, Inc. for the operation of a pawnshop at 303 Credit Union Drive Suite 9; and

WHEREAS, all City fees are current and the required license fee and bond have been received; and

WHEREAS, all taxes assessments against the property are current; and

WHEREAS, the Isanti Police Department has conducted a background check on the applicant for the pawnshop license and found no reason to deny the renewal of the license; and

WHEREAS, the City has not received any information to preclude the issuance of the pawnshop license to the applicant.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City hereby authorizes the issuance of a Pawnshop License to Joe Niles, Northern Pawn, Inc. to operate a pawnshop at 303 Credit Union Drive, Suite 9, Isanti MN 55040 for a license period from April 1, 2017 to March 31, 2018.

2. The transaction fee shall be subject to the current fee that is set by the City Council within the Fee Schedule.

3. The license shall be subject to all conditions as provided within City Code Chapter 233.

4. That the Mayor and City Clerk are hereby authorized to sign all required documents to provide for the issuance of the pawnshop license.

This resolution was duly adopted by the Isanti City Council this 7th day of March 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations
Isanti

110 1st Ave. N
P.O. Box 428
Isanti MN 55040

Application for Pawnbroker License
Part 1
General Information

Directions: This form must be filled out with typewriter or hand printed. If the application is by a natural person, by such person; if by a corporation, by an officer thereof; if by a partnership, by one of the partners; if by an unincorporated association, by the manager or managing officer thereof.

1. Name of applicant (name of individual, partnership, corporation or association):
Northern Pawn Inc.

2. Business Name: Northern Pawn Inc.
Business Address: 303 Credit Union Dr. #9 PH: 763 444 7347

If business it to be conducted under a designation, name, or style other than full individual name of the applicant, attach two copies of the trade name certificate, as required by Chapter 333, MN Statutes, Secretary of State's office.

3. Type of applicant:

_____ Natural Person (Individual) _____ Partnership
X Corporation _____ Association Other _____

4(a) If applicant is a natural person (individual), state full name, date of birth, residence and business address and telephone numbers:

Full Name: _____ DOB: _____
(Last) (First) (Middle)
Residence Address: _____ PH: _____
City/State/Zip: _____
Business Address: _____ PH: _____
City/State/Zip: _____

4(b) Full name, date of birth, residence address and telephone number of the Operating Manager in charge of the individual owner's premises at such time as the owner is absent:

Full Name: _____ DOB: _____
(Last) (First) (Middle)
Residence Address: _____ PH: _____
City/State/Zip: _____

2/15/16
2/8/17

(A Part II - Personal History Form must be filled out and attached for each of the individuals in 4(a) and 4(b).)

5(a) If the applicant is a partnership, state full names, dates of birth (DOB), residence and business addresses, telephone numbers, and interest of each partner (general and limited) of the partnership:

- Full Name:_____ DOB:_____
  (Last) (First) (Middle)
  Residence Address:_____ PH:_____
  City/State/Zip:_____ Interest _____%
  Business Address:_____ PH:_____
  City/State/Zip:_____

- Full Name:_____ DOB:_____
  (Last) (First) (Middle)
  Residence Address:_____ PH:_____
  City/State/Zip:_____ Interest _____%
  Business Address:_____ PH:_____
  City/State/Zip:_____

- Full Name:_____ DOB:_____
  (Last) (First) (Middle)
  Residence Address:_____ PH:_____
  City/State/Zip:_____ Interest _____%
  Business Address:_____ PH:_____
  City/State/Zip:_____

- Full Name:_____ DOB:_____
  (Last) (First) (Middle)
  Residence Address:_____ PH:_____
  City/State/Zip:_____ Interest _____%
  Business Address:_____ PH:_____
  City/State/Zip:_____

5(b) The managing partner will be:

- Full Name:_____ DOB:_____
  (Last) (First) (Middle)
  Residence Address:_____ PH:_____
  City/State/Zip:_____

5(c) Full name, date of birth, residence address and telephone number of the operating manager and any other individual with management responsibilities of the partnership's premises to be licensed:

- Full Name:_____ DOB:_____
  (Last) (First) (Middle)
  Residence Address:_____ PH:_____
  City/State/Zip:_____

- Full Name:_____ DOB:_____

(Last) (First) (Middle)
Residence Address: _____ PH: _____
City/State/Zip: _____

- Full Name: _____ DOB: _____
(Last) (First) (Middle)
Residence Address: _____ PH: _____
City/State/Zip: _____

(A Part II - Personal History Form must be filled out and attached for each of the general partners listed in 5(a) and the individuals listed in items 5(b), and 5(c).)

If the application is for a partnership, attach two copies of the partnership agreement and two copies of the certificate of trade name under provisions of Chapter 333, Minnesota Statutes, certified by Secretary of State's office.

6(a) If the applicant is a corporation or association, give the name of corporation or association, Isanti address and phone number, and home office address and phone number.

State of Incorporation

- Name Northern Pawn Inc or Association: _____
Isanti Address: 303 Credit Union Dr. PH: 763-444-7847
Home Office Address: 303 Credit Union Dr. PH: 763-444-7847
City/State/Zip: _____

6(b) The full names, dates of birth (DOB), residence, addresses and telephone numbers of all officers, managers, proprietors, and agents in charge of said corporation or association:

- Name: Pruchnik Dariusz Andrej DOB _____
(Last) (First) (Middle)
Title: President
Residence Address: _____ PH: _____
City/State/Zip: _____

- Name: Niles Charles Joseph DOB
(Last) (First) (Middle)
Title: Vice President
Residence Address: _____ PH: _____
City/State/Zip: _____

- Name: _____ DOB: _____
(Last) (First) (Middle)
Title: _____
Residence Address: _____ PH: _____
City/State/Zip: _____

- Name: Pruchnik Michal Jakub DOB: _____
(Last) (First) (Middle)
Title: _____
Residence Address: _____ PH: _____
City/State/Zip: _____

2/22/13
2/17/14
2/4/15
2/15/16
2/8/17

6(c) The full names, dates of birth, residence addresses and telephone numbers of all persons who singly or together with their spouse and his or her parents, brothers, sisters or children, own or control an interest in said corporation or association in excess of five percent:

- Full Name: Niles Charles Joseph DOB: 9-11-82
  (Last) (First) (Middle)
  Residence Address: _____ PH: _____
  City/State/Zip: _____ Interest 33 %

- Full Name: Pruchnik Dariusz Andrzej DOB: _____
  (Last) (First) (Middle)
  Residence Address: _____ PH: _____
  City/State/Zip: _____ Interest 34 %

- Full Name: Pruchnik Michal Jakub DOB: _____
  (Last) (First) (Middle)
  Residence Address: _____ PH: _____
  City/State/Zip: _____ Interest 33 %

- Full Name: _____ DOB: _____
  (Last) (First) (Middle)
  Residence Address: _____ PH: _____
  City/State/Zip: _____ Interest _____ %

(If additional space is necessary, attach additional sheet)

6(d) The full names, dates of birth, residence addresses and telephone numbers of the, and any other individual with management responsibilities for the corporation's or association's premises to be licensed:

- Full Name: _____ DOB: _____
  (Last) (First) (Middle)
  Residence Address: _____ PH: _____
  City/State/Zip: _____

- Full Name: _____ DOB: _____
  (Last) (First) (Middle)
  Residence Address: _____ PH: _____
  City/State/Zip: _____

- Full Name: _____ DOB: _____
  (Last) (First) (Middle)
  Residence Address: _____ PH: _____
  City/State/Zip: _____ Interest _____ %

(A Part II - Personal History Form must be filled out and attached for individuals listed in 6(b), 6(c), and 6(d).)

ATTACH:
1. Two copies of the Certificate of Incorporation
2. Two copies of Articles of Incorporation or Association Agreement
3. Two copies of by-laws to the application

2/8/17

4. Foreign corporations shall attach two copies of Certificate of Authority as described in MSA Chapter 303

7(a) State the exact legal description of the business premises: (Applicant must also submit a plot plan showing dimensions, location of buildings, street access, and parking facilities.)
Section 24 Lot 5-6 Block 1

7(b) State the street address of the business premises:
303 Credit Union Dr. #9

8. How are the premises zoned under the Isanti Zoning Ordinance?
B-2

9. State full names, dates of birth, residence and business addresses, and telephone numbers of the owner or owners of the building wherein the licensed business will be located, if the owner is other than the applicant:

- Full Name: Isanti Mall LLC DOB:
  (Last) (First) (Middle)
  Residence Address: PH:
  City/State/Zip:
  Business Address: 2 Enterprise Ln #104 PH:
  City/State/Zip: Isanti MN 55040

- Full Name: DOB:
  (Last) (First) (Middle)
  Residence Address: PH:
  City/State/Zip:
  Business Address: PH:
  City/State/Zip:

10. Where the building is owned by other than applicant, state in summary the conditions of lease arrangement, such as term of lease, monthly rental, renewal privileges, etc. (Two copies of the lease shall be attached).
Current lease Ends 05/2019

11. If you have ever used or been known by a name or names other than the true name given above, list such name(s) and information concerning dates and places used:
Joseph Niles

12. Name of the business if it is to be conducted under a designation, name, or style other than the name of the application and a certified copy of the certificate as required by Minnesota Statutes, Section 333.01.

13. Address(es) at which you have lived during preceding five years: (Begin with present or last address and work back.)

2/11/16
2/8/17

Street Address	City/State/Zip	Dates
1.		
2.		
3.		
4.		

14. Have you ever been convicted of a felony, crime, or violation of any ordinance other than a traffic ordinance? If so, please furnish information as to the time, place, and offense of all such convictions.

NO

14. Please attach you current personal financial statement and true copies of your federal and state tax returns for the two (2) years prior to this application.
If the applicant is not the manager of the business, please have the manager fill out the above Personal Information on themselves and submit it with this overall application.

If the applicant is a partnership:

a. The name(s) and address(es) of all general and limited partners and all information concerning each general partner required in subdivision (1) of this section.

Full Name: _____ DOB: _____
(Last) (First) (Middle)
Residence Address: _____ PH: _____
City/State/Zip: _____
Business Address: _____ PH: _____
City/State/Zip: _____

Full Name: _____ DOB: _____
(Last) (First) (Middle)
Residence Address: _____ PH: _____
City/State/Zip: _____
Business Address: _____ PH: _____
City/State/Zip: _____

Full Name: _____ DOB: _____
(Last) (First) (Middle)
Residence Address: _____ PH: _____
City/State/Zip: _____
Business Address: _____ PH: _____
City/State/Zip: _____

b. The name(s) of the managing partner(s) and the interest of each partner in the licensed business.

Full Name: _____ DOB: _____
(Last) (First) (Middle)

2 2/22/13
2 2/23/12
2 7/24/11
2 2-17-10
2 2/17/14
2 2/4/15
2 2/15/16
2 2/8/17

Full Name: _____ DOB: _____
(Last) (First) (Middle)

Full Name: _____ DOB: _____
(Last) (First) (Middle)

c. A true copy of the partnership agreement shall be submitted with the application. if the partnership is required to file a certificate as to a trade name pursuant to Minnesota Statutes, Section 333.01, a certified copy of such certificate must be attached to the application.

d. A true copy of the federal and state tax returns for partnership for the two (2) years prior to application.

e. If the applicant does not manage the business, the name of the manager(s) or other person(s) in charge of the business and all information concerning each of them required in the **Application for Pawnbroker License.**

If the applicant is a corporation or other organization:

a. The name of the corporation or business form, and if incorporated, the state of incorporation.

Name: Northern Pawn Inc.

b. A true copy of the Certificate of Incorporation, Articles of Incorporation or Association Agreement, and By-laws shall be attached to the application. If the applicant is a foreign corporation, a Certificate of Authority as required by Minnesota Statutes, Section 303.06, must be attached.

c. The name of the manager(s) or other person(s) in charge of the business and all information concerning each manager, proprietor, or agent required in **Application for Pawnbroker License.**

Full Name: Niles Joseph DOB: _____
(Last) (First) (Middle)

Full Name: Prochnik Andrzej DOB: _____
(Last) (First) (Middle)

Full Name: Prochnik Jakub DOB: _____
(Last) (First) (Middle)

d. A list of all persons who control or own an interest in excess of five (5) percent in such organization or business form or who are officers of the corporation or business form and all information concerning said persons required in subdivision (1) above. This shall not apply to a corporation whose stock is publicly traded on a stock exchange and is applying for a license to be owned and operated by it.

Full Name: Niles Joseph DOB: _____
(Last) (First) (Middle)

2/22/13
2/17/14
2/4/15
2/15/16
2/8/17

Full Name: Prochnik Andrzej DOB:
(Last) (First) (Middle)

Full Name: Prochnik Jakub DOB:
(Last) (First) (Middle)

For all applicants:

a. Whether the applicant holds a current pawnbroker, precious metal dealer or secondhand goods dealer license from any other governmental unit.

___ Yes X No

b. Whether the applicant has previously been denied, or had revoked or suspended, a pawnbroker, precious metal dealer, or secondhand dealer license from any other governmental unit.

___ Yes X No

c. The location of the business premises.

Business Address: 307 Credit Union Dr. #9 PH: 763-444-7347
City/State/Zip: Isanti MN 55040

d. If the applicant does not own the business premises, a true and complete copy of the executed lease, please attach.

e. The legal description of the premises to be licensed.

Section 24 Lot 5-6 Block 1

f. Whether all real estate and personal property taxes that are due and payable for the premises to be licensed have been paid, and if not paid, the years and amounts that are unpaid.

X Paid ___ Not Paid ___ Confirmed

g. Whenever the application is for premises either planned or under construction or undergoing substantial alteration, the application must be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed. Please attach.

h. Such other information as the City of Isanti or issuing authority may require.

New manager. When a licensee places a manager in charge of a business, or if the named manager(s) in charge of a licensed business changes, the licensee must complete and submit the appropriate application within fourteen (14) days. The application must include all appropriate information required in this section.

(1) Upon completion of an investigation of a new manager, the licensee must pay an amount equal to the cost of the investigation to assure compliance with this chapter. If the investigation process is conducted solely within the State of Minnesota, the fee shall be the cost of the

2/15/16
2/16/17

Investigation. If the investigation is conducted outside the State of Minnesota, the issuing authority may recover the actual investigation costs.

Application execution. All applications for a license under this chapter must be signed and sworn to under oath or affirmation by the applicant. If the application is that of a natural person, it must be signed and sworn to by such person; if that of a corporation, by an officer thereof; if that of a partnership, by one of the general partners; and if that of an unincorporated association, by the manager or managing officer thereof.

Investigation. The Isanti Police Department must investigate into the truthfulness of the statements set forth in the application and shall endorse the findings thereon. The applicant must furnish to the Isanti Police Department's license inspector such evidence as the inspector may reasonably require in support of the statements set forth in the application.

Persons ineligible for a license. No licenses under this chapter will be issued to an applicant who is natural person, a partnership if such applicant has any general partner or managing partner, a corporation or other organization if such applicant has any manager, proprietor or agent in charge of the business to be licensed, if the applicant:

(1) Is a minor at the time that the application is filed;

(2) Has been convicted of any crime directly related to the occupation licensed as prescribed by Minnesota Statutes, Section 364.03, Subd. 2, and has not shown competent evidence of sufficient rehabilitation and present fitness to perform the duties of a licensee under this chapter as prescribed by Minnesota Statutes, Section 364.03, Subd. 3; or

(3) Is not of good moral character or repute.

ANY FALSIFICATION OF ANSWERS TO THE PRECEDING QUESTIONS WILL RESULT IN DENIAL OF THE APPLICATION.

Subscribed and sworn to before me this 13th day of February, 2017.

Notary Signature

HELONNA M DULLEA
Notary Public
Minnesota
My Commission Expires January 31, 2018

Notary (Stamp)

State of Minnesota
Certificate of Compliance
Minnesota Worker's Compensation Law

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers' compensation insurance coverage requirement of MSS Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a $1,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company Name: _____
(**NOT** the insurance agent)

Policy Number: _____

Dates of Coverage: _____ to _____

I am not required to have workers' compensation liability coverage because:

(X) I have no employees

( ) I am self insured (include permit to self-insure)

( ) I have no employees who are covered by the workers' compensation law (these include: Spouse, Parents, Children, and certain farm employees)

I certify that the information provided above is accurate and complete and that a valid workers' compensation policy will be kept in effect at all times as required by law.

Name: Niles Joseph
(last, first, middle)

Doing Business As: Northern River Inc
(business name if different than your name)

Business Address: 303 Credit Union Dr. #9

City, State, Zip: Isanti, MN 55040 Phone: (763 444-7347

Signature: _____ Date: 2/8/17

State of Minnesota

SECRETARY OF STATE

CERTIFICATE OF INCORPORATION

I, Mark Ritchie, Secretary of State of Minnesota, do certify that: Articles of Incorporation, duly signed and acknowledged under oath, have been filed on this date in the Office of the Secretary of State, for the incorporation of the following corporation, under and in accordance with the provisions of the chapter of Minnesota Statutes listed below.

This corporation is now legally organized under the laws of Minnesota.

Corporate Name: Northern Pawn Inc.

Corporate Charter Number: 2288132-3

Chapter Formed Under: 302A

This certificate has been issued on 03/28/2007.

THE GREAT SEAL OF THE STATE OF MINNESOTA L'ETOILE DU NORD 1858

Mark Ritchie
Secretary of State

Western Surety Company

CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 71060240 briefly described as PAWNBROKER CITY OF ISANTI, for NORTHERN PAWN, INC., as Principal, in the sum of $ FIVE THOUSAND AND NO/100 Dollars, for the term beginning April 01, 2017, and ending April 01, 2018, subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 09 day of February, 2017.

WESTERN SURETY COMPANY

By _____
Paul T. Bruflat, Vice President

THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.

Form 90-A-8-2012

Western Surety Company

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,
State of South Dakota, its regularly elected Vice President,
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One PAWNBROKER CITY OF ISANTI

bond with bond number 71060240

for NORTHERN PAWN, INC.
as Principal in the penalty amount not to exceed: $5,000.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its Vice President with the corporate seal affixed this 09 day of February, 2017.

ATTEST

L. Nelson

L. Nelson, Assistant Secretary

WESTERN SURETY COMPANY

By Paul T. Bruflat

Paul T. Bruflat, Vice President

WESTERN SURETY COMPANY CORPORATE SEAL SIOUX FALLS SOUTH DAKOTA

STATE OF SOUTH DAKOTA }
COUNTY OF MINNEHAHA } ss

On this 09 day of February, 2017, before me, a Notary Public, personally appeared Paul T. Bruflat and L. Nelson who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the voluntary act and deed of said Corporation.

J. MOHR
NOTARY PUBLIC
SOUTH DAKOTA
SEAL SEAL

J. Mohr

Notary Public

My Commission Expires June 23, 2021

To validate bond authenticity, go to www.cnasurety.com > Owner/Obligee Services > Validate Bond Coverage.

Form F1975-1-2016

K.5.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: March 7, 2017

Subject: Resolution Accepting Bid for Repairs to the Isanti Indoor Arena Roof

---

Background:
Upon completion of the Isanti Indoor Arena, city staff have been working closely with the Rum River BMX Association to make sure the facility is functioning as it should. Through inspections by City staff and requests from the association, it has been determined that there are repairs needed to the roof. A vent stack was displaced by snow sliding from an upper portion of the roof on the east side of the building, an outdoor light at the main entrance of the building has repeatedly filled with water, and the seams of the gutters have been found to leak. City staff have requested bids for this work, and received the following:

Bidder Name	Total Bid
Steel Structures, Inc	$4,783.00
B&B Sheet Metal and Roofing Inc.	$6,150.00

At its February 23, 2017 meeting, the Finance Committee reviewed the bids and recommended that City Council approve the bid from Steel Structures, Inc. In total, with 10% contingency, the amount needed to repair the issues found on the Indoor Arena roof will not exceed $5,261.30. These repairs were unexpected, and are therefore unbudgeted. The Finance Committee has recommended that the funding source for the repairs be the General Fund fund.

Staff Request:
Staff is requesting action on this item.

Attachments:
- Resolution 2017-XXX

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING BID FOR REPAIRS TO THE ISANTI INDOOR ARENA ROOF

WHEREAS, the Isanti Indoor Arena was completed in early 2015 and is being leased by Rum River BMX Association; and,

WHEREAS, city staff continue to work with Rum River BMX members to ensure the facility is fully operational and running as efficiently as possible; and,

WHEREAS, it has been determined repairs are needed for a vent stack on the east side of the building, one portion of the roof over the north entry needs to be sealed to prevent an outdoor light from filling with water, and the seams of the gutters on the whole facility will need to be sealed; and,

WHEREAS, pursuant to a request for bids by city staff for the work above, the following bids were received:

Bidder Name	**Total Bid**
Steel Structures, Inc	$4,783.00
B&B Sheet Metal and Roofing Inc.	$6,150.00

WHEREAS, the Finance Committee has reviewed the bids received and has recommended acceptance of the bid from Steel Structures, Inc. for the work listed above; and,

WHERAS, this work is unbudgeted, and the Finance Committee has recommended that the funding source be the General Fund fund; and,

WHEREAS, the amount needed for the repairs from the General Fund fund will not exceed $5,261.30 (including a 10% contingency);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the bid from Steel Structures, Inc. for repairs to the Isanti Indoor Arena in the amount, not to exceed, $5,261.30; and **BE IT FURTHER RESOLVED** that the source of funding for the repairs will be the General Fund fund.

This resolution was duly adopted by the Isanti City Council this 7th day of March, 2017.

Attest:

George A. Wimmer
Mayor

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

K.6.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Community Development Director

Date: March 7, 2017

Subject: Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.

Background

Charter Schools Development Corporation Development Corporation, Art and Science Academy (CSDCPC ASA, LLC), currently owns Lots 2 and 3, Block 1, Fairway Greens. Lot 2 contains the existing Art and Science Academy. Lot 3 is vacant and planned to become park and open space.

The request is to shift the lot line between lots 2 and 3 in order to potentially accommodate a future gymnasium addition on to the existing Art and Science Academy building. Due to these lots being part of a Planned Unit Development, the lot line shift is required to go through the full platting approval process.

A request to vacate all drainage and utility easements within Lots 2 and 3, Block 1, Fairway Greens will be heard at a public hearing scheduled for the March 21st City Council meeting. All easement will be reestablished on the Final Plat of Fairway Greens Phase 10.

The plat of Fairway Greens Phase 10 is part of an even bigger project. Staff will be bringing forward information and plans for a park space on existing Lot 3 and an agreement to covey the property to the City, in addition to a use and maintenance agreement. The Art and Science Academy will also be requesting an amendment to their Conditional Use Permit for an increase in the number of students permitted to be enrolled at the school.

The City Engineer has reviewed the preliminary plat and recommends approval.

Certification of Taxes Paid

Prior to approving an application for Preliminary Plat, certification must be provided to the City that there are no delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County on Monday, February 13th, 2017; that all taxes associated with the property were current.

Public Notice

Notice was published within the Isanti County News on February 8th, 2017. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

Public Comments

No public comments had been received regarding the proposed amendment prior to the release of the staff memo.

Deadline for City Council Action

The applicant submitted an application for Preliminary Plat approval on January 27, 2017. City staff did verify that the application was complete on February 1, 2017. Pursuant to Minnesota State Statute, the City must act on this request by June 1, 2017 (120-days); unless an extension of the review period has been agreed to by the applicant.

Development and Operations Advisory Committee Comments

The Development and Operations Advisory Committee reviewed the request at their meeting held on Thursday, February 9th, 2017. The Committee recommended approval with the condition that all review comments are addressed.

Planning Commission Recommendation

Motion by Lundeen, second by Collison to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota. Motion carried unanimously.

Options & Proposed Motion Language

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota with the following conditions……
3. Recommend Denial: Motion to recommend denial of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota for the following reasons……
4. Table: Motion to table the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

Attachments

- Resolution No. 2017-XXX
- Findings of Fact and Conclusions
- City Engineers Review Comments dated 2.15.2017
- Preliminary Plat for Fairway Greens Phase 10 as prepared by Rehder and Associates dated January 25th, 2017 and received 2.15.2017

RESOLUTION NO. 2017-

A RESOLUTION APPROVING THE PRELIMINARY PLAT OF FAIRWAY GREENS PHASE TEN

WHEREAS, CSDCPC ASA, LLC has made application for Preliminary Plat Approval for Fairway Greens Phase Ten; which is legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Minnesota; and,

WHEREAS, the Isanti Planning Commission conducted a public hearing on the Preliminary Plat on February 21st, 2017; and,

WHEREAS, all required public notices regarding the public hearing were posted and sent; and,

WHEREAS, the Isanti Planning Commission had recommended approval of the requested Preliminary Plat based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City Council reviewed the Preliminary Plat request at its meeting on March 7th, 2017; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Preliminary Plat of Fairway Greens Phase Ten and **BE IT FURTHER RESOLVED** that the requested Preliminary Plat Approval from CSDCPC ASA, LLC, be approved.

Adopted by the Isanti City Council on this 7th day of March 2017.

Attest: _____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

FINDINGS OF FACT AND CONCLUSION

Request

Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant, CSDCPC ASA, LLC ('the applicant'), has made application for Preliminary Plat Approval of Fairway Greens Phase Ten, Isanti County, Minnesota.
2. The property is legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Minnesota.
3. The Applicant is requesting Preliminary Plat Approval in an effort to adjust a lot line within a plat that is part of a Planned Unit Development in order to create space for the possibility of a future gymnasium expansion to the building on Lot 2, Block 1, Fairway Greens.
4. The property is zoned "H65" Highway 65 Corridor Overlay District.
5. A preliminary plat is considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval by the City Council.
6. The Applicant submitted an application for Preliminary Plat Approval on January 27th, 2017. It was deemed complete on February 1, 2017.
7. A public hearing date before the Planning Commission was scheduled for Tuesday, February 21st, 2017 immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
8. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

Conclusions

1. The platting of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "H65" Highway 65 Corridor Overlay District.
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

The Planning Commission held a public hearing on the item at the **February 21st, 2017** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.

Planning Commission Recommendation

Motion by Lundeen, second by Collison to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota. Motion carried unanimously.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 15, 2017

To: Roxanne Achman, Community Development Director

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Art & Science Park –Site Plan Layout Review
City of Isanti, MN
Project No.: R13.113062

We have reviewed the site plan layout created by Rehder & Associates, Inc entitled "Site Dimension, Grading, Drainage & Erosion Control Plan" stamped PRELIMINARY with an Issue Date of 2-10-17.

The sight plan layout includes a grading plan for a proposed playground, tennis court, soccer field and 8' wide bituminous path on the proposed Lot 2 with a future building shown on Lot 1.

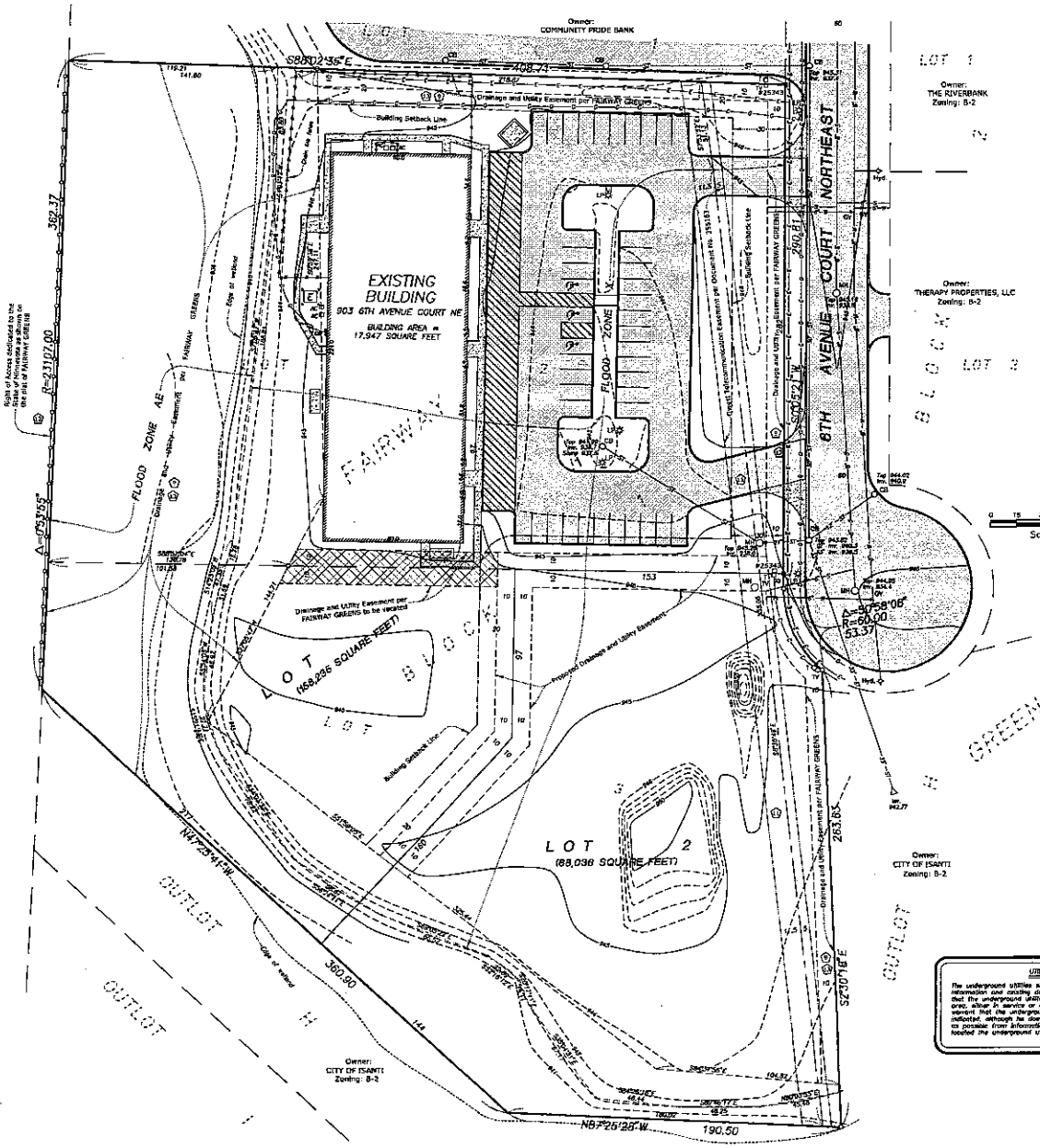
We have reviewed the submitted site plan and have no recommended revisions

We recommend approval of the site plan as submitted.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

Preliminary Plat of:
FAIRWAY GREENS PHASE TEN



OWNER/DEVELOPER

CSDC Property Corporation
6731 Columbia Gateway Drive
Columbia, Maryland 21046
Phone: 443-451-1260
Attention: Michelle Liberati

SURVEYOR/ENGINEER

Rehder & Associates, Inc.
3440 Federal Drive
Suite 110
Eagan, Minnesota 55122
Phone: 651-452-9691
Attention: Benton Ford, PE

NOTES

* Bearings shown are based on the plat of FAIRWAY GREENS.
* Utilities shown are from information furnished by the City of Isanti and respective utility companies in response to Gopher State One Call Ticket No. 151282326 and are verified where possible.
* Contact Gopher State 1 for utility locations before any construction shall begin. Phone 651-454-0002.
* Area = 226,271 square feet 5.19 acres).
* Number of striped parking stalls: 40 regular and 3 handicap.
* Existing Zoning: HGS (Highway 65 Corridor Overlay District).
* Proposed zoning for Lot 2: Open Space/Park.
* Zoning information taken from the City of Isanti Web Site.
* This property is located in Flood Zone AE (base flood elevations determined) and Flood Zone X (area of minimal flood hazard) per Flood Insurance Rate Map Panel No. 27059C0125D dated April 17, 2012.
* Topographic information taken from survey by Rehder & Associates, Inc. dated May 19, 2015.

EASEMENT NOTES CORRESPONDING TO SCHEDULE B – SECTION II, OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY COMMITMENT NUMBERS CC-1504-1580 AND CC-1504-1372

Item 9 - Easements for utility and drainage purposes as shown on the recorded plat of Fairway Greens filed December 5, 2005, as Document No. 359187 affect the property and are shown on the survey.

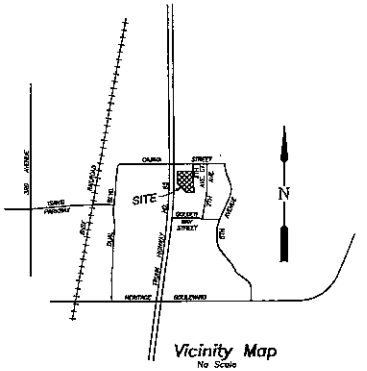
Item 11 - Easement in favor of Qwest recorded as Document No. 395163 affects the property and is shown on the survey.

Item 12 - Limitation of Access to Minnesota Highway 65 as shown on the plat of FAIRWAY GREENS affects the property and is shown on the survey.

Item 13 - Covenants, conditions, restrictions, obligations, and easements contained in the Declaration filed as Document No. 364345, and any amendments/supplements thereto affect the property. The easements referenced in this document as shown as drainage and utility easements on the plat of FAIRWAY GREENS and are shown on the survey.

LEGEND

- Iron Monument Found
- Iron Monument Set
- Sanitary Sewer
- Storm Sewer
- Watermain
- Hydrant
- Gate Valve
- Manhole
- Catch Basin
- Flared End
- Guard Post
- Air Conditionir
- Gas Meter
- Light Pole
- Electrical Transformer
- Telephone Pedestal
- Cable Television Pedestal
- Concrete Surface
- Bituminous Surface
- Buried Gas
- Buried Communications
- Buried Electric
- Handicap Parking Stall



Vicinity Map
No Scale

UTILITY STATEMENT

The underground utilities shown have been located from field survey information and existing drawings. The surveyor makes no guarantee that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not represent that the underground utilities shown are in the exact location indicated, although he does certify that they are shown as accurately as possible from information available. The surveyor has not physically located the underground utilities.

PROPERTY DESCRIPTION

Lot 2 and 3, Block 1, Fairway Greens.

CERTIFICATION

I hereby certify that this preliminary plat was prepared by me or under my direction and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

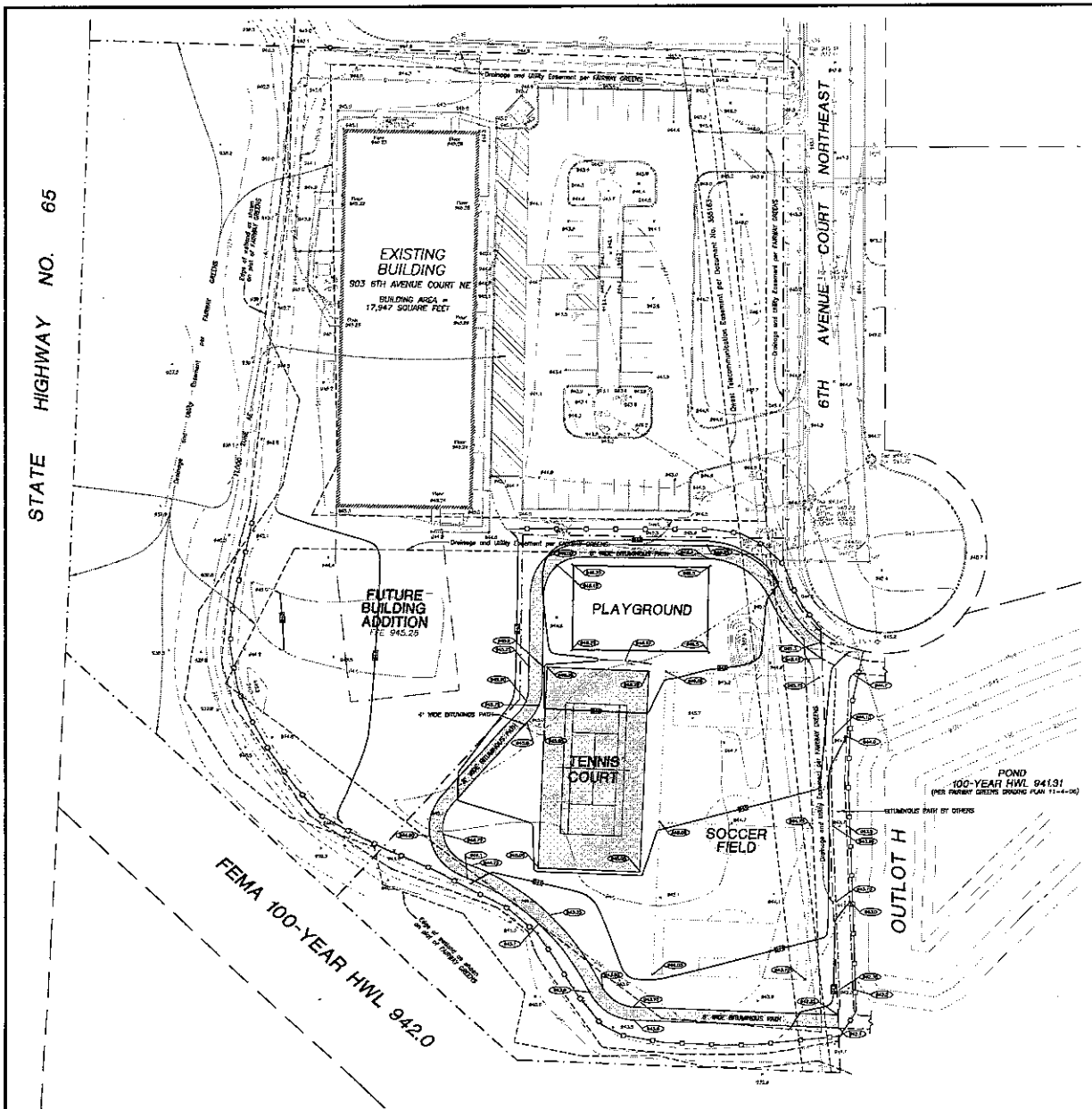
Dated this 25th day of January, 2017

REHDER & ASSOCIATES, INC.

Gary C. Huber, Land Surveyor
Minnesota License No. 43414

Rehder and Associates, Inc.
CIVIL ENGINEERS AND LAND SURVEYORS
3440 Federal Drive • Suite 110 • Eagan, Minnesota • Phone (651) 452-9691

JOB: 174-2830.012



GRADING NOTES

1. – All elevations shown are to final surfaces.
2. – Contractor is responsible for obtaining a National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for Construction Activity before construction begins.

EROSION CONTROL NOTES

1. – Contractor is responsible for all notifications and inspections required by General Storm Water Permit.
2. – All erosion control measures shown shall be installed prior to grading operations and maintained until all areas disturbed have been restored.
3. – Sweep paved public streets as necessary where construction sediment has been deposited.
4. – Each area disturbed by construction shall be restored per the specifications within 14 days after the construction activity in that portion of the site has temporarily or permanently ceased.
5. – Temporary soil stockpiles must have silt fence around them and cannot be placed in surface waters, including storm water conveyances such as curb and gutter systems, or conduits and ditches.
6. – The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from any portion of the construction site, or diverts water around the site, must be stabilized within 200 lineal feet from the property edge, or from the point of discharge into any surface water. Stabilization of the last 200 lineal feet must be completed within 24 hours after connecting to a surface water.
7. – Excess concrete/water from concrete trucks shall be disposed of in portable washout concrete basin or disposed of in a contained area.
8. – See Specifications for Seed, Fertilizer and Mulch details.

INSPECTION AND MAINTENANCE

- The site must be inspected once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours.
- All inspections and maintenance conducted must be recorded in writing and records retained with the SWPPP.
- Areas of the site that have undergone final stabilization, may have the inspection of these areas reduced to once per month.
- All silt fence must be repaired, replaced, or supplemented within 24 hours when they become nonfunctional or the sediment reaches 1/3 of the height of the fence.
- Surface waters and conveyance systems must be inspected for evidence of sediment being deposited. Removal and stabilization must take place within seven (7) days of discovery unless precluded by legal, regulatory, or physical access constraints.
- Construction site vehicle exit locations must have sediment removed from off-site paved surfaces within 24 hours of discovery.

POLLUTION PREVENTION MANAGEMENT

- All solid waste must be disposed of off-site per the MPCA disposal requirements.
- All hazardous waste must be properly stored with restricted access to storage areas to prevent vandalism. Storage and disposal of hazardous waste must be in compliance with MPCA Regulations.

LEGEND

- PROPOSED STD. DUTY BITUMINOUS
- PROPOSED CONTOUR
- PROPOSED ELEVATION
- SILT FENCE
- INLET PROTECTION DEVICE
- BOUNDARY/ROW/BLOCK LINE
- EASEMENT
- DRAINAGE ARROW
- W — EXISTING WATERMAIN
- S — EXISTING SANITARY SEWER
- ST — EXISTING STORM SEWER
- G — EXISTING BURIED GAS LINE
- E — EXISTING BURIED ELECTRIC LINE
- C — EXISTING BURIED CABLE LINE
- 930 — EXISTING CONTOUR
- x 965.50 EXISTING ELEVATION

N

0 15 30 60 90
Scale in Feet

Reinder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
5110 Federal Drive, Suite 108 – Eagan, Minnesota 55122
651-994-8551 – Fax 651-994-8101 – email mail@reinders.com

PROJECT NO.: 181-2830.011 DRAWING FILE: 2830011.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

PRELIMINARY

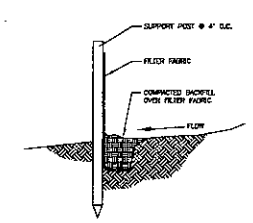
Name Date Reg. No.

Issued

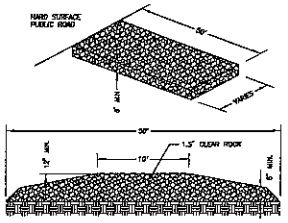
PRELIMINARY PLAT	1-27-17
SITE PLAN REVIEW	2-16-17

SITE DIMENSION, GRADING, DRAINGE & EROSION CONTROL PLAN
CSDCPC ASA, LLC
CITY OF ISANTI

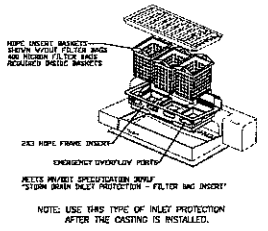
SHEET NUMBER
C1



1 C2 SILT FENCE
NO SCALE

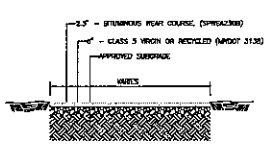


2 C2 ROCK CONSTRUCTION ENTRANCE
NO SCALE

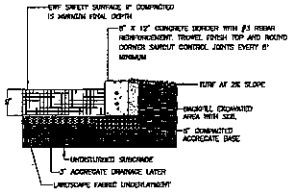


NOTE: USE THIS TYPE OF INLET PROTECTION AFTER THE CASTING IS INSTALLED.

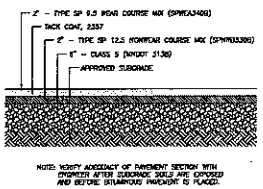
3 C2 INLET PROTECTION (INFRASAFE OR EQUAL)
NO SCALE



4 C2 TYPICAL BITUMINOUS PATH SECTION
NO SCALE



5 C2 PLAYGROUND CONTAINER DETAIL: CONCRETE AND TURF
NO SCALE



NOTE: VERIFY ADEQUACY OF PAVEMENT SECTION WITH GEOTECH AFTER SUBGRADE SOILS ARE EXPOSED AND BEFORE BITUMINOUS PAVEMENT IS PLACED.

6 C2 TENNIS COURT SECTION
NO SCALE

SPECIFICATIONS

GENERAL

I. GENERAL

A. Before construction begins, the Contractor will contact all utility companies, both public and private and have them locate all utilities within the construction limits.

B. The Contractor shall be responsible for arranging all required inspections with the governing authority that has jurisdiction over the work that is to be performed.

C. The Contractor shall stay within the construction limits unless approval otherwise by the Owner and or Engineer. Construction limits are defined by the property boundary unless shown different on the plan.

D. The Contractor shall be responsible for protection of existing structures, utilities, trees, etc. from damage during construction.

E. The Contractor shall be responsible for correcting any damage (at Contractor's expense).

F. Any discrepancies found on the site that affect the proposed work shall be reported to the Owner and/or Engineer before the completion of any additional work.

G. No soils report provided. Subgrade soils assumed adequate for the proposed construction.

H. Existing Topography and Boundary Survey provided by Reinder & Associates, Inc.

SITE CLEARING

I. GENERAL

A. Remove trees, shrubs, grass, and other vegetation or obstructions, as required, to permit installation of improvements shown on the Plans.

II. EXECUTION

A. Trees and stumps shall be hauled from the site. Burial on-site or burning of trees and stumps will not be allowed.

B. Where existing trees are indicated to remain, bone existing topsoil in place within drip liner to prevent damage to root system.

C. Topsoil shall be stripped from disturbed areas and stockpiled to plan cut extending 6-feet in depth.

D. Remove all loose dirt and brushfields material from under stumps and roadways within 3-feet of final proposed subgrade.

E. Remove all waste materials and unsuitable or excess topsoil from Owner's property.

GRADING, EROSION CONTROL, AND TURF ESTABLISHMENT

I. GENERAL

A. All grading, erosion control and turf establishment shall be according to the materials, workmanship, and other applicable requirements of the Minnesota Department of Transportation "Standard Specifications for Construction", latest edition, unless otherwise specified.

B. All erosion control measures shown on the plans must be installed prior to commencement of grading operations and maintained until all areas served are fully stabilized.

C. All areas disturbed by construction shall be restored with sand and disked mulch, sod, wood fiber blanket, or be hard surfaced within one month of substantial completion or consideration.

D. Provide sufficient borrowed soil materials from off-site locations if adequate approved soil materials are not available from excavations. Remove off excess and unsatisfactory material from the site.

E. Protect structures, utilities, sidewalks, pavements, and other facilities from damage caused by settlement, lateral movement, undermining, washout, and other hazards created by earthwork operations.

F. Compaction shall not be less than the following percentages of maximum dry density according to ASTM D 698:

1. Under structures, building slabs, steps, and pavements, compact the top 12 inches below subgrade and each layer of backfill or fill material at 100 percent maximum dry density.

2. Under walkways, compact the top 6 inches below subgrade and each layer of backfill or fill material at 100 percent maximum dry density.

3. Under lawn or unpaved areas, compact the top 6 inches below subgrade and each layer of backfill or fill material at 95 percent maximum dry density.

G. Grade as shown on the plan are to finished grade.

H. Restore trenches trending within road subgrade to be designed by Others (per their requirements).

II. PRODUCTS

A. Satisfactory soils include ASTM D 2487 soil classification groups GW, GP, GM, GW, SP, SM, and SW, free of rock or gravel larger than 2-inches in any dimension, debris waste, frozen materials, vegetation and other deleterious matter.

B. Unsatisfactory soils include ASTM D 2487 soil classification groups OC, SC, ML, MH, CL, CH, OL, PH, and PT.

C. All topsoil and fill materials must be satisfactory soil materials.

D. Topsoil shall be per ASTM C 33/33, free of stones 1" or larger.

E. Subbase and base material must be a uniformly or uniformly graded mixture of natural or crushed gravel, crushed stone, and natural or crushed sand meeting MNDOT Specifications for Class 5 gravel.

F. Turf establishment shall mix shall be as follows - 25# Pro Time Perennial Ryegrass, 25# Hot Rockets Ryegrass, 25# Water Dimplings Fescue, 20# Chariot Hard Fescue, 10# Shadowfax Perennial Ryegrass @ 200 lbs/acre drilled with a DRILLON type seeder. Fertilizer shall be 10-10-10 (50%) commercial grade, and mulch shall be MNDOT type 2 hydromulch.

III. EXECUTION

A. Fill under buildings shall be compacted to meet Soil Engineer's recommendations.

B. Place 4-inches of topsoil over all areas to be re-established with turf.

C. Provide erosion control measures to prevent erosion or displacement of soils and discharge of soil-bearing water runoff or airborne dust to adjacent properties and walkways.

D. Place inlet protection devices in catch basins after they are constructed but maintain shall all areas disturbed have been restored.

E. Wherever construction vehicle access routes intersect paved public roads, provisions must be made to minimize the transport of sediment (mud) by vehicles tracking onto the paved road surface. Where sediment is transported onto a public road surface, the roads shall be cleaned thoroughly at the end of each day. Sediment shall be removed by shoveling or sweeping and be transported to a sediment controlled disposal area. Street washing shall be allowed only after sediment is removed in this manner.

BITUMINOUS PAVEMENT

I. GENERAL

A. Provide hot-mix asphalt pavement according to the materials, workmanship, and other applicable requirements of the Minnesota Department of Transportation "Standard Specifications for Construction", latest edition, unless otherwise specified.

B. Conform to applicable standards of authorities having jurisdiction for asphalt paving work on public property.

II. PRODUCTS

A. Use sources and mix aggregate materials and proportions that have performed satisfactorily in previous installations.

B. Provide a base and wear course as indicated on the plan unless otherwise specified.

C. Provide a tack coat as indicated on the plan unless otherwise specified.

III. EXECUTION

A. Verify that the subgrade is dry and in suitable condition to support paving and imposed loads.

B. The Contractor shall furnish a 10-foot straight board to check the completed subgrade and/or aggregate base for soft spots prior to placement.

C. Machine place hot-mix asphalt on prepared surface, spread uniformly, and strike off. Place asphalt mix by hand in areas inaccessible to equipment in a manner that prevents segregation of mix. Place each course to required grade, cross section, and thickness when compacted.

D. Begin compaction as soon as placed hot-mix paving will bear roller weight without excessive displacement.

E. Provide an average density of 96 percent of reference laboratory density according to ASTM D 1559, but not less than 94 percent nor greater than 100 percent.

F. Tolerances: Base course thickness shall be plus or minus 0.5-inches and surface course shall be plus or minus 0.25-inches.

PORTLAND CEMENT CONCRETE PAVEMENT

I. GENERAL

A. Provide Portland cement concrete pavement for roads, curbs, walks and exterior slabs supporting by the materials, workmanship, and other applicable requirements of the Minnesota Department of Transportation "Standard Specifications for Construction", latest edition, unless otherwise specified.

II. PRODUCTS

A. Portland cement concrete for curb and gutter and sidewalk shall be 4000 psi, 28-day compressive strength, 5.0% air entrainment, and 3-inch slump.

B. Provide Grade-60 reinforcing bars and fix bars where indicated.

C. Curing compound shall be solvent-borne, liquid membrane-forming ASTM C309, Type I or approved equal.

III. EXECUTION

A. The Contractor shall furnish a 10-foot straight board to check the completed subgrade and/or aggregate base for soft spots prior to pavement placement.

B. Comply with requirements and ASH ACI 304R for measuring, mixing, transporting, and placing concrete.

C. Comply with the Concrete Reinforcing Steel Institute's recommended practice for "Placing Reinforcing Bars" for placing and supporting reinforcement.

D. Preformed expansion joints using 0.5-inch thickness shall be placed at each end of curb radius, at intersections, and approximately every 200-feet.

E. Contraction joints shall be placed at minimum 10-foot intervals in the curb and gutter and at 3-foot for walks.

F. Provide a medium to fine broom finish perpendicular to traffic flow.

G. Protect freshly placed concrete from premature drying and excessive cold or hot temperatures using membrane curing, insulation-blanketing-cover curing, curing compound or a combination of these.

Reinder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3110 Federal Drive, Suite 110 - Eagan, Minnesota 55122
651-452-2672 - FAX: 651-452-2707 - email: info@reinder.com

PROJECT NO.: 161-2630.011 DRAWING FILE: 2630011.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

PRELIMINARY

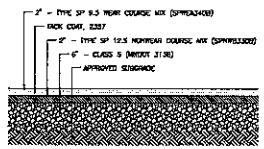
Name _____ Date _____ Reg. No. _____

Issued

PRELIMINARY PLAT	1-31-17
SITE PLAN REVIEW	2-16-17

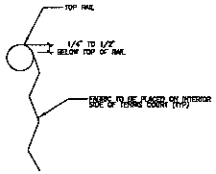
GENERAL DETAILS & SPECIFICATIONS
CSDCPC ASA, LLC
CITY OF ISANTI

SHEET NUMBER
C2

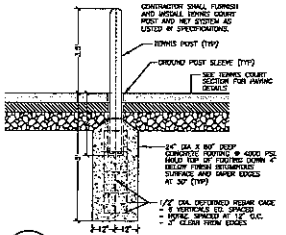


NOTE: VERIFY ADEQUACY OF PAVEMENT SECTION WITH ENGINEER AFTER SUBGRADE SOILS ARE EXPOSED AND BEFORE BITUMINOUS PAVEMENT IS PLACED.

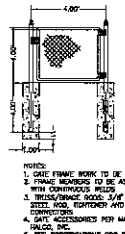
1/C3 TENNIS COURT SECTION
NO SCALE



2/C3 FABRIC PLACEMENT
NO SCALE



3/C3 NET POST
NO SCALE

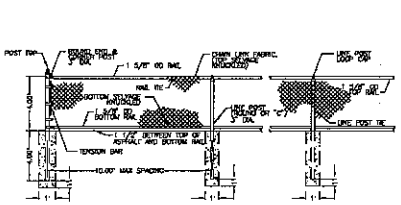


NOTES:
1. GATE FRAME WORK TO BE 2" OD
2. FRAME MEMBERS TO BE ASSEMBLED WITH CONTINUOUS WELDS
3. TRUSS/BRACE RODS: 3/8" GALVANIZED, STEEL ROD, TIGHTENER AND CONNECTORS
4. GATE ACCESSORIES PER MASTER HALCO, INC.
5. SEE SPECIFICATIONS FOR DETAILS

4/C3 4' CHAIN LINK GATE
NO SCALE

END & CORNER POST TOP OPTIONS		TOP & BOTTOM FABRIC OPTION
STANDARD	DOME	KNUCKLE

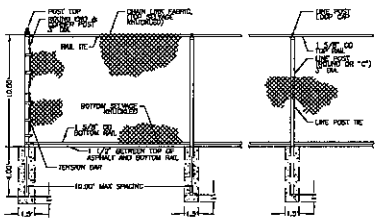
NOTES:
1. FOOTING WIDTH TO BE (4)X POST WIDTH.
2. FABRIC SHALL BE 9 GAUGE, GALVANIZED, 2" MESH WITH KNUCKLED SELVAGE TOP AND BOTTOM.
3. SEE SPECIFICATIONS FOR DETAILS.



5/C3 4' CHAIN LINK FENCE
NO SCALE

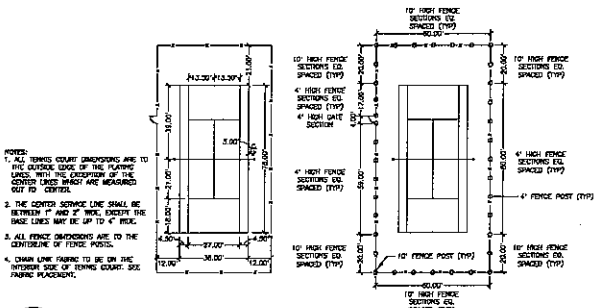
END & CORNER POST TOP OPTIONS		TOP & BOTTOM FABRIC OPTION
STANDARD	DOME	KNUCKLE

NOTES:
1. FOOTING WIDTH TO BE (4)X POST WIDTH.
2. FABRIC SHALL BE 9 GAUGE, GALVANIZED, 2" MESH WITH KNUCKLED SELVAGE TOP AND BOTTOM.
3. SEE SPECIFICATIONS FOR DETAILS.



6/C3 10' CHAIN LINK FENCE
NO SCALE

NOTES:
1. ALL TENNIS COURT DIMENSIONS ARE TO THE OUTSIDE EDGE OF THE PLAYING LINES, WITH THE EXCEPTION OF THE CENTER LINES WHICH ARE MEASURED OUT TO CENTER.
2. THE CENTER SERVICE LINE SHALL BE BETWEEN 1" AND 2" WIDE, EXCEPT THE BASE LINES MAY BE UP TO 4" WIDE.
3. ALL FENCE DIMENSIONS ARE TO THE CENTERLINE OF FENCE POSTS.
4. CHAIN LINK FABRIC TO BE ON THE INTERIOR SIDE OF TENNIS COURT. SEE FABRIC PLACEMENT.



7/C3 TENNIS COURT & FENCE LAYOUT
NO SCALE

TENNIS COURT NOTES

TENNIS LAYOUT STRIPING:
LINE STRIPING FOR THE TENNIS COURT LAYOUT SHALL BE 2" WIDE WHITE STRIPING IN ACCORDANCE WITH USTA STANDARDS AND AS INDICATED ON PLANS. EACH COURT SHALL BE STRIPED FOR 78' PLAY. DIMENSIONS FOR TENNIS COURT LAYOUT ARE FROM THE OUTSIDE TO OUTSIDE OF THE LINES WITH THE EXCEPTION OF THE DIMENSIONS TO THE COURT CENTERLINES WHICH ARE MEASURED OUTSIDE TO CENTER (TYP.).

TENNIS COURT COLOR COATING:
ALL ASPHALT SHALL BE COLOR COATED IN ACCORDANCE WITH WRITTEN SPECIFICATIONS - REFER TO SPEC SECTION FOR ADDITIONAL INFORMATION. COLOR COAT SHALL CONSIST OF A MAXIMUM OF FOUR COLORS TO BE PICKED BY THE OWNER AT THE TIME OF CONSTRUCTION (TYP.).

TENNIS COURT FENCING:
ALL INSTALLATION SHALL BE IN ACCORDANCE WITH ASTM AND INDUSTRY STANDARDS FOR CHAIN LINK FENCING AND SHALL INCLUDE ALL FITTINGS, TENSION BANDS/BAR/WIRES, BRACES, CONNECTORS, POST CAPS, AND OTHER APPURTENANCES. ALL METAL MATERIALS SHALL BE GALVANIZED. ALL WELDED JOINTS AND/OR TACK WELDS SHALL BE GROUND SMOOTH, CLEANED W/SOLVENT, AND REFINISHED WITH COLD GALVANIZING SPRAY IN ACCORDANCE WITH ASTM STANDARDS. REFER TO FENCING SPECIFICATION SECTION FOR ADDITIONAL INFORMATION.

TENNIS COURT SPECIFICATIONS

TENNIS NET AND POST

DESCRIPTION
This site amenity listed below shall be furnished and installed by the CONTRACTOR. The CONTRACTOR shall be responsible for complete installation of site amenities in accordance with both the construction documents and manufacturer's specifications (supplied by manufacturer's local representative and approved by ENGINEER prior to construction). CONTRACTOR shall be responsible for all labor, equipment, concrete, and miscellaneous expenses associated with installation of the site amenities.

All site amenities listed below shall not be substituted without OWNER and ENGINEER approval of alternate manufacturer and product line. Any request for such a substitution must be in writing and made at least three seven (7) days prior to bid opening date. The requests must be self-explanatory with all product line, technical drawings and manufacturer information supplied for review by the OWNER and ENGINEER. Requests for substitutions for this equipment subsequent to this date will not be considered.

SUBMITALS
A. Provide product data

WARRANTY
A. Provide manufacturer's standard limited warranty covering all components against failure resulting from normal use except gates

Tennis Net and Post system shall be Douglas Sport Nets (or approved equal) including 3" round tennis post system (model DSP-3T, Item #30007) with 3.5" round steel ground sleeve (model GS-24, Item #63424), Premium tennis net (model TM-3BDNT, Item #30030NT), with center net tie down anchor (Item #63428), and net tie down strap (Item #20625).

Local Dougley Sports Product Supplier
Flanagan Sales, Inc
Attn: Brian Flanagan
7367 East County Road "E"
St. Paul, MN 55119
Ph. 651-653-6163
Two Rivers, WI 54241

FENCING

The provisions of 02557 Fencing in the 2005 MNDOT Standard Specifications for Construction shall be supplemented with the following:

REFERENCES
A. AASHTO M181 – Chain-Link Fence
B. ASTM A90 – Test Method for Weight [Mass] of Coating on Iron and Steel Articles with Zinc or Zinc-Alloy Coatings
C. ASTM A121 – Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products
D. ASTM A392 – Zinc-Coated Steel Chain-Link Fence Fabric
E. ASTM F668 – Classification for Polyvinyl Chloride (PVC), Polyolefin, and Polyamide Coated Chain-Link Fence Fabric
F. ASTM F1043 – Strength and Protective Coatings on Metal Industrial Chain-Link Fence Framework
G. ASTM F1083 – Pipe, Steel, Hot-Dipped Zinc-Coated (Galvanized) Welded and Seamless, for Fence Structures
H. ASTM F1184 – Industrial and Commercial Horizontal Slide Gates
I. ASTM F1553 – Standard Specification for Carbon Steel Bolts, Studs, and Threaded Rod 60 000 PSI Minimum Yield Strength
J. ASTM F1554 – Standard Specification for Anchor Bolts, Steel, 36, 55, and 105-ksi Yield Strength
K. ASTM F1668 – Standard Specification for Construction Procedures for Chain-Link Fence
L. ASTM F1910 – Standard Specification for Chain-Link Fence Gates
M. ASTM F2408 – Standard Specification for Ornamental Horizontal Slide Gates
N. ASTM F2453 – Standard Specification for Chain-Link Fence Framework Made from Round Steel Tubular Products
O. ASTM F2654 – Standard Specification for Chain-Link Fence Fabric Made from Aluminized Steel Wire
P. ASTM F2781 – Standard Specification for Chain-Link Fence Framework Made from Aluminized Steel Tubular Products
Q. ASTM F2834 – Standard Specification for Chain-Link Fence Fabric Made from Aluminized Steel Wire
R. ASTM F2885 – Standard Specification for Chain-Link Fence Framework Made from Aluminum Tubular Products
S. ASTM F2886 – Standard Specification for Chain-Link Fence Fabric Made from Aluminum Wire
T. ASTM F2921 – Standard Specification for Chain-Link Fence Framework Made from Round Steel Tubular Products with Metallic Coatings and Polymer Coating
U. ASTM F2922 – Standard Specification for Chain-Link Fence Fabric Made from Steel Wire with Metallic Coatings and Polymer Coating
V. ASTM F2923 – Standard Specification for Chain-Link Fence Framework Made from Aluminum Tubular Products with Metallic Coatings and Polymer Coating
W. ASTM F2924 – Standard Specification for Chain-Link Fence Fabric Made from Aluminum Wire with Metallic Coatings and Polymer Coating
X. ASTM F2968 – Standard Specification for Chain-Link Fence Framework Made from Round Steel Tubular Products with Polymer Coating Applied Directly to Metallic Coated Steel
Y. ASTM F2969 – Standard Specification for Chain-Link Fence Fabric Made from Steel Wire with Polymer Coating Applied Directly to Metallic Coated Steel
Z. ASTM F2970 – Standard Specification for Chain-Link Fence Framework Made from Aluminum Tubular Products with Polymer Coating Applied Directly to Metallic Coated Aluminum
AA. ASTM F2971 – Standard Specification for Chain-Link Fence Fabric Made from Aluminum Wire with Polymer Coating Applied Directly to Metallic Coated Aluminum
BB. ASTM F2972 – Standard Specification for Chain-Link Fence Framework Made from Round Steel Tubular Products with Polymer Coating Applied Directly to Metallic Coated Steel and Aluminum Coated Steel Core
CC. ASTM F2973 – Standard Specification for Chain-Link Fence Fabric Made from Steel Wire with Polymer Coating Applied Directly to Metallic Coated Steel and Aluminum Coated Steel Core

10' HIGH CHAIN LINK FENCING MATERIALS LIST:
A. Line, Terminal, Gate & Corner Posts: 3" O.D., 5.79 lbs. galvanized steel
B. Gate and Corner Post Footings: 18" dia. x 5' below grade
C. Top and Bottom Rails: 1 5/8" O.D., 2.27 lbs. galvanized steel
D. Fabric: 9 gauge galvanized steel, 1 3/4" mesh, top and bottom selvage knuckle and closed; fabric placed on fence side closest to court playing surface
E. Tension Bar: 3/4" x 3/4" galvanized steel w/ connectors
F. Tie Wire: 9 gauge aluminum
G. Post Caps: Malleable iron galvanized; sized to fit post with set screw retainer
H. Truss/Brace Rods: 3/8" galvanized steel rod, tightener and connectors

4' HIGH CHAIN LINK FENCING MATERIALS LIST:
A. Line, Terminal, Gate & Corner Posts: 2" O.D., 3.65 lbs. galvanized steel
B. Gate and Corner Post Footings: 12" dia. x 3' below grade
C. Top and Bottom Rails: 1 3/8" O.D., 2.27 lbs. galvanized steel
D. Fabric: 9 gauge galvanized steel, 1 3/4" mesh, top and bottom selvage knuckle and closed; fabric placed on fence side closest to court playing surface
E. Tension Bar: 1/4" x 3/4" galvanized steel w/ connectors
F. Tie Wire: 9 gauge aluminum
G. Post Caps: Malleable iron galvanized; sized to fit post with set screw retainer
H. Truss/Brace Rods: 3/8" galvanized steel rod, tightener and connectors

4' HIGH GATE MATERIALS LIST:
A. All framework to be 2" O.D., 2.72 lbs. Galvanized steel
B. All frame members to be assembled with continuous welds
C. Truss/Brace Rods: 3/8" galvanized, steel rod, tightener and connectors
D. Accessories:
   a. Pressed steel industrial hinges as manufactured by Master Halco, Inc. with adaptors and bolts, (2 per gate/post connection for 4' HGSG)
   b. 1 industrial steel gate latch assembly, complete with gutter manufactured by Master Halco, Inc.

FINISHES
A. Components Framework and Fabric: Galvanized/aluminum coated to ANSI/ASTM A123; coating or industry standard
B. Accessories: Same finish as framework and components

INSTALLATION
A. Install framework, accessories and gates in accordance with ANSI/ASTM F567
B. Set all posts plumb as shown in plans
C. Install bottom brace rail
D. Stretch fabric between terminal posts or at distances of 100 feet maximum, whichever is less
E. Position bottom of fabric 1.5 inches above finished grade
F. Fasten fabric to top rail bottom, line posts, and braces, with tie wire at maximum 12 inches on center
G. Attach fabric to end and corner posts with tension bars and tension bar clips

QUALITY ASSURANCE
A. Manufacturer: Company specializing in manufacturing the products specified in this Section with minimum five (5) years documented experience.

SUBMITALS
A. Provide shop drawings for gates and fencing
B. Provide product data on fabric, posts, accessories, fittings and hardware

WARRANTY
A. Provide manufacturer's standard limited warranty covering all components against failure resulting from normal use except gates
B. Provide minimum five (5) year warranty for gates (from date of installation). Failure will be considered any defect that effects operating the gates in a normal manner and cosmetic structural failures considered with finishes/welds

TENNIS COURT COLOR COATING

DESCRIPTION
The acrylic surfacing is to be applied as per manufacturer's recommendation and per Section 11.0. from the ASBA tennis guidelines as modified hereafter. In the case of discrepancy between ASBA tennis guidelines and manufacturer's recommendation, the manufacturer's shall govern.

MATERIALS
The schedule of materials is as follows:
A. Finish Coat: 100% acrylic emulsion formulated with acrylic resins, mineral fillers, color fast pigments and manufacturer's approved silica sand. Finish coat shall be fully pigmented. Inherent court color shall be as designated on plan set
B. Resurfacer: 50/50 blended asphalt emulsion/acrylic resurfacer
C. Patch Mix: Acrylic court patch binder
D. Line Paint: Court lines shall be white, water-based acrylic emulsion
E. Combat Anti Caustic Resistant, outdoor, latex based caulk as recommended by color coat supplier

The acrylic surfacing material shall be manufactured by:
A. Nonacrylic Sports
B. California Products
C. Advantage Sport Coatings
D. Laykold
E. Advantage Sport Coatings (Vimex Brothers)

CONSTRUCTION REQUIREMENTS

Surface Preparation:
New bituminous surfaces shall be allowed to cure for twenty eight (28) days prior to application of acrylic surfacing. Bituminous surface shall be cleaned and free of dirt, grease, or other foreign matter.

Bituminous surface shall be dry, as well as clean, since moisture on the surface on hot days can turn to steam or vapor. If this is trapped under an application of material, blisters may occur.

Prior to surfacing, the court shall be flooded with clean potable water and allowed to drain for one hour. If there is any remaining water that is deeper than one sixteenth of an inch (1/16"), that area shall be patched with acrylic court patch binder and leveled in accordance with the manufacturer's recommendations. Flooding shall be redone until the surface is sufficiently tolerance as determined by the ENGINEER. After of the acrylic court patch binder has cured, a minimum of two (2) coats of 50/50 blended resurfacer shall be applied at ninety (90) degrees to each other.

Finish Coat:
Bituminous surfaces, acrylic filler surfaces, acrylic filler surfaces, and blended resurfacer surfaces shall be cleaned and free of dirt, grease, or other foreign matter.

Bituminous surface shall be dry, as well as clean, since moisture on the surface on hot days can turn to steam or vapor. If this is trapped under an application of material, blisters may occur.

The finishing coating materials shall be installed in multiple applications, at least two (2) coats, as per manufacturer's recommendation, so as to have true, uniform texture and color. The base coat shall include sand texture. Contractor shall apply additional coats over entire surface until uniformity is achieved. The top coat shall be one hundred percent (100%) acrylic. Application of the work shall be performed by skilled workers by a manufacturer approved installer. No work shall be performed when rain is imminent. Air temperature shall be 50 degrees Fahrenheit and rising during installation. Application rates shall be as per manufacturer's recommendation (minimum of 0.08 gallons per square yard per coat for the first two (2) coats).

The finish line stripping shall not be applied until the underlying surface is thoroughly dried as required by sport coatings product manufacturer. Layout court lines as indicated on the drawings. Lines shall be applied without variations in width or alignment.

WARRANTY
Materials shall have a one (1) year limited written warranty supplied by the manufacturer.

Reinder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3110 Fairhaven Drive, Suite 116 - Eugen, Minnesota 55144
763-449-2600 - FAX: 763-449-2787 - email: info@reinder.com

PROJECT NO: 151-2830.01 | DRAWING FILE: 2830011.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

PRELIMINARY

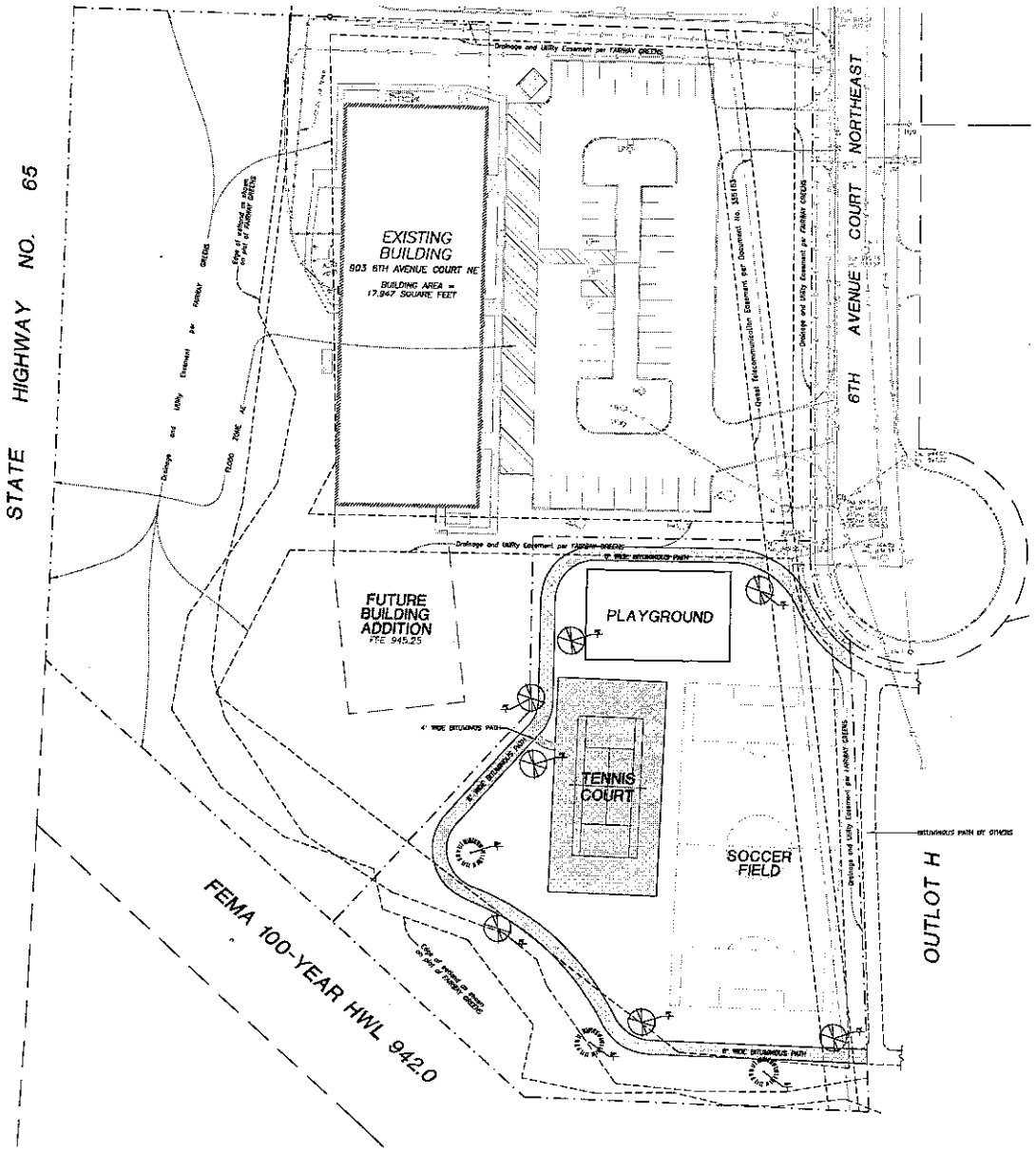
Name _____ Date _____ Reg. No. _____

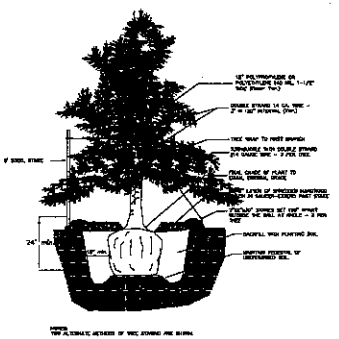
Issued

PRELIMINARY PLAT	1-12-17
SITE PLAN REVIEW	2-10-17

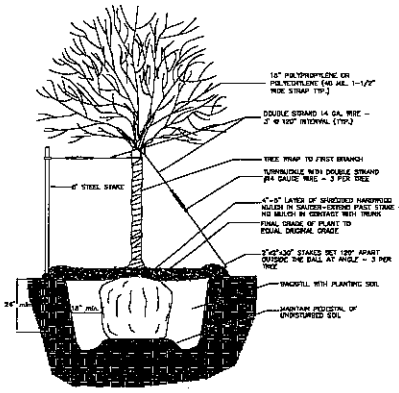
TENNIS COURT DETAILS & SPECIFICATIONS
CSDCFC ASA, LLC
CITY OF ISANTI

SHEET NUMBER
C3





CONIFEROUS TREE PLANTING DETAIL



DECIDUOUS TREE PLANTING DETAIL

TREE LIST

TREES

SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE/ROOT
PE	7	Ulmus 'Patriot'	Patriot Elm	2 - 1/2" B&B
WP	3	Pinus strobus	White Pine	6' B&B

PLANTING SYMBOL LEGEND

DECIDUOUS TREE

CONIFEROUS TREE

N

0 15 30 60 90

Scale in Feet

Reinder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
651-462-0555 | Fax: 651-462-0756 | 2309 Wheeler Avenue SE, Alexandria, MN 56308
PROJECT NO: 151-2830.013 DRAWING FILE: 2830011.DWG

Issued
PRELIMINARY PLAT 1-31-17
SPT. PLAT REVIEW 2-16-17

LANDSCAPE PLAN
CSDCPC ASA, LLC
CITY OF ISANTI

SHEET NUMBER
L1

K.7.

A Community For Generations.

Isanti

To: Mayor Wimmer & City Council

From: Don Lorsung, City Administrator

MEMO

Date: March 3, 2017

Subject: Interim Planning and Zoning Administration Services

Attached is a proposal from City Engineer Brad DeWolf, on behalf of Bolton & Menk, Inc. for Interim Planning and Zoning Administration Services. The will assign a qualified Planner, Alex Conzemius, AICP from their staff to serve the City of Isanti (see attached Proposal). Mr. Conzemius will be assisted as necessary by Jane Kansier, AICP, who has been in the field of City Planning since 2008. It is planned that Mr. Conzemius will be in the office 3 days of the week to perform planning and zoning administration duties.

The interim services are proposed to be charged at an hourly rate of $98.00, with a not to exceed figure of $1,750 per week . The proposal provides services until a new Community Development Director is on board. The Finance Committee has reviewed the proposal. Attached is a Resolution and Proposal for your consideration.

RESOLUTION NO. 2017-

A RESOLUTION ACCEPTING PROPOSAL FOR INTERIM PLANNING AND ZONING SERVICES

WHEREAS, the Community Development Director gave notice of resignation as an employee of the City of Isanti, with her last scheduled work day on March 24, 2017; and

WHEREAS, the Finance Committee recognizes that certain tasks and services must be provided in the interim of filling the position; and

WHEREAS, Bolton & Menk, Inc. submitted a proposal to provide Interim Planning and Zoning Services until such time as the Finance Director position has been filled; and

WHEREAS, the City Council feels it is in the best interest of the citizens of the City of Isanti that contracted Planning and Zoning Administration services are provided in the interim of filling the Community Development Director position.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. Hereby accepts Bolton & Menk's proposal to the City of Isanti for Interim Planning and Zoning Administration Services, dated March 2, 2017, for an hourly rate of $98.00, not to exceed $1,750 per week, as per their proposal (as attached).

This Resolution hereby approved by the Isanti City Council this 7th day of March 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

March 2, 2017

Honorable George Wimmer, Mayor, and Members of the City Council
City of Isanti
110 First Avenue Northwest
Isanti, MN 55040

RE: Proposal for Planning and Zoning Administration Services

Dear Mayor Wimmer and Members of the Council:

Bolton & Menk is pleased to present this proposal for professional zoning administration and planning services to assist the City with enforcing the City Code and to help consider future land use decisions. This proposal will define our scope of work and provide you with an hourly rate to provide these services on an as needed basis.

Scope of Services:
Our understanding of the planning and zoning consulting services the City of Isanti needs include the following tasks:

- Interpret and enforce the City of Isanti Zoning and Subdivision Ordinance to ensure an effective and uniform application of the codes
- Apply the City Comprehensive Land Use Plan and other long range plans and provide long-term planning services and studies if desired and requested.
- Processes land use applications, including variances, use permits, rezoning requests, subdivision plats, annexation requests, etc.
- Regulate land uses within the Flood Plain as controlled by the floodplain ordinance and FEMA Program.
- Review and administer all building permit reviews and on-site setback evaluations as needed
- Research and respond to citizen requests and questions about existing ordinances, zoning and land-use
- Attend and facilitate Planning Commission, City Council meetings and all other board or commission meetings as needed
- Prepare staff reports for Planning Commission, City Council and other boards and commissions as needed
- Review city code, ordinances, and regulations relating to planning and zoning, make recommended changes for consistency with state statutes, and to facilitate effective enforcement
- Prepare and publish written notification for public meetings as required by state statute.
- Identify, draft, and review new zoning ordinances and zoning processes that are beneficial to the City.
- Work closely and effectively with City staff to provide support and respond to routine requests

Personnel, Hours and Fees:

Alex Conzemius will serve as the Lead Planner for the City of Isanti. In this role he will maintain regular office hours at City Hall. His scheduled hours will be Monday, Wednesday and Friday. Mr. Conzemius will maintain this schedule for as long as the City of Isanti desires. Maintaining consistent office hours is a critical component in providing support to the staff as well as assisting residents with routine requests. Mr. Conzemius will be responsive to City and resident requests throughout the business week.

Mr. Conzemius and Bolton & Menk will provide planning consulting services for the City of Isanti at **an hourly rate of $98.00 per hour, not to exceed $1,750 per week.**

Mr. Conzemius will have the full support of over 400 professionals in various disciplines within the firm including over a dozen professional planners. Notably, Senior Planner, Ms. Jane Kansier, AICP, will be available to serve the City of Isanti in order to support planning and zoning work and will be committed to assist Mr. Conzemius and assure quality planning services.

Bolton & Menk puts a high priority on ensuring our company's efforts are consistent with our clients' needs. Please review this document, and feel free to contact me at 612-756-1032 if you have any questions.

Sincerely,

Bolton & Menk, Inc.

Brad DeWolf, P.E.
President/CEO

BOLTON & MENK

Real People. Real Solutions.

Resumes

Appendix

Alex J. Conzemius, AICP

Planner

BOLTON & MENK

Real People. Real Solutions.

Education

Bachelor of Arts - Political Science
Saint John's University

Master of Arts - Urban Planning
Minnesota State University, Mankato

Certifications

American Institute of Certified Planners

Organizations

American Planning Association

Summary

Mr. Conzemius joined Bolton & Menk, Inc. as a Planner in 2008. He is an integral part of the planning staff assisting with aviation, transportation, and municipal planning activities. His project experience includes zoning ordinance review, ordinance update, ordinance administration, site review, land acquisitions, annexations, comprehensive planning, environmental reviews, compatible land use analysis and alternative analysis. He has extensive experience working with local, state, and federal agencies as well as providing professional support at public meetings.

Experience

Site Review and Ordinance Administration

- City of Forest Lake, MN
- City of Aitkin, MN
- City of Wabasha, MN
- City of Northfield, MN
- City of Le Sueur, MN
- City of Granite Falls, MN
- City of Buffalo, MN
- City of Hayward, WI

Zoning Ordinance Update

- City of Aitkin, MN
- City of Buffalo, MN
- City of Granite Falls, MN
- City of Le Sueur, MN
- City of Blue Earth, MN
- City of Paynesville, MN

Master Plan Update

- City of Buffalo, MN
- City of Faribault, MN
- City of South St. Paul, MN
- City of Hawley, MN
- City of Owatonna, MN
- City of Hutchinson, MN
- City of Le Mars, IA

Land Acquisition

- City of Aitkin, MN
- City of Buffalo, MN
- City of Faribault, MN
- City of Le Sueur, MN
- City of Sawyer County, WI

Jane A. Kansier, AICP

Senior Urban Planner

BOLTON & MENK

Real People. Real Solutions.

Education

Master of Public Administration
Hamline University

Bachelor of Arts - Urban Studies
University of Minnesota, Duluth

Certifications

American Institute of Certified Planners

Continuing Education

- Management of Transit Construction Projects, National Transit Institute
- Transportation Asset Management, Transportation Research Board
- Lean 101 and Kaizen Facilitator Training, Minnesota Department of Administration
- Grant Writing, Grant Writing USA

Organizations

American Institute of Certified Planners

American Planning Association

Summary

Ms. Kansier began her planning career in 1984 and has worked in city and county planning, city administration, and public transit. She has extensive experience in the coordination and development of comprehensive plans, zoning ordinances, city codes, site plan and development review, and project management. Additionally, Ms. Kansier has experience with city administration, grant writing, and public transit. Her primary duties include project management for services related to municipal planning, metropolitan area comprehensive plan development, and land use analysis and impacts.

Experience

City of Prior Lake, Minnesota

- 2030 Comprehensive Plan
- 2020 Comprehensive Plan Update
- Zoning and Subdivision Ordinance Rewrite
- Downtown Development Guide

Minnesota Valley Transit Authority

- Northern Scott County Transit Service Study

City of Rochester, Minnesota

- Rochester Land Development Manual

Request for City Council Action

To: Mayor Wimmer and City Council

From: Sean M. Sullivan, Economic Development Director

Date: March 7, 2017

Subject: **Consider Resolution Authorizing Registration of City of Isanti and Parks Logos with Minnesota Secretary of State**

Background:

Protection of logos and identifying marks is common practice in the private sector. Getting protection and sole ownership of your brand is important to control a company's message and image. Both federal and state trademarks are available to protect improper use of these marks and logos. With today's digital age marks and logo are readily available and easily reused. Generally speaking, if they are not used for private financial benefit by unauthorized parties or used maliciously to tarnish the image or misrepresent the entity that logo is tied the reuse of the mark or logo is generally accepted. Staff has consulted the city Development Attorney Campbell Knutson and they have indicated that it might be difficult to get the trademark registered at the federal level based on a court case centered on the City of Los Angeles. Without getting into specific details of a federal decision some of the protections offered to private individuals and corporations don't transfer to cities and governmental entities in the public domain.

Even though the city might not be afforded all the same protections as individuals and private corporations it does make sense to make an effort to provide as much protection to our logos as possible. The logos the City would propose to trademark are as follows:

Potential Costs:

Based on online research and consulting with Campbell Knutson here are the potential costs **per logo**:

Minnesota Trademark Registration

Registration - CLASS 35 (Advertising and business)	$50
Development Attorney Fees to File (155/hr. for 1 hr.)	$155
Total	**$205**

Registering the trademark in Minnesota will offer the City some protection on the use of its logos. Note that the trademark must be renewed every 10 years, at a fee of $25 per mark. Also note the above was for one logo. To file both the city and parks logo the total cost would be **$410.00**

Other Considerations

It is possible that City Staff could potentially register the trademarks to reduce the legal cost associated with Development Attorney.

DOAC Recommendation:

City Council Adopt Resolution to direct Staff to register trademarks for City of Isanti and Isanti Parks Logos at the office of the MN Secretary of State for a cost not to exceed $410 with Parks and EDA splitting the costs. If needed Staff can consult with City Development Attorney to get filing completed.

Potential Funding Sources:

Filing of City Logo	$205 - EDA - Marketing 495
Fling of the Parks Logo	$205 - PRC - Advertising 340

Requested Action:

Motion to adopt Resolution 2017-___ Authorizing Registration of City of Isanti and Parks Logos with Minnesota Secretary of State

Attachment:

1) Resolution 2017-___ Authorizing Registration of City of Isanti and Parks Logos with Minnesota Secretary of State

RESOLUTION 2017-____

AUTHORIZING REGISTRATION OF CITY OF ISANTI AND ISANTI PARKS LOGOS WITH MINNESOTA SECRETARY OF STATE

WHEREAS, protecting a brand, image, interest and credibility of a city and it's departments is important to the success of a city; and

WHEREAS, the City of Isanti has not registered the City of Isanti logo or Isanti Parks logos in the state trademark office; and

WHEREAS, social media outlets, other advertising venues, mailings and the internet have become of source of information for many people and it is possible that the city logo could be used to misrepresent actions, positions or marketing of the City of Isanti; and

WHEREAS, control and ownership of the City of Isanti and Isanti Parks logo is a vital component to protecting the City's interest, image, brand and credibility; and

WHEREAS, the DOAC Committee has recommended that the City of Isanti register the City of Isanti and Isanti Parks Logos with the MN Secretary of State.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, authorize:

1) City Staff and Mayor George Wimmer to register the City of Isanti and Isanti Parks logos with the Office of the Minnesota Secretary of State in the form of the attached registration forms in an amount not to exceed $410.00
2) Registration of the City of Isanti logo be funded by EDA Marketing 495 Fund in an amount not to exceed $205.
3) Registration of the Isanti Parks logo be funded by PRC Advertising 340 Fund in an amount not to exceed $205.

This Resolution hereby approved by the Isanti City Council this 7th day of March 2017.

Attest: _____ Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

Office of the Minnesota Secretary of State

Trademark, Service Mark, Certification Mark or Collective Mark

Minnesota Statutes, Chapter 333

Read the instructions before completing this form.
Filing Fee: $70 for expedited service in-person, $50 if submitted by mail

1. **You must include a sample of commercial use (See Instructions).**

2. State the words or phrase to be registered:

City of Isanti Logo which includes the City motto of "A Community for Generations" (Both Blue, White and Black and White Versions)

3. Provide a written description of the logo design (if none, leave blank). Stylized letters are not a logo design:

"Isanti" spelled out with a tree and river graphic on base of logo. "A Community for Generations" is located above Isanti and the tree and river graphic.

4. Trade/Service Mark Classification Number (See instructions before completing this item):
NOTE: A separate application and fee is required for each classification desired. 35

5. List the SPECIFIC goods or services within the above classification for which the mark is used:

The logo and motto are used by the City of Isanti and City of Isanti EDA for: City branding, Marketing of City of Isanti, Advertising, Internet, City of Isanti website (www.cityofisanti.us), Official communication from City of Isanti to public or private entities and individuals

6. How and where is the mark displayed on the goods or services listed in Item 4?

City Brand, City of Isanti Letterhead, City of Isanti business cards, City of Isanti marketing materials, City of Isanti website (www.cityofisanti.us), Internet, Communications and publishing of City information from the City to public and private entities and individuals

7. List the date on which this mark was first used in commerce by the applicant or their predecessor(s) in Minnesota:
(Must have been used prior to registration)

12	15	1987
Month	Day	Year

8. Name and address of the individual or organization applying for this mark:

City of Isanti	Minnesota
Name	Home Jurisdiction (for organizations only)

110 1st Avenue NW, PO Box 428	Isanti	MN	55040
Street Address	City	State	Zip

9. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

Signature *(Only one markholder or an authorized agent is required to sign)* Date

George A. Wimmer / Mayor of City of Isanti

Print Name and Title

Office of the Minnesota Secretary of State
Trademark, Service Mark, Certification Mark or Collective Mark
Minnesota Statutes, Chapter 333

Email Address for Official Notices
Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

ssullivan@cityofisanti.us

X Check here to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

List a name and daytime phone number of a person who can be contacted about this form:

Sean Sullivan	763-444-5512
Contact Name	Phone Number

INSTRUCTIONS

File your business document online by visiting our website at www.sos.state.mn.us.

Retain the original signed copy of this document for your records and submit a legible photocopy for filing with the Office of the Secretary of State.

1) You must submit one specimen or facsimile of the mark as you have actually used it in commerce. Copies are acceptable. A typewritten statement of the mark would not be acceptable, since it would not have been in use with the public. Acceptable examples would be a business card, letterhead, clipping from an advertisement, label, picture or copies of such materials.
2) State the words or phrase to be registered, if any. The words or phrase must be listed exactly as it appears on the specimens submitted with this application. A separate application is needed for each phrase to be registered.
3) Provide a **written** description of the **logo design** to be registered, if any. This description must depict the design as it appears on the accompanying specimen. Only one logo design is permitted per application. If none, leave blank.
4) Indicate the classification number under which this mark falls. A list of the international system of trade and service mark classifications is available from the Office of the Secretary of State. Leave blank if unknown and this office will fill it in.
A separate application and fee is required for each classification in which you wish to register a mark.
5) State the SPECIFIC goods or services represented by the mark. DO NOT use indefinite terms, such as "accessories", "products," or the like. Use language that would be readily understandable to the general public. For example, "t-shirts" or "dry cleaning services". The identification of goods or services must NOT describe the mode of use of the mark, such as on labels, stationery, business cards, menus, signs or in advertising. If the applicant identifies the goods or services too broadly as, for example, "advertising and business," or just "products," or "services," the application will be returned.
6) State the way the mark appears on the goods, i.e., "on containers," "on tags or labels affixed to the goods", "by stamping it on the goods".
7) In order to register a mark in Minnesota, it must have been used commercially prior to registration. List the date the mark was first used in Minnesota. If it has not yet been used in Minnesota, you cannot register the mark with this office.
8) State the name and complete address of the applicant. If the applicant is an organization, list the home jurisdiction and the principal place of business in the home jurisdiction.
9) A signature of one markholder listed or an Authorized Agent (The signing party must indicate on the document that they are acting as the agent of the person(s) whose signature would be required and that they have been authorized to sign on behalf of that person(s).) is required. Include the date, printed name of the person signing, and the title of the signer.
Email Address for Official Notices. This email address may be used to send annual renewal reminders and other important notices that may require action or response. Check the box if you wish to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.
List a name and daytime telephone number of a person who can be contacted about this form.

Filing Fee: $70 for expedited service in-person, $50 if submitted by mail
Payable to the MN Secretary of State

Please submit all items together and mail to the address below:

FILE IN-PERSON OR MAIL TO:
Minnesota Secretary of State - Business Services
Retirement Systems of Minnesota Building
60 Empire Drive, Suite 100
St Paul, MN 55103
(Staffed 8 a.m. – 4 p.m., Monday - Friday, excluding holidays)
Phone Lines: (9 a.m. - 4 p.m., M-F) Metro Area 651-296-2803; Greater MN 1-877-551-6767

All of the information on this form is public. Minnesota law requires certain information to be provided for this type of filing. If that information is not included, your document may be returned unfiled. This document can be made available in alternative formats, such as large print, Braille or audio tape, by calling (651)296-2803/voice. For a TTY/TTD (deaf and hard of hearing) communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651)296-2803. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of service.

Office of the Minnesota Secretary of State

Trademark, Service Mark, Certification Mark or Collective Mark

Minnesota Statutes, Chapter 333

Read the instructions before completing this form.
Filing Fee: $70 for expedited service in-person, $50 if submitted by mail

1. **You must include a sample of commercial use (See Instructions).**

2. State the words or phrase to be registered:

City of Isanti Parks Logo (both Color and Black and White Versions)

3. Provide a written description of the logo design (if none, leave blank). Stylized letters are not a logo design:

"Isanti Parks" spelled out on the following described logo: Green Circle with Blue Isanti Logo running across the diameter of circle. Blue trees on top along with blue and white sun, blue snowflakes, blue stars and white clouds. A white river runs from the top to the bottom with the word "parks" in it.

4. Trade/Service Mark Classification Number (See instructions before completing this item):
NOTE: A separate application and fee is required for each classification desired. 35

5. List the SPECIFIC goods or services within the above classification for which the mark is used:

Isanti Parks Brand, Marketing of Isanti Parks, Advertising, Internet, City of Isanti website, Official communication from City of Isanti Parks to public or private entities and individuals

6. How and where is the mark displayed on the goods or services listed in Item 4?

Isanti Parks Brand, Isanti Parks Letterhead, Isanti Parks business cards, Isanti Parks marketing materials, City of Isanti website, Internet, Communications and publishing of Isanti Parks information from the City to public and private entities and individuals

7. List the date on which this mark was first used in commerce by the applicant or their predecessor(s) in Minnesota:
(Must have been used prior to registration)

05	17	1997
Month	Day	Year

8. Name and address of the individual or organization applying for this mark:

City of Isanti	Minnesota
Name	Home Jurisdiction (for organizations only)

110 1st Avenue NW, PO Box 428	Isanti	MN	55040
Street Address	City	State	Zip

9. I, the undersigned, certify that I am signing this document as the person whose signature is required, or as agent of the person(s) whose signature would be required who has authorized me to sign this document on his/her behalf, or in both capacities. I further certify that I have completed all required fields, and that the information in this document is true and correct and in compliance with the applicable chapter of Minnesota Statutes. I understand that by signing this document I am subject to the penalties of perjury as set forth in Section 609.48 as if I had signed this document under oath.

Signature *(Only one markholder or an authorized agent is required to sign)* Date

George A. Wimmer / Mayor of City of Isanti

Print Name and Title

Office of the Minnesota Secretary of State
Trademark, Service Mark, Certification Mark or Collective Mark
Minnesota Statutes, Chapter 333

Email Address for Official Notices
Enter an email address to which the Secretary of State can forward official notices required by law and other notices:

ssullivan@cityofisanti.us

X Check here to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.

List a name and daytime phone number of a person who can be contacted about this form:

Sean Sullivan	763-444-5512
Contact Name	Phone Number

INSTRUCTIONS

File your business document online by visiting our website at www.sos.state.mn.us.

Retain the original signed copy of this document for your records and submit a legible photocopy for filing with the Office of the Secretary of State.

1) You must submit one specimen or facsimile of the mark as you have actually used it in commerce. Copies are acceptable. A typewritten statement of the mark would not be acceptable, since it would not have been in use with the public. Acceptable examples would be a business card, letterhead, clipping from an advertisement, label, picture or copies of such materials.
2) State the words or phrase to be registered, if any. The words or phrase must be listed exactly as it appears on the specimens submitted with this application. A separate application is needed for each phrase to be registered.
3) Provide a **written** description of the **logo design** to be registered, if any. This description must depict the design as it appears on the accompanying specimen. Only one logo design is permitted per application. If none, leave blank.
4) Indicate the classification number under which this mark falls. A list of the international system of trade and service mark classifications is available from the Office of the Secretary of State. Leave blank if unknown and this office will fill it in.
A separate application and fee is required for each classification in which you wish to register a mark.
5) State the SPECIFIC goods or services represented by the mark. DO NOT use indefinite terms, such as "accessories", "products," or the like. Use language that would be readily understandable to the general public. For example, "t-shirts" or "dry cleaning services". The identification of goods or services must NOT describe the mode of use of the mark, such as on labels, stationery, business cards, menus, signs or in advertising. If the applicant identifies the goods or services too broadly as, for example, "advertising and business," or just "products," or "services," the application will be returned.
6) State the way the mark appears on the goods, i.e., "on containers," "on tags or labels affixed to the goods", "by stamping it on the goods".
7) In order to register a mark in Minnesota, it must have been used commercially prior to registration. List the date the mark was first used in Minnesota. If it has not yet been used in Minnesota, you cannot register the mark with this office.
8) State the name and complete address of the applicant. If the applicant is an organization, list the home jurisdiction and the principal place of business in the home jurisdiction.
9) A signature of one markholder listed or an Authorized Agent (The signing party must indicate on the document that they are acting as the agent of the person(s) whose signature would be required and that they have been authorized to sign on behalf of that person(s).) is required. Include the date, printed name of the person signing, and the title of the signer.
Email Address for Official Notices. This email address may be used to send annual renewal reminders and other important notices that may require action or response. Check the box if you wish to have your email address excluded from requests for bulk data, to the extent allowed by Minnesota law.
List a name and daytime telephone number of a person who can be contacted about this form.

Filing Fee: $70 for expedited service in-person, $50 if submitted by mail
Payable to the MN Secretary of State

Please submit all items together and mail to the address below:

FILE IN-PERSON OR MAIL TO:
Minnesota Secretary of State - Business Services
Retirement Systems of Minnesota Building
60 Empire Drive, Suite 100
St Paul, MN 55103
(Staffed 8 a.m. – 4 p.m., Monday - Friday, excluding holidays)
Phone Lines: (9 a.m. - 4 p.m., M-F) Metro Area 651-296-2803; Greater MN 1-877-551-6767

All of the information on this form is public. Minnesota law requires certain information to be provided for this type of filing. If that information is not included, your document may be returned unfiled. This document can be made available in alternative formats, such as large print, Braille or audio tape, by calling (651)296-2803/voice. For a TTY/TTD (deaf and hard of hearing) communication, contact the Minnesota Relay Service at 1-800-627-3529 and ask them to place a call to (651)296-2803. The Secretary of State's Office does not discriminate on the basis of race, creed, color, sex, sexual orientation, national origin, age, marital status, disability, religion, reliance on public assistance or political opinions or affiliations in employment or the provision of service.

K.9.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 27, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E. (BCD)

Subject: Approval of Plans and Authorization to Advertise for Bids
2017 Pavement Management Project
City of Isanti, MN
BMI Project No.: R13.112449

We request that the City Council approve the plans and specifications, entitled "2017 Pavement Management Project", and authorize advertisement for bids.

Following is the schedule for the 2017 Pavement Management Project:

Approve Plans & Specs, Authorize Advertisement for Bids	March 7, 2017
Open Bids	April 4, 2017
Commence Construction	Mid May, 2017 (early start) or After July 10, 2017
Final Completion of Construction	Before June 30 (early start) or August 31, 2017

The early start and end dates correspond with Rodeo and Jubilee Days. The contractor will have the option to complete all work prior to the festival or they cannot begin work until after the festival is over.

I will be at the March 7, 2017 City Council meeting to respond to any questions you have concerning the approval of plans and specifications or the authorization to advertise for bids.

Please contact me with any questions or if you would like any additional information prior to the meeting as well.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2017-

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS WITHIN THE CITY OF ISANTI

WHEREAS, the City has adopted a 10 Year Pavement Maintenance Schedule to extend the life of the City roadway system, and

WHEREAS, the City has planned the Crack Fill and Seal Coat maintenance in accordance with the Pavement Maintenance Schedule, and

WHEREAS, the plans and specifications have been completed for these improvements in accordance with direction from City staff, and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City shall approve the plans and specifications entitled "2017 Pavement Management Project" as completed by Bolton & Menk, Inc.
2) That the City shall authorize the advertisement for bids

This resolution was duly approved by the Isanti City Council this 7th day of March, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 27, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E. (BCD)

Subject: Approval of Plans and Authorization to Advertise for Bids
1st Avenue Sidewalk & Curb Replacement
City of Isanti, MN
BMI Project No.: R13.111880

We request that the City Council approve the plans and specifications, entitled "1st Avenue Sidewalk & Curb Replacement", and authorize advertisement for bids.

Following is the schedule for the 1st Avenue Sidewalk & Curb Replacement:

Approve Plans & Specs, Authorize Advertisement for Bids	March 7, 2017
Open Bids	April 4, 2017
Commence Construction	Mid May, 2017 (early start) or After July 10, 2017
Final Completion of Construction	Before June 30 (early start) or August 31, 2017

The early start and end dates correspond with Rodeo and Jubilee Days. The contractor will have the option to complete all work prior to the festival or they cannot begin work until after the festival is over.

I will be at the March 7, 2017 City Council meeting to respond to any questions you have concerning the approval of plans and specifications or the authorization to advertise for bids.

Please contact me with any questions or if you would like any additional information prior to the meeting as well.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2017-

RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS WITHIN THE CITY OF ISANTI

WHEREAS, the sidewalk and curb & gutter along 1st Avenue SW from Main Street to City Hall is deteriorating, and

WHEREAS, the City has planned the reconstruction of this sidewalk and curb & gutter, and

WHEREAS, the plans and specifications have been completed for these improvements in accordance with direction from City staff, and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City shall approve the plans and specifications entitled "1st Avenue Sidewalk & Curb Replacement" as completed by Bolton & Menk, Inc.
2) That the City shall authorize the advertisement for bids

This resolution was duly approved by the Isanti City Council this 7th day of March, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Don Lorsung
City Administrator

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 28, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: Recommended Ordinance No. 420 Updates to Comply with MS4 General Permit
City of Isanti, MN
Project No.: R13.109634

This memo is intended to summarize the major updates that are recommended to bring the City of Isanti into compliance with the Minnesota Municipal Separate Storm Sewer System (MS4) Permit. The attached copy of the Ordinance has detailed footnotes for each recommended change.

General Updates:

- All references to specific positions and departments have been revised to be less specific.
- Wording changes to improve consistency.
- Revised wording where possible to avoid specifying means or methods.
- Eliminated wording not required to be included in the Ordinance.

Section 3.0 Definitions:

- Definitions have been updated to match State Statute and Permit word usage and definitions.
- Definitions have been added for new terms used later in the Ordinance.

Section 4.0 Scope and Effect:

- The wording has been clarified to allow the maximum exemptions allowed by the MS4 Permit.
- A statement has been added to ensure it is clear that this Ordinance does not take the place of any required permits.

Section 5.0 Stormwater Management Plan Application Procedures:

- The list of items required to be submitted to the City for review has been updated to reflect the information required for the review of the plan as required by the City's MS4 permit.

Section 6.0 Stormwater Management Plan Review Procedure:

- Updated to reduce redundancy in the Ordinance.

Bolton & Menk is an equal opportunity employer.

Section 7.0 Stormwater Management Plan Approval Standards:

- Inserted new requirements that the MS4 Permit requires to be included in the Ordinance:
  - Volume – 1-inch infiltration off each 1.0 acres of new impervious
  - Total Suspended Solids – no net increase for new development, net decrease for redevelopment
  - Total Phosphorus – no net increase for new development, net decrease for redevelopment
- Added wording for determining infeasibility and required mitigation when the new requirements cannot be met.
- Inserted requirements for design of temporary sedimentation basins.
- Inserted restrictions on infiltration.
- Adding wording to prohibit substitution of maintenance of existing structures for installation of new structures.
- Updated wording to meet current design standards.
- Referenced the MN Buffer Statute.
- Spell out responsibility for private pond maintenance and procedure for addressing failure to provide that maintenance.

Section 11.0 Enforcement:

- Included reference to the new Enforcement Response Procedures (ERPs) that the City will be adopting as part of the MS4 process.
- Updated wording to lay out procedures for failure to comply with actions taken by the City under the ERPs.

SUMMARY OF ISANTI ORDINANCE NO. 420
AN ORDINANCE PROMOTING THE HEALTH, SAFETY AND GENERAL WELFARE OF THE CITIZENS OF ISANTI MINNESOTA, AND ADOPTING AN ORDINANCE THAT PROVIDES FOR STORMWATER MANAGEMENT PRACTICES

The following is a summary of the contents of the City of Isanti Storm~~W~~water[1] Management Ordinance No. 420.

Section 1.0 Statutory Authorization. This ordinance is adopted pursuant to Minnesota Statutes Chapters 103B, 105, 462 and 497.

Section 2.0 Purpose. The purpose of this ordinance is to control or eliminate storm water pollution along with soil erosion and sedimentation within the City. The ordinance establishes standards and specifications for conservation practices and planning activities, which minimize storm water pollution, soil erosion and sedimentation; and prohibits illicit connections and illegal discharges.

Section 3.0 **Definitions.**

Section 4.0 **Scope and Effect.**

Section 5.0 **Storm Water Management Plan Application Procedures.**

Section 6.0 **Storm Water Management Plan Review Procedure.**

Section 7.0 **Storm Water Management Plan Approval Standards.**

Section 8.0 **Storm Water and Urban Runoff Pollution Control.**

Section 9.0 **Maintenance of Storm Water Facilities.**

~~**Section 10.0** **Inventory of Storm Water Facilities.**~~

Section ~~11~~10.0 **Enforcement.**

Section ~~12~~11.0 **Right of Entry and Inspection.**

Section ~~13~~12.0 **Abrogation and Greater Restrictions.**

Section ~~14~~13.0 **Severability**

Section ~~15~~14.0 **Effective Date.** Ordinance No. 420 shall take effect upon its adoption and publication in the City's Official Newspaper.

[1] The spelling of Stormwater has been updated throughout to match the spelling used in the MN Stormwater Manual, MN MS4 Permit, and the MN Construction Stormwater Permit.

ORDINANCE NO. 420
STORMWATER MANAGEMENT ORDINANCE
AN ORDINANCE PROMOTING THE HEALTH, SAFETY AND GENERAL WELFARE OF THE CITIZENS OF ISANTI MINNESOTA AND ADOPTING AN ORDINANCE THAT PROVIDES FOR STORMWATER MANAGEMENT PRACTICES

Section 1.0 Statutory Authorization. This ordinance is adopted pursuant to Minnesota Statutes Chapters l03B, 105, 462 and 497.

Section 2.0 Purpose. The purpose of this ordinance is to control or eliminate storm water pollution along with soil erosion and sedimentation within the City. The ordinance establishes standards and specifications for conservation practices and planning activities, which minimize storm water pollution, soil erosion and sedimentation; and prohibits illicit connections and illegal discharges.

Section 3.0. Definitions. Unless specifically defined below, the words or phrases used in this ordinance shall have the same meaning as they have in common usage. When not inconsistent with the context, words used in the present tense include the future tense, words in the plural number include the singular number, and words in the singular number include the plural number. The words "shall" and "must" are always mandatory and not merely directive.

3.1 Applicant. Any person or entity that applies for a building permit, subdivision approval, or a permit to allow land disturbing activities. Applicant also means that person's agents, employees, and others acting under this person's direction.

3.2 Best Management Practices (BMP's). Erosion and sediment control and water quality management practices that are the most effective and practicable means of controlling, preventing, and minimizing the degradation of surface water, including construction-phasing, minimizing the length of time soil areas are exposed, prohibitions, and other management practices published by state or designated area-wide planning agencies. (Examples of BMP's can be found in the current versions of the Minnesota Pollution Control Agency's publications, "Protecting Water Quality in Urban Areas," and, "Storm-Water and Wetlands: Planning and Evaluation Guidelines for Addressing Potential Impacts of Urban Storm-Water and Snow-Melt Runoff on Wetlands," the United States Environmental Protection Agency's, "~~Storm Water~~Stormwater Management for Construction Activities: Developing Pollution Prevention Plans and Best Management Practices," (as a reference for BMP's) and the Minnesota Department of Transportation's, "Erosion Control Design Manual").

3.3 Buffer. A protective vegetated zone located adjacent to a natural resource, such as a

public water~~water of the state~~[2], that is subject to direct or indirect human alteration. Such a buffer strip is an integral part of protecting an aquatic ecosystem through filtering pollutants and providing adjacent habitat. The width of a buffer strip is the width along each bank of a stream. Therefore a 30-foot wide stream with 100-foot buffer strips has a total width of 230-feet. Acceptable buffer vegetation includes preserving existing predevelopment vegetation and/or planting locally distributed native Minnesota trees, shrubs and grassy vegetation. Alteration of buffers is strictly limited. Buffer areas are designated with permanent markers.

3.4 City. The City of Isanti. Where used in this ordinance, the City Administrator, those designated by the City Council, or those designated by the City Administrator are authorized to act as the City.[3]

3.5 Common Plan of Development or Sale. A contiguous area where multiple separate and distinct land disturbing activities may be taking place at different times, or on different schedules, but under one proposed plan. This item is broadly defined to include design, permit application, advertisement or physical demarcation indicating that land disturbing activities may occur.[4]

~~3.4~~3.6 Construction Activity. This includes a disturbance to the land that results in a change in the topography, existing soil cover (both vegetative and non-vegetative), or the existing soil topography that may result in accelerated storm water runoff leading to soil erosion and movement of sediment into surface waters or drainage systems. Examples of construction activity may include clearing, grading, filling and excavating. Construction activity includes any disturbance of more than ~~one~~ 1.0 acre of total land area, and may include disturbance of less than ~~one~~ 1.0 acre of total land area if that is part of a ~~larger development that will ultimately disturb one acre or more~~Common Plan of Development or Sale.[5]

3.7 Construction Stormwater General Permit. Within the context of this ordinance refers to the General Permit Authorization to Discharge Stormwater Associated with Construction Activity under the Pollutant Discharge Elimination System/State Disposal System; Permit Number MN R1000001. In the case of a discrepancy between this ordinance and the Construction Stormwater General Permit the more stringent requirement shall apply.[6]

3.8 Detention Basin or Detention Facility. A man-made storage facility containing runoff from rainfall and snowmelt events to control peak discharge rates and provide an

[2] Changed to match MN MS4 General Permit wording.
[3] Added definition to provide clarification when the City is referenced in the text. All references in the Ordinance to a specific City Position or Department have been updated to match this definition.
[4] Added definition used in the Construction Stormwater Permit to provide clarity.
[5] Updated wording to match Construction Stormwater Permit requirements.
[6] Added definition of reference to Construction Stormwater General Permit to provide clarity.

opportunity for physical, chemical, and biological treatment of runoff and/or infiltration to occur.[7]

~~3.5~~3.9 Developer. A person, firm, corporation, sole proprietorship, partnership, state agency, or political subdivision thereof engaged in a land disturbance activity.

3.10 Development. Any land disturbance activity that changes the site's runoff characteristics in conjunction with residential, commercial, industrial or institutional construction or alteration.[8]

~~3.6~~3.11 Dewatering. The removal of water for construction activity. It can be a discharge of appropriated surface or groundwater to dry and/or solidify a construction site. It may require Minnesota Department of Natural Resources permits to be appropriated and if contaminated may require other MPCA permits to be discharged.

~~3.7~~3.12 Discharge. The release, conveyance, channeling, runoff, or drainage, of storm water, including snowmelt, from a construction site.

~~3.8~~3.13 Energy Dissipation. This refers to methods employed at pipe outlets to prevent erosion. Examples include, but are not limited to: aprons, riprap, splash pads, and gabions that are designed to prevent erosion.

3.14 Enforcement Response Procedure (ERP). Procedures adopted by City Council to respond to violations of these regulations.[9]

~~3.9~~3.15 Erosion. Any process that wears away the surface of the land by the action of water, wind, ice, or gravity. Erosion can be accelerated by the activities of people and nature.

~~3.10~~3.16 Erosion Control. Refers to methods employed to prevent erosion. Examples include soil stabilization practices, horizontal slope grading, temporary or permanent cover, and construction phasing.

~~3.11~~3.17 Erosion and Sediment Practice Specifications or Practice. The management procedures, techniques, and methods to control soil erosion and sedimentation as officially adopted by either the State, County, City or local watershed group, whichever is more stringent.

~~3.12~~3.18 Exposed Soil Areas. All areas of the construction site where the vegetation (trees, shrubs, brush, grasses, etc.) or impervious surface has been removed, thus rendering the soil more prone to erosion. This includes topsoil stockpile areas, borrow areas and disposal areas within the construction site. It does not include stockpiles or surcharge areas of gravel, concrete or bituminous. Once soil is exposed it is considered "exposed

[7] Updated terminology to match wording used in MN MS4 General Permit and Construction Stormwater Permit.
[8] Matches definition used in the MN MS4 General Permit.
[9] ERP is referenced later in the ordinance.

soil," until it meets the definition of "final stabilization."

~~3.13~~3.19 Filter Strips. A vegetated section of land designed to treat runoff as overland sheet flow. They may be designed in any natural vegetated form from a grassy meadow to a small forest. Their dense vegetated cover facilitates pollutant removal and infiltration.

~~3.14~~3.20 Final Stabilization. Means that all soil disturbing activities at the site have been completed, and that a uniform perennial vegetative cover with a density of seventy (70) ~~seventy-five (75)~~ [10]percent of the cover for unpaved areas and areas not covered by permanent structures has been established, or equivalent permanent stabilization measures have been employed. Simply sowing grass seed is not considered final stabilization. (Examples of vegetative cover practices can be found in the current version of the Minnesota Department of Transportation's publication, "Standard Specifications for Construction" as supplemented and as amended from time to time.)

3.21 Hazardous Materials. Any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.[11]

~~3.15~~3.22 Hydric Soils. Soils that are saturated, flooded, or ponded long enough during the growing season to develop anaerobic conditions in the upper part.

3.23 Hydrologic Soil Group (HSG). The Natural Resources Conservation Service (NRCS) has grouped soils throughout the nation into several categories based on their hydrologic characteristics and runoff potential under similar storm and vegetation conditions. Soil properties that influence runoff potential are those that influence the minimum rate of infiltration for a bare soil after prolonged wetting and when not frozen, including depth to a seasonally high water table, saturated hydraulic conductivity after prolonged wetting, and depth to a layer with a very slow water transmission rate. The soils in the United States are assigned to four groups (A, B, C, and D) and three dual classes (A/D, B/D, and C/D).[12]

~~3.16~~3.24 Hydrophytic Vegetation. Macrophytic (large enough to be observed by the naked eye)~~,~~ plant life growing in water, soil or on a substrate that is at least periodically deficient in oxygen as a result of excessive water content.

~~3.17~~3.25 ~~Illicit~~~~Illegal~~[13] Discharge. Any direct or indirect non-storm water discharge to the storm drain system, except as exempted in Section 8 of this ordinance.

---

[10] Updated to match the requirements of the MN Construction Stormwater Permit

[11] Hazardous Materials are discussed later in the ordinance.

[12] Infiltration is discussed later in the ordinance. HSG is referenced as it relates to infiltration restrictions.

[13] Matches definition used in the MN MS4 General Permit.

~~3.183.26~~ Illicit Connections. An illicit connection is defined as either of the following: Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system including but not limited to any conveyance which allow any non-storm water discharge including sewage, process wastewater, and wash water to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency or, any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

~~3.193.27~~ Impervious Surface. A constructed hard surface that either prevents or retards the entry of water into the soil, and causes water to run off the surface in greater quantities and at an increased rate of flow than existed prior to development. Examples include rooftops, sidewalks, patios, driveways, parking lots, storage areas, and concrete, asphalt, or gravel roads.

~~3.203.28~~ Land Disturbance Activity. Any land change that may result in soil erosion from water or wind and the movement of sediments into or upon waters or lands within this government's jurisdiction, including clearing & grubbing, grading, excavating, transporting and filling of land. Within the context of this rule, land disturbance activity does not mean:

a) Minor land disturbance activities such as home gardens and an individual's home landscaping, repairs, and maintenance work.

b) Any activity including construction, installation, and maintenance of fences, signs, posts, poles, and electric, telephone, cable television, utility lines or individual service connections to these utilities, which result in disturbing less than ~~one~~ 1.0[14] acre of land.

~~b)~~c) Construction, installation, and maintenance of fences, signs, posts, poles, and electric, telephone, cable television, utility lines or individual service connections to these utilities, which result in creating under 1.0 acre of exposed soil or impervious surface.[15]

~~c)~~d) Tilling, planting, or harvesting of agricultural, horticultural, or silvicultural (forestry) crops.

~~d)~~e) Emergency work to protect life, limb, or property and emergency repairs, unless the land disturbing activity would have otherwise required an

[14] Updated to be consistent throughout the text of the ordinance.
[15] Added wording clarifies that if more than 1.0 acre is exposed that these activities are no longer exempt.

approved erosion and sediment control plan, except for the emergency. If such a plan would have been required, then the disturbed land area shall be shaped and stabilized in accordance with the City's requirements as soon as possible.

3.29 MIDS. Minimal Impact Design Standards[16]

3.30 MPCA. The Minnesota Pollution Control Agency[17]

3.31 Municipal Separate Storm Sewer System (MS4). The system of conveyances (including sidewalks, roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains) owned and operated by the City and designed or used for collecting or conveying storm water, and that is not used for collecting or conveying sewage.[18]

3.32 National Pollutant Discharge Elimination System (NPDES) Stormwater Discharge Permit. Means a permit issued by the MPCA under authority delegated pursuant to 33 USC § 1342(b) that authorizes the discharge of storm water to waters of the United States, whether the permit is applicable on an individual, group, or general area-wide basis.[19]

3.33 Native Vegetation. The pre settlement group of plant species native to the local region that were not introduced as a result of European settlement or subsequent human introduction.

3.34 New Development. All development that is not defined as redevelopment.[20]

~~3.21~~3.35 Non-Stormwater Discharge. Any discharge to the storm drain system that is not composed entirely of storm water.[21]

~~3.22~~ Ordinary High Water Mark (OHW). ~~This is generally the boundary elevation where the vegetation changes from predominately aquatic (where "aquatic" broadly means that the vegetation can survive moist conditions) to terrestrial. This elevation delineates the highest water level, which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. Water often reaches this elevation in spring. For rivers and streams the ordinary high water mark is usually the top of the bank. It is less well defined for lakes and wetlands. The definition in Minnesota Statute 103G.005, subdivision 14 says that the "Ordinary high water level" means the~~

[16] MIDS is referenced later in the text.
[17] MPCA is referenced later in the text.
[18] MS4 is referenced later in the text.
[19] NPDES is referenced later in the text.
[20] Differentiates between new development and redevelopment.
[21] Clarifies what is non-stormwater.

~~boundary of waterbasins, watercourses, public waters, and public waters wetlands, and:~~

~~3.23 the ordinary high water level is an elevation delineating the highest water level that has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly the point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial;~~

~~3.24 for watercourses, the ordinary high water level is the elevation of the top of the bank of the channel; and~~

~~3.25 for reservoirs and flowages, the ordinary high water level is the operating elevation of the normal summer pool.~~

~~3.26~~3.36 ~~The term "ordinary high water mark" is further defined in~~ Minnesota Rule 6120.2500, Subpart 11 ""Ordinary High Water Mark" means the boundary of public waters and wetlands, and shall be an elevation delineating the highest water level which has been maintained for a sufficient period of time to leave evidence upon the landscape, commonly that point where the natural vegetation changes from predominantly aquatic to predominantly terrestrial. For watercourses, the ordinary high water level is the elevation of the top of the bank of the channel. For reservoirs and flowages, the ordinary high water level is the operating elevation of the normal summer pool." ~~Ordinary high water marks are determined by the Minnesota Department of Natural Resources' area hydrologist.~~[22]

~~3.27~~3.37 ~~Waters of the State~~[23]Paved Surface. A constructed hard, smooth surface made of gravel, asphalt, concrete or other pavement material. Examples include, but are not limited to, roads, sidewalks, driveways and parking lots.

~~3.28~~3.38 Permanent Cover. Means "final stabilization." Examples include grass, gravel, asphalt, and concrete. See also the definition of "final stabilization."

3.39 Permit. Within the context of this ordinance a "permit" is a written warrant or license granted for construction, subdivision approval, or to allow land disturbing activities.[24]

3.40 Person. Any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.[25]

3.41 Pollutant. Anything which causes or contributes to pollution. Pollutants may include, but are not limited to: paints, varnishes, and solvents; oil and other automotive fluids; non-hazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordinances, and accumulations, so that same may

[22] Updated to match the MN Statute wording.
[23] Formatting update.
[24] Defines what is meant in the text by the word permit.
[25] Defines what is meant in the text by the word person.

cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.[26]

3.42 Premises. Any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.[27]

3.43 Public Waters. As defined in MN Statute 103G.005, Subpart 15 and further defined as:

a) Water basins assigned a shoreland management classification.

b) Waters of the state that have been finally determined to be public waters or navigable waters by a court of competent jurisdiction.

c) Meandered lakes, excluding lakes that have been legally drained.

d) Water basins previously designated by the MN Department of Natural Resources for management for a specific purpose such as trout lakes and game lakes pursuant to applicable laws.

e) Water basins designated as scientific and natural areas under MN Statute 84.033.

f) Water basins located within and totally surrounded by publicly owned lands.

g) Water basins where the state of Minnesota or the federal government holds title to any of the beds or shores, unless the owner declares that the water is not necessary for the purposes of the public ownership.

h) Water basins where there is a publicly owned and controlled access that is intended to provide for public access to the water basin.

i) Natural and altered watercourses with a total drainage area greater than two square miles.

j) Natural and altered watercourses designated by the MN Department of Natural Resources as trout streams.

k) Public waters wetlands

l) Public waters are not determined exclusively by the proprietorship of the underlying, overlying, or surrounding land or by whether it is a body or stream of water that was navigable in fact or susceptible of being used as a highway for commerce at the time this state was admitted to the union.[28]

---

[26] Updated to match MN MS4 and Construction Stormwater Permits.
[27] Updated to clarify what is meant by the use of the word premises.
[28] References the MN Statute definition of a Public Water.

3.44 Public Waters Wetlands. Means all types 3, 4, and 5 wetlands, as defined in United States Fish and Wildlife Service Circular No. 39 (1971 edition), not included within the definition of public waters, that are ten or more acres in size in unincorporated areas or 2-1/2 or more acres in incorporated areas.[29]

3.45 Redevelopment. Any development where, prior to the start of construction, the areas to be disturbed have 15 percent or more of impervious surface(s).[30]

~~3.29~~3.46 Runoff Coefficient. The fraction of total precipitation that is not infiltrated into or otherwise retained by the soil, concrete, asphalt or other surface upon which it falls, that will appear at the conveyance as runoff. This coefficient is usually estimated for an event or on an average annual basis.

~~3.30~~3.47 Sediment. The product of an erosion process; solid material both mineral and organic, that is in suspension, is being transported, or has been moved by water, wind, or ice, and has come to rest on the earth's surface either above or below water level.

~~3.31~~3.48 Sedimentation. The process or action of depositing sediment.

~~3.32~~3.49 Sediment Control. The methods employed to prevent sediment from leaving the development site. Sediment control practices include silt fences, sediment traps, earth dikes, drainage swales, check dams, subsurface drains, pipe slope drains, storm drain inlet protection, and temporary or permanent sedimentation basins.

~~3.33~~3.50 Soil. The unconsolidated mineral and organic material on the immediate surface of the earth. For the purposes of this document stockpiles of gravel, aggregate, concrete or bituminous materials are not considered "soil" stockpiles.

~~3.34~~3.51 Stabilized. The exposed ground surface after it has been covered by sod, erosion control blanket, riprap, or other material that prevents erosion. Simply sowing grass seed is not considered stabilization.

3.52 Steep Slope. Any slope steeper than One (1) foot of vertical rise for every three (3) feet of horizontal run.[31]

3.53 Storm Drainage System. Publicly-owned facilities by which storm water is collected and/or conveyed, including but not limited to any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.[32]

3.54 Storm water. Any surface flow, runoff, and drainage consisting entirely of water from

[29] References the MN Statute definition of a Wetland
[30] Clarifies the difference between new development and redevelopment of a site.
[31] Clarifies what is a steep slope.
[32] Identifies what is included in the Storm Drainage System.

any form of natural precipitation, and resulting from such precipitation. Under Minnesota Rule 7077.0105, subpart 41b storm water, "means precipitation runoff, stormwater runoff, snow melt runoff, and any other surface runoff and drainage." (According to the Code of Federal Regulations (CFR) under 40 CFR 122.26 [b][13], "Stormwater means stormwater runoff, snow melt runoff and surface and drainage."). Storm water does not include construction site dewatering.[33]

3.55 Storm Water Management Plan. A document which describes the BMPs and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to Storm Water, Storm Water Conveyance Systems, and/or Receiving Waters to the Maximum Extent Practicable.[34]

~~3.35 Stormwater Under Minnesota Rule 7077.0105, subpart 41 b stormwater, "means precipitation runoff, stormwater runoff, snow melt runoff, and any other surface runoff and drainage." (According to the Federal Code of Regulations under 40 CFR 122.26 [b][13], "Stormwater means stormwater runoff, snow melt runoff and surface and drainage."). Stormwater does not include construction site dewatering.~~ [35]

~~3.36~~3.56 Storm Water Pollution ~~Control~~ Prevention Plan (SWPPP). A joint storm water and erosion and sediment control plan that is a document ~~containing~~ meeting the requirements of this ordinance and the Minnesota Construction Stormwater General Permit~~Section 4~~[36], that when implemented will decrease soil erosion on a parcel of land and off-site nonpoint pollution. It involves both temporary and permanent controls.

~~3.37~~3.57 Structure. Anything manufactured, constructed or erected which is normally attached to or positioned on land, including portable structures, earthen structures, roads, parking lots, and paved storage areas.

~~3.38~~3.58 Subdivision. Any tract of land divided into building lots for private, public, commercial, industrial, etc. development. Minnesota Rule 6120.2500, subpart 17 defines subdivision as, "... land that is divided for the purpose of sale, rent, or lease, including planned unit development."

~~3.39~~3.59 Temporary Protection. Short-term methods employed to prevent erosion. Examples of such protection include: straw, mulch, erosion control blankets, wood chips, and erosion netting.

3.60 Total Suspended Solids (TSS). Includes all particles suspended in water which will not

[33] References the MN Statute and CFR definitions of stormwater.
[34] Defines what a Stormwater Management Plan is.
[35] This definition is replaced by paragraph 3. 54
[36] Updated to include the acronym SWPPP and to reference the MN Construction Stormwater General Permit.

pass through a filter.[37]

3.61 Total Phosphorus (TP). The total concentration of phosphorus found in the water.[38]

~~3.40~~3.62 Urban. Of, relating to, characteristic of, constituting a City.

~~3.41~~3.63 Vegetated or Grassy Swales. A vegetated earthen channel that conveys storm water, while treating the storm water by biofiltration. Such swales remove pollutants by both filtration and infiltration.

3.64 Waste and Material Disposal. All waste and unused building materials (including garbage, debris, cleaning wastes, wastewater, toxic materials or hazardous materials), shall be properly disposed of off-site and not allowed to be carried by runoff into a receiving channel or storm sewer system.[39]

3.65 Wastewater. Any water or other liquid, other than uncontaminated storm water, discharged from a facility.[40]

~~3.42~~3.66 Waters of the State. As defined in Minnesota Statutes section 115.01, subdivision 22 the term " ... "Waters of the State" means all streams, lakes, ponds, marshes, watercourses, waterways, wells, springs, reservoirs, aquifers, irrigation systems, drainage systems and all other bodies or accumulations of water, surface or underground, natural or artificial, public or private, which are contained within, flow through, or border upon the state or any portion thereof."

~~3.43 Wet Detention Facility A permanent man-made structure, used for the temporary storage of runoff to control the peak discharge rates and provide gravity settling of pollutants.~~

~~3.44 Wet Retention Facility A permanent man-made structure, containing a permanent pool of water without release except by means of evaporation, infiltration, or emergency bypass.~~ [41]

3.67 Wetlands. As defined by the Wetland Conservation Act, as amended from time to time, and Isanti County.

~~3.45~~

Section 4.0 Scope and Effect

4.1 Applicability. Every applicant for ~~a building permit or~~ subdivision approval must submit a Storm Water Management Plan ~~to the Department of Community Development~~ with

[37] TSS is used later in the text.
[38] TP is used later in the text.
[39] Clarifies what is considered Waste and Material Disposal. This term is used later in the text.
[40] Defines the word wastewater to include all liquid other than uncontaminated stormwater.
[41] Wet Detention and Wet Retention Facilities are no longer referenced in the text.

the application for subdivision approval. Every applicant for a permit ~~for land disturbing activities~~that disturbs 1.0 acres or more and that does not require ~~a building permit or~~ subdivision approval must submit a Storm Water Management Plan ~~to the Engineering Department~~with the application for permit application. No ~~building permit,~~ subdivision approval~~,~~ or permit ~~to allow land disturbing activities~~ shall be issued until approval of the Storm Water Management Plan or a waiver of the approval requirement has been obtained in strict conformance with the provisions of this ordinance. Nothing in this ordinance shall exempt the applicant from the requirement to obtain applicable permits from Government Agencies other than the City.[42]

4.2 Exemptions. The provisions of this ordinance do not apply to:

a) Any part of a subdivision if a plat for the subdivision has been approved by the City Council on or before the effective date of this ordinance;

b) A lot for which a building permit has been approved on or before the effective date of this ordinance;

c) Installation of fence, sign, telephone, and electric poles and other kinds of posts or poles unless the cumulative land disturbance is equal to or greater than 1.0 acres[43]; or

d) Any activity that disturbs less than 1.0 acres~~one acre~~ of land; or

e) Emergency work to protect life, limb, or property.

4.3 The City Council may waive any requirement of this ordinance upon making finding that compliance with the requirement is infeasible[44]~~will involve an unnecessary hardship~~ and the waiver of such requirement will not adversely affect the standards and requirements set forth in Sections 7 and 8. The City Council may require, as a condition of the waiver, such dedication or construction, or agreement to dedicate or construct as may be necessary to adequately meet said standards and requirements.

Section 5.0 Storm Water Management Plan Application Procedures

5.1 Application. A written application for Storm Water Management Plan approval, along with the proposed Storm Water Management Plan, shall be filed with the ~~Department of Community Development or the Engineering Department~~appropriate Department of the City when applicable and shall include a statement indicating the purpose for which the

[42] This paragraph was updated to eliminate references to a specific department and to make clear that the MS4 ordinance sections apply to 1.0 acres or more. The final sentence of the paragraph was added to ensure there is no misunderstanding that compliance with this ordinance would exempt an application from other requirements.
[43] Clarifies that these activities are not exempt if they disturb 1.0 or more acres.
[44] Updated to match the MS4 General Permit wording.

approval is requested, that the proposed use is permitted by right or as an exception in the underlying zoning district, and adequate evidence showing that the proposed use will conform to the standards set forth in this ordinance. Prior to applying for approval of a Storm Water Management Plan, an applicant may have the Storm Water Management Plans reviewed by the appropriate Department of the City.

Two sets of clearly legible blue or black lined copies of drawings and required information shall be submitted to the appropriate Department of the City~~Department of Community Development or Engineering Department~~ and shall be accompanied by all applicable fees. Drawings shall be prepared to a scale appropriate to the site of the project and suitable for the review to be performed. At a minimum the scale shall be 1 inch equals 100-feet.

5.2 Storm Water ~~m~~Management ~~plan~~Plan. At a minimum, the Storm Water Management Plan shall contain the following information, except as determined otherwise by staff. Items identified with ~~all~~ an asterix (*) in subsections a through e below may be omitted upon initial application if determined to be unnecessary by ~~staff~~the appropriate Department of the City.

a) Identification and description

1) Proposed name of development;

2) Legal description and address;

3) Names, addresses, and phone numbers of the primary contact, record owner, subdivider, land surveyor, engineer, designer of the plat, and any agent having control of the land;

4) Graphic scale not less than one inch to one hundred feet;

5) North arrow;

6) Location of the tract by an insert map at a scale sufficient to clearly identify the location of the property and giving such information as the names and numbers of adjoining roads, railroads, utilities, subdivisions, towns and districts or other landmarks; and

7) Date of preparation.

b) Existing Conditions

1) Boundary lines of proposed plan;

2) Existing zoning classifications for land within and abutting the development;

3) Acreage and lot dimensions;

4) Location of roads, lots, structures, etc. as required by the City;

5) Existing topography with a contour interval appropriate to the topography of the land but in no case having a contour interval greater than 2-feet;

6) Location and dimensions of existing storm water drainage systems and natural drainage patterns on and immediately adjacent to the site delineating in which direction and at what rate storm water is conveyed from the site, identifying the receiving stream, river, public water, or wetland, and setting forth those areas of the unaltered site where storm water collects;

7) *Wetland area (submit approval letter from Isanti County stating that there are either no wetlands, or detailing construction requirements related to wetlands and any necessary wetlands mitigation);

8) *Steep slopes ~~where areas of 18% or more exist over a distance for 50-feet or more~~[45];

9) * Bluff areas where the slope rises at least 25-feet above the toe of the bluff and the grade of the slope from the toe of the bluff to a point 25-feet or more above the toe of the bluff averages 30% or greater;

10) *Vegetative cover and clearly delineating any revegetation proposed for removal;

11) *Wooded area and tree survey;

12) * Agricultural land preservation area(s);

13) *Map of soil types and infiltration rates;

14) *Hydrologic calculations for volume runoff, velocities, and peak flow rates for the l-year 24-hour storm event, 10-year 24-hour storm event, and 100-year 24-hour storm event. These shall include:

- Pre-existing peak flow rates
- Assumed runoff curve numbers
- Time of concentration used in calculations
- If a flood insurance study has been done by the National Flood Insurance Program, the 100-year flood elevation with and without the floodway.

15) *Bankfull discharge rate (1.5-year recurrence interval) of creek or stream

[45] Steep slopes are defined in section 3.0 Definitions.

if there is a waterway on the site or if the site discharges directly to a waterway~~; and~~.

c) Site construction plan. A site construction plan including:[46]

1) Locations and dimensions of all proposed land disturbing activities and any phasing of those activities;

2) Locations and dimensions of all existing and new impervious surfaces;

3) Existing and proposed contours;

4) Existing and proposed direction of storm water flow and dividing lines;

5) Areas of steep slopes;

6) Areas to be protected from disturbance during construction, including but not limited to existing and proposed buffer strips;

7) Surface waters, existing wetlands, and storm water basins within 1.0-mile of the site which will receive storm water from the project;

~~2) Locations and dimensions of all temporary soil or dirt stockpiles;~~

8) Locations and dimensions of all temporary and permanent BMPs;

9) Tabulation of estimated BMP quantities;

~~3)~~10) ~~construction site erosion control measures necessary to meet the requirements of this ordinance;~~ Locations and dimensions of all areas to be not disturbed and/or protected during construction;

~~4)~~11) Schedule of anticipated starting and completion date of each land disturbing activity including construction phasing ~~the~~and ~~-~~installation of construction site erosion control measures needed to meet the requirements of this ordinance; and

12) Provisions for maintenance of the construction site erosion control measures during construction.

~~5)~~13) Sites disturbing 1.0 acres or more shall submit a SWPPP that complies with the Minnesota Construction Stormwater General Permit to the City and obtain a permit from the MPCA prior to beginning of any land disturbance activity.

~~6) NPDES permit.~~[47]

[46] The list of information to be included in the site construction plan has been updated to match the requirements of the Construction Stormwater Permit.

[47] The NPDES permit cannot be obtained until there is a project SWPPP. The Developer should not obtain the permit before the City review.

d) Plan of final site conditions. A plan of final site conditions on the same scale as the existing site map showing the site changes including:

1) Layout of proposed streets showing the proposed names, the right-of-way widths, centerline gradients and typical cross sections;

2) Location and width of proposed pedestrian ways and utility easements;

3) Lot sizes, layout, numbers and preliminary dimensions of lots and blocks;

4) Minimum building setback lines as required by the zoning ordinance;

5) Areas and size of areas other than streets, alleys, pedestrian ways and utility easements, intended to be dedicated or reserved for public use;

6) Finished grading shown at contours at the same interval as provided above or as required to clearly indicate the relationship of proposed changes to existing topography and remaining features;

7) A drainage plan of the developed site delineating in which direction and at what rate storm water will be conveyed from the site and setting forth the areas of the site where storm water will be allowed to collect;

8) Location of proposed public sewer and water mains;

9) * A landscape plan, drawn to an appropriate scale, including dimensions and distances and the location, type, size and description of all proposed landscape materials and proposed ground cover (final stabilization) which will be added to the site as part of the development;

10) Hydrologic calculations for volume runoff, velocities, and peak flow rates for the 1-year 24-hour storm event, 10-year 24-hour storm event, and 100-year 24-hour storm event. These shall include:

- Post-construction peak flow rates with no detention
- Post-construction peak flow rates with detention
- Assumed runoff curve numbers
- Time of concentration used in calculations
- If a flood insurance study has been done by the National Flood Insurance Program, the 100-year flood elevation with and without the floodway.

11) *Bankfull discharge rate (1.5-year recurrence interval) of creek or stream if there is a waterway on the site or if the site discharges directly to the waterway;

12) ~~*Normal water level, high water~~OHW ~~level~~, 100-year high water level, and emergency overflow elevations for the site;

13) A maintenance plan indicating the responsible party or parties charged with the long-term maintenance, repair, or replacement of any privately owned storm water conveyance and retention facilities. Such plan shall also include information on the intended final ownership of the properties containing such facilities and the means by which inspection, maintenance, repair, or replacement when necessary shall be funded and accomplished;~~. And~~ and

14) Any other information pertinent to the particular project that, in the opinion of the appropriate Department of the City, is necessary for the review of the project.

e) *Models/Methodologies/Computations. Hydrologic models and design methodologies used for determining runoff characteristics and analyzing Storm Water Management structures shall be approved by the City ~~City Engineer~~. Plans, specifications and computations for storm water management facilities submitted for review shall be sealed and signed by a registered professional engineer. All computations shall accompany~~appear on~~ the plans submitted for review, unless otherwise approved by the ~~City Engineer~~City.

Section 6.0 Storm Water Management Plan Review Procedure

6.1 Process.

a) Subdivisions. Storm Water management plans meeting the requirements of Section 5 shall be reviewed by ~~both the Community Development Department and the Engineering Department~~the appropriate Departments of the City and reviewed in accordance with the Standards of Section 7. Their findings shall be forwarded to the Planning Commission prior to their approval of the final plat of the subdivision. Staff findings shall include recommendation for approval; approval with conditions or modifications; or denial based on submission of incomplete plans, failure to meet ordinance provisions, or incompatibility with overall City drainage plans. Following Planning Commission approval of both the Storm Water Management Plan and final subdivision plat, the final plat with Storm Water Management Plan shall be submitted with any recommendations and conditions to the City Council at its next regular meeting. City Council action on the final plat and Storm Water Management Plan must be accomplished within 60 days

following the date the application for approval is filed with and accepted by the ~~Community Development Department~~appropriate Department of the City unless an extension is requested per applicable State Statute.

b) ~~Building~~ Permits. Storm Water management plans meeting the requirements of Section 5 shall be reviewed by ~~both the Community Development Department and the Engineering Department~~the appropriate Departments of the City for compliance with the standards of Section 7. Within 30 days of the filing of the plan, City staff shall contact the applicant or their agent on the review findings and indicate approval; approval with certain conditions or modifications; or denial based on submission of incomplete plans, failure to meet ordinance provisions, or incompatibility with overall City drainage plans. If the plan is denied by the City, the applicant or their agent shall have 45 days from this initial contact to resubmit plans for review under the original application and with no additional processing and review fee. Upon approval of the Storm Water Management Plans, the applicant or their agent shall be notified of compliance. ~~Building p~~Permits involving such non-exempted land disturbance activities shall not be issued until such notice of compliance is given.

~~c) Land Disturbing Activities Not Requiring a Building Permit. Storm Water management plans meeting the requirements of Section 5 shall be reviewed by the Engineering Department for compliance with the standards of Section 7. Within 30 days of the filing of the plan, City staff shall contact the applicant or their agent on the review findings and indicate approval; approval with certain conditions or modifications; or denial based on submission of incomplete plans, failure to meet ordinance provisions, or incompatibility with overall City drainage plans. If the plans are denied by the City the applicant or their agent shall have 45 days from this initial contact to resubmit plans for review under the original application and with no additional processing and review fee. Upon approval by the Engineering Department of the Storm Water Management Plan, the applicant or their agent shall be notified of compliance. Subject to any other applicable statutes, ordinances, rules and regulations, permits or other such approvals for such non-exempted land disturbing activities shall be issued.~~ [48]

6.2 Duration. Approval of a plan submitted under the provisions of this ordinance shall expire one year after the date of approval unless construction has commenced in accordance with the plan. Prior to the date of expiration the applicant or their agent may submit to the appropriate Departments of the City~~Community Development Department~~

[48] The updates to paragraphs a) and b) of this section make this paragraph unnecessary.

~~or Engineering Department, as applicable~~, a written request for an extension of time to commence construction activities. This request shall include the reasons for the requested extension and a projected timetable for construction and completion. An extension of not greater than one single year may be granted by the ~~Department~~City. Receipt of any request for an extension shall be acknowledged by the ~~Department~~ City within 15 days and a final decision on the extension shall be made within 30 days of receipt.

6.3 Conditions. A Storm Water Management Plan may be approved subject to compliance with conditions reasonable and necessary to insure that the requirements contained in this ordinance are met. Such conditions may, among other matters, limit the size, kind or character of the proposed development, require the construction of structures, drainage facilities, storage basins and other facilities, require replacement of vegetation, establish required monitoring procedures, stage the work over time, require alteration of the site design to insure buffering, and require the conveyance to the City of Isanti or other public entity of certain lands or interests therein.

6.4 Financial Securities~~,~~. The applicant shall provide security for the performance of the work described and delineated on the approved grading plan involving the ~~storm water pollution control plan~~SWPPP[49] and any storm water and pollution control plan related remedial work in an amount as identified in the current City of Isanti Fee Schedule.

The financial security shall be by cash deposit to the City, Letter of Credit or bond as identified ~~in the Developer's Agreement~~as identified in the Developer's Agreement, City Fee Schedule, or the ERP. In the case of a discrepancy the Developer's Agreement shall take precedence over the City Fee Schedule which shall take precedence over the ERP.[50]

6.5 Maintaining the Financial Security. As identified in the Developer's Agreement.

6.6 Action Against the Financial Security. The City of Isanti may act against the financial security if any of the conditions listed below exist. The City shall use funds from this security to finance remedial work undertaken by the City or a private contractor under contract to the City and to reimburse the City for all direct costs incurred in the process of remedial work including, but not limited to, staff time and consultant fees.

a) The developer ceases land disturbing activities and/or filling and abandons the work site prior to completion of the grading plan.

b) The developer fails to conform to the grading plan and/or the ~~storm water pollution control plan~~SWPPP[51] as approved by the City.

c) The techniques utilized under the ~~storm water pollution control~~

[49] Updated for consistency with the rest of the text.
[50] Updated to reference the ERP and to clarify the order of precedents in the case of a discrepancy.
[51] Updated for consistency with the rest of the text.

~~plan~~Stormwater Management Plan[52] fail within one year of installation.

d) The developer fails to reimburse the City for corrective action taken.

6.7 Returning the Financial Security. If not defined in a Development Agreement, the security deposited with the City for faithful performance of the work shown on the grading plan and/or SWPPP[53] ~~storm water pollution control plan~~ and any ~~storm water and pollution control plan~~ related remedial work ~~to finance necessary remedial work~~ shall be released one full year after the completion of the installation of all permanent[54] storm water pollution control measures as shown on the grading plan and/or the ~~storm water pollution control plan~~SWPPP.

6.8 Fees. All applications for Storm Water Management Plan approval shall be accompanied by a processing and approval fee as determined by the City Council.

Section 7.0 Storm Water Management Plan Approval Standards

7.1 No Storm Water Management Plan which fails to meet the standards contained in this section shall be approved.

7.2 [55]~~All Storm Water Management Plans must be prepared in accordance with the City of Isanti Storm Water Management Plan and Engineering Design Standards, as amended from time to time.~~ Storm Water Rate and Water Quality.

a) For new development release rates, volume, TSS, and TP from the site on an annual average basis shall not increase over the predevelopment 24-hour 2-year, 10-year and 100-year peak storm discharge rates, based on the last 10-years of how that land was used. Also accelerated channel erosion must not occur as a result of the proposed activity.

b) For redevelopment there shall be a net reduction on an annual average basis for release rates, volume, TSS, and TP from the pre-project conditions predevelopment 24-hour 2-year, 10-year and 100-year peak storm discharge rates, based on the last 10-years of how that land was used. Also accelerated channel erosion must not occur as a result of the proposed activity.

c) Oil and grease control. Where the potential for pollution by oil, grease, or both, exists, the City may require installation of an oil and grease removal device designed to handle the volume and type of material anticipated.

d) For projects where site constraints limit the ability to provide the required

[52] Updated for consistency with the rest of the text.
[53] Updated for consistency with the rest of the text.
[54] Clarification that the security will not be released until 1-year after completion of permanent measures.
[55] The following sections incorporate requirements of the MS4 Permit that must appear in the City Ordinance.

control practices within the project boundary; the project shall provide for downstream improvements for that portion that cannot be treated within project boundaries. Such projects may include:

1) Linear projects where reasonable effort has been made to obtain sufficient right-of-way to install required control practices and said efforts have been unsuccessful;

2) Sites where infiltration is prohibited;

3) Other locations as determined by the City.

e) Projects that have made reasonable effort but been unable to fully meet TSS and TP requirements within the project limits may upon authorization by the City utilize the following methods to meet that portion not met onsite:

1) Provide treatment that yields the same benefits in an offsite location to the same receiving water that receives runoff from the project site. If this is not feasible then;

2) Provide treatment that yields the same benefits in an offsite location within the same Minnesota Department of Natural Resources catchment area as the project site. If this is not feasible then;

3) Provide treatment that yields the same benefits in an offsite location within an adjacent Minnesota Department of Natural Resources catchment area up-stream of the project site. If this is not feasible then;

4) Provide treatment that yields the same benefits at a site approved by the City.

f) Offsite mitigation authorized by the City shall be completed within 24-months of the beginning of construction on the permitted site.

g) Applicants shall provide documentation showing compliance with the rate and quality requirements of this ordinance. Acceptable documentation options shall be:

1) For Rate and Volume:

- Calculations shall be by a methodology listed in the MPCA Stormwater Manual or other method approved by the City.
- For agricultural land subject to this section, the maximum runoff curve number (RCN) used in such calculations shall be 51 for HSG A, 68 for HSG B, 79 for HSG C, and 84 for HSG D.
- Heavily disturbed sites will be lowered one permeability class for

hydrologic calculations. Lightly disturbed areas require no modification. Where practices have been implemented to restore soil structure to pre-developed conditions, no permeability class modification is required.

2) For TSS and TP:

- Calculations shall be done using the Minimal Impact Design Standards (MIDS) Calculator available on the MPCA website, or
- Other method approved by the City.

~~7.2~~7.3 Site dewatering. Water pumped from the site shall be treated by temporary sedimentation basins, grit chambers, sand filters, upflow chambers, hydro-cyclones, swirl concentrators or other appropriate controls as appropriate. Water may not be discharged in a manner that causes erosion or flooding of the site or receiving channels or a wetland.

~~7.3~~7.4 Waste and material disposal. All waste and unused building materials (including garbage, debris, cleaning wastes, wastewater, toxic materials or hazardous materials) shall be properly disposed of off-site and not allowed to be carried by runoff into a receiving channel or storm sewer system.

~~7.4~~7.5 Tracking. Each site shall have graveled roads, access drives and parking areas of sufficient width and length to prevent sediment from being tracked onto public or private roadways. Any sediment reaching a public or private road shall be removed by street cleaning (not flushing) before the end of each workday.

~~7.5~~7.6 Drain inlet protection. All storm drain inlets shall be protected during construction until control measures are in place with an appropriate inlet protection measure~~straw bale, silt fence or equivalent barrier~~[56] meeting accepted design criteria, standards and specifications contained in the MPCA publication "Protecting Water Quality in Urban Areas.

~~7.6~~7.7 Site erosion control. The following criteria apply only to construction activities that result in runoff leaving the site.

a) Channelized runoff from adjacent areas passing through the site shall be diverted around disturbed areas, if practical. Otherwise, the channel shall be protected as described below. ~~Sheetflow~~Sheet flow runoff from adjacent areas greater than 10,000 square feet in area shall also be diverted around disturbed areas, unless shown to have resultant runoff rates of less than 0.5 cubic feet per second across the disturbed area for the one-year storm. Diverted runoff shall be conveyed in a manner that will not erode the

[56] Revised to specify a result instead of a method.

conveyance and receiving channels.

b) All activities on the site shall be conducted in a logical sequence to minimize the area of bare soil exposed at any one time.

c) Runoff from the entire disturbed area on the site shall be controlled by meeting either subsections 1 and 2 or 1 and 3.

1) All disturbed ground left inactive for fourteen or more days shall be stabilized by seeding or sodding (only available prior to September 15) or by mulching or covering or other equivalent control measure.

2) For sites with more than ten acres disturbed at one time, or if channel originates in the disturbed area, one or more temporary or permanent sedimentation basins shall be constructed. Each temporary sedimentation basins must be designed and constructed according to the following requirements:

- The basins must provide live storage for a calculated volume of runoff from a 2-year, 24-hour storm from each acre drained to the basin, except that in no case shall the basin provide less than 1,800 cubic feet of live storage from each acre drained to the basin, or where the calculation has not been performed, a temporary sediment basin providing 3,600 cubic feet of live storage per acre drained to the basin shall be provided for the entire drainage area of the temporary basin.
- Temporary basin outlets must be designed to prevent short-circuiting and the discharge of floating debris.
- The basin must be designed with the ability to allow complete basin drawdown for maintenance activities, and must include a stabilized emergency overflow to prevent failure of pond integrity.
- The outlet structure must be designed to withdraw water from the surface in order to minimize the discharge of pollutants, except that the use of a surface withdrawal mechanism for discharge of the basin may be temporarily suspended during frozen conditions.
- Energy dissipation must be provided for the basin outlet [57]
- ~~Each sedimentation basin shall have a surface area of at least one percent of the area draining to the basin and at least three feet of~~

[57] The MS4 Permit requires that the City Ordinance include provisions for use of temporary sedimentation basins. The wording used here is taken from the Construction Stormwater Permit.

~~depth and constructed in accordance with accepted design specifications. Sediment shall be removed to maintain a depth of three feet.~~ The basin discharge rate shall also be sufficiently low as to not cause erosion along the discharge channel or the receiving water.

~~2)~~3) For sites with less than ten acres disturbed at one time, ~~silt fences, straw bales, or equivalent~~ erosion and sediment control measures shall be placed along all sideslope and downslope sides of the site. If a channel or area of concentrated runoff passes through the site, silt fences shall be placed along the channel edges to reduce sediment reaching the channel. The use of ~~silt fences, straw bales, or equivalent~~ erosion and sediment[58] control measures must include a maintenance and inspection schedule.

d) Any soil or dirt storage piles containing more than ten cubic yards of material should not be located with a downslope drainage length of less than 25-feet from the toe of the pile to a roadway or drainage channel. If remaining for more than seven days, they shall be stabilized by mulching, vegetative cover, tarps, or other means. Erosion from piles which will be in existence for less than seven days shall be controlled by placing sediment control measures~~straw bales or silt fence barriers~~[59] around the pile. In-street utility repair or construction soil or dirt storage piles located closer than 25-feet of a roadway or drainage channel must be covered with tarps or suitable alternative control, if exposed for more than seven days, and the stormdrain inlets must be protected with ~~straw bale or other~~ appropriate filtering barriers.

~~7.7 Storm Water management criteria for permanent facilities~~

7.8 ~~An applicant shall install or construct, on or for the proposed land disturbing or development activity, all storm water management facilities necessary to manage increased runoff so that the one year-, ten year, and 100 year storm peak discharge rates existing before the proposed development shall not be increased, and accelerated channel erosion will not occur as a result of the proposed land disturbing or development activity.~~ [60]The City may require, at their discretion, an applicant to make an in-kind or monetary contribution to the development and maintenance of ~~community~~ City storm water management facilities designed to serve multiple land disturbing and development activities undertaken by one or more persons, including the applicant.

---

[58] Revised to avoid specifying a method of meeting the requirements.
[59] Revised to avoid specifying a method of meeting the requirements.
[60] The previous sections are no longer needed with the insertion of the MS4 required wording.

7.9 The applicant shall give consideration to reducing the need for storm water management facilities by incorporating the use of natural topography and land cover such as wetlands, ponds, natural swales and depressions as they exist before development to the degree that they can accommodate the additional flow of water without compromising the integrity or quality of the wetland or pond.

7.10 The following storm water management practices shall be investigated in developing a Storm Water Management Plan in the following descending order of preference:[61]

a) Protect and preserve as much natural or vegetated area on the site as possible, minimizing impervious surfaces. Direct runoff to vegetated areas rather than to adjoining streets, storm sewers and ditches.

b) Flow attenuation of treated storm water by the use of open vegetated swales and natural depressions.

c) Infiltration of runoff on site. The water quality volume that must be infiltrated on sites which create 1.0 or more acres of new impervious shall be one (1) inch of runoff from the new impervious surfaces created by the project.

1) Calculations shall use the appropriate HSG Classification and saturated infiltration rates unless specific rates are measured by a registered soil scientist except that the design infiltration rate shall be no greater than 1/2 the observed rate or 0.25 in/hour for HSG B soils, or 0.5 in/hour for HSG A soils.

2) Infiltration shall be prohibited where:

- Industrial facilities not authorized to infiltrate industrial storm water under an NPDES/SDS Industrial Stormwater Permit issued by the MPCA,
- Vehicle fueling and maintenance occur,
- Less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock can be achieved.
- High levels of contaminants in soil or groundwater will be mobilized by the infiltrating storm water.

3) Infiltration shall be restricted without higher engineering review, sufficient to provide a functioning treatment system without adverse impacts to groundwater, when:

[61] The order of preference has been updated to match the order specified by the MS4 Permit.

- Soil infiltration rates are more than 8.3 inches per hour.
- Soils are predominately HSG D (clay), except where soil amendment will allow for appropriate infiltration.
- Within the City's Drinking Water Supply Management Area (DWSMA)

4) Stormwater detention facilities; and

5) A combination of successive practices may be used to achieve the applicable minimum control requirements specified in in this ordinance. The applicant shall provide justification for the method selected.

7.11 Projects must include creation of new or retrofit existing structural storm water BMPs or utilize properly designed regional structural storm water BMPs. Routine maintenance of existing structural storm water BMPs does not meet the requirement to provide storm water management under this division.

7.12 Structural Stormwater BMPs installed to fulfill the requirements of this Ordinance shall be maintained in compliance with the approved maintenance plan. Where no plan is in place they shall be maintained in compliance with accepted Industry Standard and Minnesota Pollution Control Agency recommendations. No Structural Stormwater BMPs shall be removed or altered in such a way to decrease structural Stormwater BMPs effectiveness without:

a) Authorization of the City; and

b) Providing new or improved Structural Stormwater BMPs providing or exceeding that amount lost due to the alteration or removal.

7.13 Detention Basin Design, excluding those facilities with a permanent pool depth, shall be designed according to the most current technology as reflected in the MPCA publication Protecting Water Quality in Urban Areas, and shall contain, at a minimum, the following design factors:

a) Calculations shall be provided showing treatment volume that meets Construction Stormwater General Permit;

b) Basin depth less than 3.5-feet as measured from the floor elevation to the overflow elevation unless authorized by the City;

c) Drainage easements must cover the back-to-back 100-year high water level;

d) Minimum vegetative buffer around outlet of 16.5-feet;

e) Basin slopes shall be no steeper than 4:1;

f) Heavy machinery traffic shall not be allowed in the basin area at any time

during design or construction of the basin;

g) Seeding shall meet City standards for infiltration basins.

h) Rain gardens shall be planted with native plants approved by the City and appropriate to the soil type and hydrologic budget.

~~1) Natural infiltration of precipitation on site such as Rain Gardens;~~

~~2) Flow attenuation by use of open vegetated swales and natural depressions; and~~

~~7.11 Storm Water detention facilities.~~

~~7.12 A combination of successive practices may be used to achieve the applicable minimum control requirements specified in subsection (a) above. Justification shall be provided by the applicant for the method selected.~~

~~7.13~~7.14 ~~Wet~~ Where Detention Basins with a permanent pool depth are approved by the City. ~~Design standards. Storm Water detention~~ facilities ~~constructed in the City of Isanti~~ shall be designed according to the ~~most current technology as reflected in the~~ MPCA's Minnesota Stormwater Manual as modified below:[62] ~~publication Protecting Water Quality in Urban Areas, and shall contain, at a minimum, the following design factors:~~

~~a) A permanent pool surface area equal to two percent of the impervious area draining to the pond or one percent of the entire area draining to the pond, whichever amount is greater;~~

~~b)~~a) ~~An average permanent pool depth of four to ten feet; p~~Permanent pool depths greater than 10-feet ~~must~~may receive a Ceonditional ~~use~~ Use ~~permit~~Permit (CUP). ~~A provided a~~ benefit to the City ~~must~~can be demonstrated to obtain a CUP.~~;~~

~~c) A recommended permanent pool length to width ratio of 3:1 or greater;~~

~~d) A minimum protective shelf extending 10 feet into the permanent pool with a slope of 10:1, below which slopes should not exceed 3:1, and above which slopes should not exceed 4:1.;~~ [63]

~~e)~~b) A protective buffer strip of vegetation surrounding the ~~permanent pool~~basin at a minimum width of one rod (16.5-feet)~~.;~~

~~f)~~c) All storm water detention facilities outlet structures shall have a skimming device to keep oil, grease, and other floatable material from moving downstream during a 1-year storm~~.;~~

[62] Updated to match current MN design standards and requirements of the Construction Stormwater Permit.
[63] Updated to avoid specifying method of meeting the required standards.

~~g) Storm Water detention facilities for new development must be sufficient to limit peak flows in each subwatershed to those that existed before the development for the 100-year storm event. All calculations and hydrologic models/information used in determining peak flows shall be submitted along with the Storm Water Management Plan;~~ [64]

~~h)~~d) All storm water detention facilities must have a forebay to remove coarse-grained particles prior to discharge into ~~a watercourse or storage basin~~the facility. A grit separation structure may be installed in lieu of a forebay when approved by the City.;[65]

~~i) Ponds should have a dead storage volume equal to the post-development runoff from a 1-year rainfall;~~

~~j)~~e) ~~Ponds~~ Facilities ~~should~~ must have a 20-foot wide access easement if not located along a roadway. ~~The a~~Access easements ~~should~~ shall have a maximum slope of 5:1 or less unless a steeper slope is authorized by the City.;

~~k)~~f) All occupied structures ~~should~~ must have a minimum setback of 30-feet from the 100-year high water level~~HWL~~ of the ~~pond~~facility.;

~~l)~~g) Ponds shall incorporate multi-staged outlets as necessary.;

~~m)~~h) All ~~ponds~~ facilities ~~shall~~designed ~~should~~ have the normal water level~~NWL~~, the 1-year ~~High Water Level~~high water level and the 100-year ~~High Water Level~~high water level clearly indicated on all plans.;

~~n)~~i) City approved vegetation which is consistent with ~~the surrounding~~ wetland vegetation ~~shall~~~~ould~~ be ~~proposed~~ installed in the 10:1 bench area of the proposed ponds.

~~o)~~j) Ponds with permanent pool deeper than 4-feet shall have permanently installed warning signs reading "Warning - Storm Water Pond Buffer Zone - Deep Water". Signs shall be placed on lot lines at the drainage easement containing the 100-year flood elevation.

~~p)~~k) Fences may be placed in detention facilities including infiltration basins, dry ponds, or ~~in~~ wet ponds at the 1-year High-Water Level ~~above the permanent pool~~ elevation. The City shall have the right to remove and or restrict placement of fences where they may contribute to a drainage problem.

~~7.14 Retention Basin Design Standards (Includes infiltration basins, rain gardens and~~

[64] Included in Section 7.2.

[65] Updated to allow use of a grit chamber when authorized by the City.

~~infiltration trenches). Storm Water retention facilities constructed in the City of Isanti shall be designed according to the most current technology as reflected in the MPCA publication Protecting Water Quality in Urban Areas, and shall contain, at a minimum, the following design factors:~~

~~a) Calculations shall be provided showing treatment volume that meets NPDES standards;~~

~~b) Percolation/test pit data shall be provided for all basins;~~

~~c) The design infiltration rate shall be no greater than 1/2 the observed rate or 0.25 in/hour for "B" soils, or 0.5 in/hour for "A" soils;~~

~~d) Basins shown to infiltrate within a 72 hour period;~~

~~e) Basin depth less than 3.5 feet as measured from the floor elevation to the overflow elevation;~~

~~f) Drainage easements must cover the back to back 100 year HWL;~~

~~g) Minimum vegetative buffer around outlet of 16.5 feet;~~

~~h) Basin slopes shall be no steeper than 4:1;~~

~~i) Heavy machinery traffic shall not be allowed in the basin area at any time during design or construction of the basin;~~

~~j) Seeding shall meet City standards for infiltration basins.~~

~~k) Rain gardens shall be planted with native plants approved by the City and appropriate to the soil type and hydrologic budget.~~[66]

7.15 Buffer protection for Rivers, Stream, Lakes and Wetlands.

a) All projects must meet the requirements of the Wetlands Conservation Act and MN Statutes regarding vegetative buffers.[67]

b) All projects must meet the Isanti County Technical Evaluation Panel requirements, and shall provide a letter certifying the same.

c) All projects must meet the Army Corp of Engineers requirements if applicable, and shall provide a letter certifying the same.

d) A protective buffer strip of natural vegetation including grass, rye and native prairie grasses, at least 50 feet in width from the high-water level shall surround all wetlands, retention, and detention basins and 100-foot from a special or impaired water.

[66] This section is no longer needed since it conflicts with the MN Stormwater Manual.
[67] Reference to MN Statute.

1) Detailed buffer design in site specific, and therefore, the City may require a larger buffer than the minimum specified.

2) Buffer strip width may be modified with approval of the City based on the topography of the area where such change shall provide equal or improved protection to the resource and such that the modified buffer strip shall provide the resources a total buffer area equal to that provided by an unmodified buffer strip.

e) Any existing drain tile shall be modified as part of the project to eliminate short circuiting of the buffer strip.

f) New or enhanced buffer strips shall be maintained by the applicant for the later of 1-year after completion of the project or acceptance by the City.[68]

~~d)~~g) ~~A minimum 30-foot buffer strip of native vegetation around all wetlands shall be maintained. Wetland b~~Buffer zones shall be clearly identified with City approved monuments at all lot lines. For large lot developments, additional monuments may be required at City staff discretion.

~~1) A 75-foot buffer along streams, lakes, rivers and special waters identified in the NPDES construction permit shall be maintained at all times using native vegetation.~~

~~2) Detailed buffer design is site specific, and therefore, the City may require a larger buffer than the minimum specified. The applicant shall maintain the buffer for the first year after completion of the project.~~[69]

7.16 Steep slopes. No land disturbing or development activities shall be allowed on slopes of 18 percent or more.

7.17 Inspection and maintenance. All storm water management facilities shall be designed to minimize the need of maintenance, to provide access for maintenance purposes and to be structurally sound. All storm water management facilities shall have a plan of operation and maintenance that assures continued effective removal of pollutants carried in storm water runoff.

a) The ~~City Engineer~~City, ~~or designated representative~~, may inspect all storm water management facilities during and after construction as deemed necessary by the City. ~~The inspection records will be kept on file at the Engineering Department for a period of 6 years.~~[70]

---

[68] Incorporates the required Buffer Law wording into the Ordinance.

[69] This section is more stringent than the current MN Buffer Law. The wording has been removed.

[70] Revised to eliminate reference to a specific position and to remove record keeping guidelines from the Ordinance.

b) The applicant shall provide access for inspection and maintenance of the storm water management facility. –It shall be the responsibility of the applicant to obtain and dedicate to the City any necessary permanent easements or other property interests to allow access to the storm water management facilities for inspection and maintenance purposes.[71]

c) The applicant shall be responsible for inspection and maintenance of all public storm water management facilities constructed with the project until final acceptance by the City. [72]

d) If the City finds that storm water facility maintenance is required during this period, a written notice shall be delivered to the developer. If the developer fails to take corrective action within the time period specified in the written notice, the City shall take corrective action to maintain the storm water facility.

e) The City shall keep a record of the total cost of the maintenance activity attributable to each lot or parcel of property and notify the property owner of the expense to be paid by the property owner. The City shall also notify the property owner that if the expense is not paid, the expense will be made a special assessment against the property.

f) On or before September 1 of each year, the City shall list the total unpaid charges for each type of current service against each separate lot or parcel to which they are attributable under this section. After notice and hearing as provided in M.S. § 429.061, the City Council may then spread the charges against the property benefited as a special assessment under M.S. § 429.101 and other pertinent statutes for certification to the County Auditor and collection along with the current taxes the following year or in annual installments, not exceeding ten, as the City Council may determine in each case.

g) In cases where cooperation is withheld, construction stop orders may be issued by the City, until all erosion and sediment control measures meet specifications. A second erosion and sediment control/grading inspection must then be scheduled and passed before the final inspection will be done.[73]

~~e)~~h) All infiltration areas must be inspected to ensure that sediment from ongoing construction activities is not reaching infiltration areas, and that these areas

[71] Revised to require private properties to allow access for pond inspection as required by the MS4 Permit.
[72] Clarifies that the Applicant is responsible for all inspections and maintenance of public facilities until acceptance by the City.
[73] Paragraphs d), e), f) and g) allow the City to ensure proper maintenance occurs on public facilities prior to acceptance by the City and to recoup any costs incurred to ensure that work is completed.

are also being protected from soil compaction from the movement of construction equipment.[74]

~~7.17~~7.18 Models/methodologies/computations. Hydrologic models and design methodologies used for the determination of runoff and analysis of storm water management structures shall be approved by the ~~City Engineer~~City. Plans, specification and computations for storm water management facilities submitted for review shall be sealed and signed by a registered professional engineer. All computations shall appear on the plans submitted for review, unless otherwise approved by the ~~City Engineer~~City.

~~7.18~~7.19 All pond calculations submitted shall incorporate Soil Conservation Service (SCS) or National Resource Conservation Service (NRCS) methods. Show all calculations regarding curve numbers and time of concentration determinations.

~~7.19~~7.20 All pond calculations submitted shall show existing soil maps of the site to verify existing soil conditions.

~~7.20~~7.21 All drainage maps submitted for the existing and proposed conditions should show 2-foot contours, with drainage areas clearly labeled. Drainage area maps should be scaled no less than 1:100.

~~7.21~~7.22 Watershed Management Plans/Groundwater Management Plans. Storm Water management plans shall be consistent with adopted watershed management plans and groundwater management plans prepared in accordance with Minnesota Statutes section 103B.231 and 103B.255 respectively, and as approved by the Minnesota Board of Water and Soil Resources in accordance with State law.

~~7.22~~7.23 Easements. If a Storm Water Management Plan involves direction of some or all runoff off the site, it shall be the responsibility of the applicant to obtain from adjacent property owners any necessary easements or other property interests concerning flowage of water.

Section 8.0. Storm Water and Urban Runoff Pollution Control

8.1 ~~Illegal Disposal~~ Illicit Discharge[75]

a) No person shall throw, deposit, place, leave, maintain, or keep nor permit to be thrown, placed, left, maintained or kept, any refuse, rubbish, garbage, or any other discarded or abandoned objects, articles, ~~or~~ accumulations, or pollutants, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin conduit or drainage structure, business place, or upon any public or private plot of land in the City, so that the same might ~~be or become a pollutant~~enter a public water, except in containers, recycling bags, or other

[74] Requires that infiltration areas be properly protected during construction.
[75] Updated to match MPCA preferred wording and the wording used in the MS4 Permit.

lawfully established waste disposal facility.

b) No person shall intentionally dispose of leaves, dirt, or other landscape debris into a street, road, alley, catch basin, culvert, curb, gutter, inlet, ditch, natural watercourse, flood control channel, canal, storm drain or any fabricated natural conveyance.

8.2 Illegal Discharges and Illicit Connections

a) No person shall cause any illegal discharge to enter the municipal storm water system unless such discharge:

1) Ceonsists of non-storm water that is authorized by an NPDES point source permit obtained from the MPCA; or

~~1~~)2) Is associated with fire-fighting activities.

~~a~~)b) No person shall use an illicit connection to intentionally convey non-storm water to the City storm water system.

8.3 Good Housekeeping Provisions. Any owner or occupant of property within the City shall comply with the following ~~g~~food housekeeping requirements:

a) No person shall leave, deposit, discharge, dump, or otherwise expose any chemical or septic waste in an area where discharge to streets or storm drain system may occur. This section shall apply to both actual and potential discharges.

b) Runoff of water from residential property shall be minimized to the maximum extent practicable. Runoff of water from the washing down of paved areas in commercial or industrial property is prohibited unless necessary for health or safety purposes and not in violation of any other provisions in the City's codes.

c) Storage of Materials, Machinery, and Equipment

1) Objects, such as motor vehicle parts, containing grease, oil or other hazardous substances, and unsealed receptacles containing hazardous materials, shall not be stored in areas susceptible to runoff.

2) Any machinery or equipment which is to be repaired or maintained in areas susceptible to runoff shall be placed in a confined area to contain leaks, spills, or discharges.

8.4 Removal of Debris and Residue

a) All motor vehicle parking lots located in areas susceptible to runoff shall be swept to remove debris. Such debris shall be collected and properly

disposed.

b) Fuel and chemical residue or other types of potentially harmful material, such as animal waste, garbage or batteries, which is located in an area susceptible to runoff, shall be removed as soon as possible and disposed of properly.

Section 9.0 Maintenance of Storm Water Facilities. The ~~community~~ City[76] requires that storm water facilities be maintained.

9.1 Private Storm Water Facilities - All private storm water facilities shall be maintained in proper condition consistent with the performance standards for which they were originally designed as shown in the approved construction plans on file with the City.

9.2 Removal of settled materials in private storm water facilities - All settled materials from ponds, sumps, grit chambers, and other devices, including settled solids, shall be removed and properly disposed of on a five (5) year interval. ~~One to five (5) year w~~Waivers from this requirement may be granted by the ~~community~~ City when the owner presents evidence that the facility has additional capacity to remove settled solids in accordance with the original design capacity. The waiver shall include an expiration date after which the owner will have six (6) months to remove all settled materials or obtain a waiver renewal from the City.[77]

9.3 Maintenance plan for Private Storm Water Facilities required - No private storm water facilities may be approved unless a maintenance plan is provided that defines who will conduct the maintenance, the type of maintenance and the maintenance intervals. The details shall be included in an agreement that shall be recorded against the property being developed. In addition, the agreement shall provide for:

a) Access in perpetuity for inspection of the facilities by the City.

b) Access in perpetuity for maintenance of the facilities should the City find that storm water facility maintenance is required and upon written notice the property owners fail to take corrective action with the cost of such maintenance to be paid by the property owner. [78]

~~9.3~~9.4 Maintenance-friendly design - All storm water facilities must be designed to minimize the need for maintenance, to provide easy vehicle and personnel access for maintenance purposes, and be structurally sound. It shall be the responsibility of the applicant to

[76] Updated for clarity.

[77] This section is reworded to clarify that it applies to private stormwater facilities and to clarify what happens when City issued waivers expire.

[78] This section is reworded to clarify that it applies to private stormwater facilities and to provide for City access and ability to perform maintenance if the private owner fails to do so.

obtain any necessary easements or other property interests to allow access to the facilities for inspection or maintenance.

~~9.4 Inspection. The community shall inspect all storm water facilities during construction, during the first year of operation, and at least once every five years thereafter.~~

~~9.5 Maintenance of Publicly Owned Storm Water Facilities. The community shall annually perform the maintenance of the in place storm water facilities within the community as provided for in the local water management plan or watershed management plan of affected watershed management organizations if there is no approved local water management plan. Further, the community shall notify the owners of other publicly owned storm water facilities if scheduled maintenance is needed according to periodic site inspections or maintenance plans on file.~~[79]

~~**Section 10.0. Inventory of Storm Water Facilities**~~

~~10.1 Upon adoption of this Chapter, the City shall inventory and maintain a database for all private and public storm water facilities within the City requiring maintenance to assure compliance with this ordinance. The City shall notify owners of public and private storm water facilities of the need for conducting maintenance at least every five years, starting in 2007.~~[80]

Section ~~11~~10.0. Enforcement. The City shall be responsible for enforcing this ordinance.[81]

10.1 Violations.

a) It shall be unlawful for any person to violate any provision or fail to comply with any of the requirements of this Ordinance. Any person who has violated or continues to violate the provisions of this Ordinance, may be subject to the enforcement actions outlined in this section or may be restrained by injunction or otherwise abated in a manner provided by law.

b) In the event the violation constitutes an immediate danger to public health or public safety, the City is authorized to enter upon the subject private property, without giving prior notice, to take any and all measures necessary to abate the violation and/or restore the property. The City is authorized to

[79] Removing sections 9.4 and 9.5 will not change the City's responsibility to inspection and maintain its facilities, but it allows the City to schedule and perform these duties in a cost effective manner.
[80] Section 10 is not required to be included in the Ordinance.
[81] The following information has been added to reference the new ERPs. The City is required to adopt a set of ERPs and reference them in Ordinance. These revisions also provide for enforcement outside the ERPs and for appeal.

seek costs of the abatement as outlined in this Ordinance.

10.2 The City has adopted an Enforcement Response Procedures (ERP) Document that that includes increasing penalties for Illicit Discharges of Pollutants. This document includes Written Notices, Citations, Cease and Desist Orders as well as revocation of permits. The ERP Document is hereby referenced as part of this Ordinance.

10.3 Suspension of MS4 Access.

a) The City may, without prior notice, suspend MS4 discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the MS4 or waters of the United States. If the violator fails to comply with a suspension order issued in an emergency, the City may take such steps as deemed necessary to prevent or minimize damage to the MS4 or waters of the United States, or to minimize danger to persons.

b) Suspension Due to the Detection of Illicit Discharge

c) Any person discharging to the MS4 in violation of this Ordinance may have their MS4 access terminated if such termination would abate or reduce an illicit discharge. The City will notify a violator of the proposed termination of its MS4 access. The violator may petition the City for a reconsideration and hearing.

d) A person commits an offense if the person reinstates MS4 access to premises terminated pursuant to this Section, without the prior approval of the City.

10.4 Appeal of Suspension of MS4 Access.

a) Any person suspended from MS4 access may appeal the determination of the City. The notice of appeal must be received within 10 days from the date of the suspension. Hearing on the appeal before the City Council or its designee shall take place within 10 days from the date of receipt of the notice of appeal. The decision of the City Council or its designee shall be final.

10.5 Enforcement Measures After Appeal.

a) If the violation has not been corrected pursuant to the requirements set forth in the ERP, suspension of MS4 access, or, in the event of a denied appeal, within 10 days of the denial, then representatives of the City may enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any

premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

10.6 Cost of Abatement of the Violation.

a) Within 10 days after abatement of the violation, the owner of the property will be notified in writing of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within 10 days of the written notice. If the amount due is not paid within a timely manner as determined by the decision of the City or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.

b) Any person violating any of the provisions of this article shall become liable to the City by reason of such violation. The liability shall be paid in not more than 5 equal payments. Interest at the rate of 18 percent per annum shall be assessed on the balance beginning on the 10th day following discovery of the violation.

10.7 Violations Deemed A Public Nuisance.

a) In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this Ordinance is a threat to public health, safety, and welfare, and is declared and deemed a nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

10.8 Remedies Not Exclusive.

a) The remedies listed in this Ordinance are not exclusive of any other remedies available under any applicable federal, state or local law and it is within the discretion of the City seek cumulative remedies.

b) The City may recover all attorney's fees court costs and other expenses associated with enforcement of this Ordinance, including sampling and monitoring expenses.

~~10.1 Notification of Failure of the Storm Water Management Plan. The City shall notify the permit holder of the failure of the storm water pollution control plan's measures.~~

~~a) Notification by City. The initial contact will be by phone to the parties listed on the application and/or the storm water pollution control plan. Forty-eight (48) hours after notification by the City or seventy-two (72) hours after the failure of erosion control measures, the City, at its discretion, may begin~~

~~corrective work.~~

~~b) Erosion Off Site. If erosion breaches the perimeter of the site, the applicant shall immediately develop a cleanup and restoration plan, obtain the right of entry from the adjoining property owner, and implement the cleanup and restoration plan within forty-eight (48) hours of obtaining the adjoining property owner's permission. In no case, unless written approval is received from the City, may more than seven (7) calendar days go by without corrective action being taken. If in the discretion of the City, the permit holder does not repair the damage caused by the erosion, the City may do the remedial work required.~~

~~c) Erosion into Streets, Wetlands, or Water Bodies. If eroded soils (including tracked soils from construction activities) enter or appear likely to enter streets, wetlands, or other water bodies, cleanup and repair shall be immediate. The applicant shall provide all traffic control and flagging required to protect the traveling public during the cleanup operations.~~

~~d) Failure to do Corrective Work. When an applicant fails to conform to any provision of this policy within the time stipulated, the City may take the following actions.~~

~~1) Withhold the scheduling of inspections and/or the issuance of a Certificate of Occupancy.~~

~~2) Revoke any permit issued by the City to the applicant for the site in question or any other of the applicant's sites within the City's jurisdiction.~~

~~3) Direct the correction of the deficiency by the City staff or by a separate contract. The issuance of a permit constitutes a right of entry for the City or its contractor to enter upon the construction site for the purpose of correcting deficiencies in the erosion control.~~

~~4) All costs incurred by the City in correcting storm water pollution control deficiencies shall be reimbursed by the applicant. If payment is not made within thirty (30) days after costs are incurred by the City, payment will be made from the applicant's financial securities.~~

~~5) If there is an insufficient financial amount in the applicant's financial securities to cover the costs incurred by the City, then the City may assess the remaining amount against the property. As a condition of the permit, the owner shall waive notice of any assessment hearing to be conducted by the City, concur that the benefit to the property exceeds the amount of the proposed assessment, and waive all rights by virtue of Minnesota Statute 429.081 to challenge the amount or validity of assessment.~~

~~e) The City may at its discretion, take emergency actions to address conditions which may warrant immediate response without providing the notice described above.~~

~~10.2~~10.9 Notification of Need for Maintenance, Repair, or Replacement of Existing Private Storm Water Facilities of a Non-Critical Nature.

a) If upon inspection, the ~~Public Works Department~~City finds that any private storm water management facilities require maintenance, repair, or replacement, but such deficiencies do not create a critical or imminent threat to adjacent properties, the environment, or other storm water facilities; the party or parties responsible for the continued operation of the facilities shall be given:

1) written notice of the findings,

2) what actions are required to correct the situation,

3) and a timetable by which such activities must be completed.

b) Such parties shall have 15 days to reply to the ~~Public Works Department~~ City indicating their response to the notice.

c) If the responsible party or parties do not complete the necessary activities stipulated by the ~~Public Works Department, the City Council~~ City after notice and public hearing may order that such activities are completed by the City or its designated contractor and that all costs associated with such activities be certified by the ~~Public Works Director to the City Council~~City Administrator or designee to the City Council.

d) The amount so charged shall be a lien upon the properties benefiting from and utilizing the storm water facilities maintained, repaired or replaced and shall be added to, and become, and form part of the taxes next to be assessed and levied upon such properties, and the City Council shall, by appropriate resolution, assess the costs above mentioned against said properties, and certify the same to the County Assessor of Isanti County, Minnesota. The same shall be collected and enforced in the same manner as the collection of real estate taxes.

Section ~~12~~11.0 Right of Entry and Inspection.

11.1 Powers. The applicant shall allow the City ~~and their authorized representatives~~, upon presentation of credentials to:

a) Enter upon the permitted site for the purpose of obtaining information,

examination of records, conducting investigations or surveys.

b) Bring such equipment upon the permitted development as is necessary to conduct such surveys and investigations.

c) Examine and copy any books, papers, records, or memoranda pertaining to activities or records required to be kept under the terms and conditions of this permitted site.

d) Inspect the storm water pollution control measures.

e) Sample and monitor any items or activities pertaining to storm water pollution control measures.

Section ~~13~~12.0 Abrogation and Greater Restrictions. It is not intended to repeal, abrogate, or impair any existing easements, covenants, or deed restrictions. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall prevail. All other ordinances inconsistent with this ordinance are hereby repealed to the extent of the inconsistency only.

Section ~~14~~13.0 Severability. The provisions of this ordinance are severable, and if any provision of this ordinance, or application of any provision of this ordinance to any circumstance, is held invalid, the application of such provision to other circumstances, and the remainder of this ordinance must not be affected thereby.

Section ~~15~~14.0. Effective Date. This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

L.1.

City of Isanti

Gross Payroll	77,388.87
Social Security & Medicare	4,117.58
Public Employees Retirement	8,097.58
Total City Expense	89,604.03

Pay Date 2/24/2017

Pay Period 4 (2/5/17-2/18/17)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/17	03/03/2017	45899	1503	7-UP BOTTLING	609-20200	97.28
03/17	03/03/2017	45900	127	ABDO, EICK & MEYERS, LLP	609-20200	13,500.00
03/17	03/03/2017	45901	2477	Absey Entertainment	101-20200	1,750.00
03/17	03/03/2017	45902	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	65.00
03/17	03/03/2017	45903	1882	AEM FINANCIAL SOLUTIONS, LLC	609-20200	1,480.00
03/17	03/03/2017	45904	2476	All Mac, Inc.	101-20200	900.00
03/17	03/03/2017	45905	26	AMERICAN PLANNING ASSOCIATION	101-20200	25.00
03/17	03/03/2017	45906	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	544.20
03/17	03/03/2017	45907	2335	BCBSM	101-20200	20.70
03/17	03/03/2017	45908	9	BERNICKS PEPSI-COLA	609-20200	1,359.60
03/17	03/03/2017	45909	1500	BOLTON & MENK INC	439-20200	10,070.69
03/17	03/03/2017	45910	2448	CAMPBELL KNUTSON	101-20200	208.77
03/17	03/03/2017	45911	1815	CENTURYLINK	609-20200	806.90
03/17	03/03/2017	45912	1522	CERTIFIED LABORATORIES	101-20200	140.24
03/17	03/03/2017	45913	1629	CITY OF ISANTI	601-20200	1,160.43
03/17	03/03/2017	45914	120	CONNEXUS ENERGY	101-20200	16,839.48
03/17	03/03/2017	45915	120	CONNEXUS ENERGY	101-20200	11,257.50
03/17	03/03/2017	45916	1472	CRAWFORDS EQUIPMENT INC	101-20200	207.36
03/17	03/03/2017	45917	918	CRYSTAL SPRINGS ICE	609-20200	98.64
03/17	03/03/2017	45918	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,703.73
03/17	03/03/2017	45919	1941	DELTA DENTAL	861-20200	3,253.90
03/17	03/03/2017	45920	2478	East Central Energy	101-20200	45.80
03/17	03/03/2017	45921	55	ECM PUBLISHERS INC	609-20200	149.25
03/17	03/03/2017	45922	255	ESS BROTHERS & SONS	603-20200	310.00
03/17	03/03/2017	45923	385	FEDERATED CO-OPS INC	101-20200	3,505.90
03/17	03/03/2017	45924	134	GOPHER STATE ONE-CALL INC	601-20200	47.25
03/17	03/03/2017	45925	424	H&L MESABI	101-20200	433.48
03/17	03/03/2017	45926	739	HACH COMPANY	601-20200	147.58
03/17	03/03/2017	45927	1212	HARTS AUTO SUPPLY	101-20200	245.36
03/17	03/03/2017	45928	2223	HEAVENLY SUNSHINE PRESCHOOL	101-20200	64.19
03/17	03/03/2017	45929	1048	HENRYS WATERWORKS,INC.	601-20200	581.87
03/17	03/03/2017	45930	253	I.T.L. PATCH CO INC	101-20200	84.50
03/17	03/03/2017	45931	1891	ISANTI AREA JOINT	101-20200	52,260.70
03/17	03/03/2017	45932	114	ISANTI COUNTY RECORDER	505-20200	46.00
03/17	03/03/2017	45933	162	ISANTI RENTAL	101-20200	80.50
03/17	03/03/2017	45934	113	ISANTI TIRE & AUTO CARE	101-20200	22.00
03/17	03/03/2017	45935	1534	J. J. TAYLOR	609-20200	575.05
03/17	03/03/2017	45936	7	JOHNSON BROTHERS LIQUOR CO	609-20200	11,026.34
03/17	03/03/2017	45937	1807	JZS ISANTI, LLC	410-20200	3,097.84
03/17	03/03/2017	45938	5	KAWALEK TRUCKING	609-20200	107.60
03/17	03/03/2017	45939	1338	KNIFE RIVER	101-20200	1,000.00
03/17	03/03/2017	45940	80	LAKES GAS CO	602-20200	515.60
03/17	03/03/2017	45941	136	LEAGUE OF MN CITIES	101-20200	900.00
03/17	03/03/2017	45942	394	LMCIT	101-20200	61,569.00
03/17	03/03/2017	45943	131	MACQUEEN EQUIPMENT INC	603-20200	67.64
03/17	03/03/2017	45944	17	MCDONALD DISTRIBUTING CO	609-20200	13,712.10
03/17	03/03/2017	45945	1044	MINNEAPOLIS FINANCE	101-20200	163.80
03/17	03/03/2017	45946	1536	MINNESOTA DEED	219-20200	1,498.62
03/17	03/03/2017	45947	2208	MINNESOTA EQUIPMENT	101-20200	45.06
03/17	03/03/2017	45948	1180	MLB PRINTING INC	101-20200	55.00
03/17	03/03/2017	45949	161	MN POLLUTION CONTROL AGENCY	602-20200	55.00
03/17	03/03/2017	45950	161	MN POLLUTION CONTROL AGENCY	602-20200	345.00
03/17	03/03/2017	45951	329	MN RURAL WATER ASSN	601-20200	250.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/17	03/03/2017	45952	870	M-R SIGN CO INC	101-20200	231.20
03/17	03/03/2017	45953	2080	MVTL LABORATORIES INC	602-20200	324.80
03/17	03/03/2017	45954	617	PAUSTIS & SONS	609-20200	436.16
03/17	03/03/2017	45955	1447	PETERSON, KEITH E.	101-20200	1,760.11
03/17	03/03/2017	45956	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,622.30
03/17	03/03/2017	45957	12	POSTMASTER	101-20200	102.00
03/17	03/03/2017	45958	2341	RED BULL DISTRIBUTION	609-20200	48.99
03/17	03/03/2017	45959	1113	RJM DISTRIBUTING INC	609-20200	164.85
03/17	03/03/2017	45960	2028	SELECTACCOUNT	861-20200	2,778.51
03/17	03/03/2017	45961	2028	SELECTACCOUNT	603-20200	56.97
03/17	03/03/2017	45962	2396	SOUTHERN GLAZERS OF MN	609-20200	4,580.83
03/17	03/03/2017	45963	273	STRANDLUND REFRIGERATION	609-20200	595.00
03/17	03/03/2017	45964	96	STREICHERS	101-20200	548.15
03/17	03/03/2017	45965	2156	SUMMIT COMPANIES	101-20200	23.60
03/17	03/03/2017	45966	626	THE WINE COMPANY	609-20200	202.00
03/17	03/03/2017	45967	97	TOTAL CONTROL SYSTEMS INC	601-20200	1,089.29
03/17	03/03/2017	45968	1909	TR COMPUTER SALES, LLC	101-20200	559.00
03/17	03/03/2017	45969	919	UPS	101-20200	33.86
03/17	03/03/2017	45970	1820	URBANS HARDWARE	101-20200	219.90
03/17	03/03/2017	45971	42	VIKING COCA-COLA BOTTLING CO	609-20200	500.81
03/17	03/03/2017	45972	1286	VINOCOPIA INC	609-20200	1,096.25
03/17	03/03/2017	45973	1318	WARRING PROPERTIES	101-20200	3,439.26
03/17	03/03/2017	45974	4	WATSON CO INC	609-20200	2,107.35
03/17	03/03/2017	45975	2475	White Bear IT Solutions, LLC	101-20200	3,116.00
03/17	03/03/2017	45976	780	WINE MERCHANTS	609-20200	120.00
03/17	03/03/2017	45977	1129	ZARNOTH BRUSH WORKS INC	603-20200	1,264.00
Grand Totals:						267,518.64

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

CONTRACTOR'S PAY REQUEST NO. 3-Final **2015 CITY PARKING IMPROVEMENTS** **CITY OF ISANTI, MINNESOTA** **BMI PROJECT NO. R13.107952**	**DISTRIBUTION:** CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$296,019.15
TOTAL, COMPLETED WORK TO DATE	$312,322.54
RETAINED PERCENTAGE (0%)	$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$312,322.54
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$274,610.05
PAY CONTRACTOR AS ESTIMATE NO. 3-Final	$37,712.49

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Knife River Corporation - North Central
P.O. BOX 1333
St. Cloud, MN 56302-1333

By John F. Lundeen - President
Name Title

Date 12-8-16

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 SUNWOOD DR., RAMSEY, MN 55303

By Brad DeWolf, CITY ENGINEER
BRAD DEWOLF, P.E.

Date 11/28/2016

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: *3-FINAL*

2015 CITY PARKING IMPROVEMENTS
CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.107952
WORK COMPLETED THROUGH November 13, 2015

ITEM NO.	ITEM	UNIT PRICE	AS BID ESTIMATED QUANTITY		AS BID ESTIMATED AMOUNT	PREVIOUS ESTIMATE ESTIMATED QUANTITY		PREVIOUS ESTIMATE ESTIMATED AMOUNT	COMPLETED TO DATE ESTIMATED QUANTITY		COMPLETED TO DATE ESTIMATED AMOUNT
1	MOBILIZATION	$25,000.00	1	LS	$25,000.00	1	LS	$25,000.00	1	LS	$25,000.00
2	CLEARING & GRUBBING	$1,000.00	1	EA	$1,000.00	1	EA	$1,000.00	1	EA	$1,000.00
3	REMOVE CONCRETE CURB & GUTTER	$4.00	679	LF	$2,716.00	679	LF	$2,716.00	679.0	LF	$2,716.00
4	REMOVE CONCRETE SURFACING	$5.00	50	SY	$250.00	52	SY	$260.00	52.00	SY	$260.00
5	REMOVE BITUMINOUS PAVEMENT	$3.00	75	SY	$225.00	75	SY	$225.00	75.00	SY	$225.00
6	REMOVE BRICK PAVERS	$9.00	20	SY	$180.00	18.2	SY	$163.80	18.20	SY	$163.80
7	REMOVE & REPLACE BOLLARDS	$250.00	3	EA	$750.00	3	EA	$750.00	3	EA	$750.00
8	REMOVE RC PIPE	$4.00	34	LF	$136.00	34	LF	$136.00	34.00	LF	$136.00
9	REMOVE RC PIPE APRON	$50.00	1	EA	$50.00	1	EA	$50.00	1	EA	$50.00
10	REMOVE STORM STRUCTURE	$300.00	1	EA	$300.00	1	EA	$300.00	1	EA	$300.00
11	RELOCATE IRRIGATION SYSTEM	$500.00	1	LS	$500.00	1	LS	$500.00	1	LS	$500.00
12	RECLAIM BITUMINOUS PAVEMENT (7.5" DEPTH)	$2.00	4020	SY	$8,040.00	4145	SY	$8,290.00	4,145.00	SY	$8,290.00
13	SALVGAGE AGGREGATE FROM STOCKPILE (CV)	$10.00	707	CY	$7,070.00	1044	CY	$10,440.00	1,044.00	CY	$10,440.00
14	COMMON EXCAVATION (CV) (P)	$13.12	1390	CY	$18,236.80	1390	CY	$18,236.80	1,390.00	CY	$18,236.80
15	AGGREGATE BASE CLASS 5 (CV)	$26.75	650	CY	$17,387.50	953	CY	$25,492.75	1,104.31	CY	$29,540.29
16	TOPSOIL BORROW (LV)	$15.00	350	CY	$5,250.00	172.96	CY	$2,594.41	350.00	CY	$5,250.00
17	BITUMINOUS PATCH	$72.00	25	SY	$1,800.00	17	SY	$1,224.00	48.60	SY	$3,499.20
18	TYPE SP 9.5 WEARING COURSE (2,B) 1.5" THICK	$7.50	6002	SY	$45,015.00	5658	SY	$42,435.00	6,044.00	SY	$45,330.00
19	TYPE SP 12.5 NON-WEARING COURSE (2,B) 2.0" THICK	$8.50	6002	SY	$51,017.00	5576	SY	$47,396.00	5,962.00	SY	$50,677.00
20	SURMOUNTABLE CURB & GUTTER	$16.00	215	LF	$3,440.00	50	LF	$800.00	205.00	LF	$3,280.00
21	CONCRETE CURB & GUTTER DESIGN B618	$15.00	1406	LF	$21,090.00	1221	LF	$18,315.00	1,406.00	LF	$21,090.00
22	CONCRETE VALLEY GUTTER	$55.00	140	SY	$7,700.00	85	SY	$4,675.00	137.00	SY	$7,535.00
23	4" CONCRETE WALK	$34.65	308	SY	$10,672.20	308	SY	$10,672.20	308.00	SY	$10,672.20
24	BRICK PAVERS	$16.00	100	SF	$1,600.00	90	SF	$1,440.00	90.00	SF	$1,440.00
25	CONCRETE PARKING STOP	$211.00	6	EA	$1,266.00	12	EA	$2,532.00	12.00	EA	$2,532.00
26	12" RC PIPE SEWER	$25.30	780	LF	$19,734.00	735	LF	$18,595.50	735.00	LF	$18,595.50
27	12" RC PIPE APRON	$610.00	4	EA	$2,440.00	4	EA	$2,440.00	4.00	EA	$2,440.00
28	CONSTRUCT DRAINAGE STRUCTURE DESIGN (2'X3') (R-1)	$200.00	13	LF	$2,600.00	14.9	LF	$2,980.00	14.90	LF	$2,980.00
29	CONSTRUCT DRAINAGE STRUCTURE DESIGN G	$275.00	6	LF	$1,650.00	5.5	LF	$1,512.50	5.50	LF	$1,512.50
30	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	$215.00	20	LF	$4,300.00	20.6	LF	$4,429.00	20.60	LF	$4,429.00
31	CONSTRUCT SKIMMER STRUCTURE	$2,600.00	1	LS	$2,600.00	1	LS	$2,600.00	1	LS	$2,600.00
32	CONNECT TO EXISTING STORM PIPE	$300.00	2	EA	$600.00	2	EA	$600.00	2	EA	$600.00
33	CONNECT TO EXISTING STORM STRUCTURE	$900.00	1	EA	$900.00	1	EA	$900.00	1	EA	$900.00
34	CASTING ASSEMBLY	$600.00	11	EA	$6,600.00	11	EA	$6,600.00	11	EA	$6,600.00
35	ADJUST CASTING	$150.00	3	EA	$450.00	3	EA	$450.00	3	EA	$450.00
36	ADJUST VALVE BOX	$150.00	2	EA	$300.00	2	EA	$300.00	2	EA	$300.00
37	TRAFFIC CONTROL	$1,500.00	1	LS	$1,500.00	1	LS	$1,500.00	1	LS	$1,500.00
38	STORM DRAIN INLET PROCTECTION	$100.00	12	EA	$1,200.00	12	EA	$1,200.00	12	EA	$1,200.00
39	FILTER LOG TYPE BIOROLL - WOOD FIBER	$3.50	50	LF	$175.00	32	LF	$112.00	32	LF	$112.00
40	ROCK CONSTRUCTION ENTRANCE	$600.00	3	EA	$1,800.00	3	EA	$1,800.00	3	EA	$1,800.00
41	RIPRAP	$50.00	45	TON	$2,250.00	45	TON	$2,250.00	45.00	TON	$2,250.00
42	HYROMULCH TYPE 8 BFM, SEED & FERTILIZE	$3,000.00	0.75	ACRE	$2,250.00	1.28	ACRE	$3,850.00	1.28	ACRE	$3,840.00
43	EROSION CONTROL BLANKET - CAT 3, SEED & FERTILIZE	$3.25	835	SY	$2,713.75	835	SY	$2,713.75	835.00	SY	$2,713.75
44	4" SOLID LINE WHITE - EPOXY	$2.70	3887	LF	$10,494.90	2895	LF	$7,816.50	2,895.00	LF	$7,816.50
45	PAVEMENT MARKING - EPOXY	$110.00	7	EA	$770.00	7	EA	$770.00	7.00	EA	$770.00
	TOTAL AMOUNT				$296,019.15			$289,063.21			**$312,322.54**

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
JANUARY 17, 2017

1. Meeting Opening.

A. Call to Order.

Lindsey Giese, City Clerk, called the meeting to order at 7:07 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley and Jim Kennedy.

Members Absent: None

Staff Present: Community Development Director, Roxanne Achman, Human Resources/City Clerk, Lindsey Giese

Others Present: None

D. Agenda Modifications.

Achman stated there were none.

Motion by Lundeen second by Bergley to approve the agenda. Motion carried unanimously.

2. Organization of Advisory Bodies as per the City Code of Ordinance Chapter 8.

A. Chair of Planning Commission.

Giese requested nominations for the position of Chair of the Planning Commission.

Motion by Lundeen, second by Bergley to nominate Mayor Wimmer as Chair of the Planning Commission. There were no other nominations.

Mayor Wimmer accepted the nomination.

Giese called the motion. Motion was approved unanimously. The meeting was then turned over to Chairman Wimmer.

B. Vice-Chair of Planning Commission.

Chairman Wimmer requested nominations for Vice Chair of the Planning Commission.

Motion by Kennedy, second by Bergley to nominate Mr. Lundeen as Vice Chair of the Planning Commission.

Lundeen accepted the nomination.

Motion was approved unanimously.

C. Secretary of Planning Commission.
Chairman Wimmer requested nominations for the Secretary of the Planning Commission.

Motion by Bergley, second by Lorinser to nominate City staff as the Secretary of the Planning Commission. Motion was unanimously approved.

D. Approve 2017 Planning Commission Meeting Dates.
Motion by Bergley, second by Collison to approve the 2017 Planning Commission meeting dates.

Motion carried unanimously.

3. Approval of Minutes from December 13, 2016 Planning Commission Meeting.
Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Bergley to approve the December 13th, 2016 Planning Commission Meeting Minutes. Motion was unanimously approved.

4. Public Hearings.
A. Request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota.
Chairman Wimmer read the item into the minutes and opened the public hearing.

There was no one to speak on the matter. The public hearing was closed.

Motion by Lundeen second by Bergley to recommend approval of the request from First Fruits Land Development LLC for Final Plat Approval of Sun Prairie Third, legally described as Outlots H, Sun Prairie First Addition, Isanti County, Isanti, Minnesota based on the Findings of Fact and conclusions with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

B. Request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes and opened the public hearing.

There was no one to speak on the matter. The public hearing was closed.

Motion by Lundeen second by Bergley to recommend approval of the request from Jon Solomonson for Final Plat Approval of Fairway Greens Phase 9, legally described as Outlot A, Fairway Greens Phase 7, Isanti County, Isanti, Minnesota based on the Findings of Fact and Conclusions with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

C. Request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes and opened the public hearing.

Adam Patneaude, 416 10th Ave NW, approached the podium. Patneaude asked what the bar would do for the community if it was opened. Will they give back through pull-tabs?

Chairman Wimmer stated pull-tabs would be considered charitable gambling. Chairman Wimmer asked for clarification from Mr. Patneaude if he wanted to know whether charitable gambling proceeds would be go back to the community. Patneaude indicated that was the question he was asking. Chairman Wimmer stated that's one of the things they look for when issuing permits for charitable gambling, is for them to give back to the community.

Patneaude asked if it would be a full bar. Chairman Wimmer stated it would be a bar and restaurant. Patneaude further asked if there would be food. Chairman Wimmer reiterated it's a bar and restaurant.

Patneaude asked if there would be security – bouncers or paid security. Chairman Wimmer stated he is not aware of any in Isanti that have that type of security. Patneaude indicated he knew of a few in Cambridge that had security.

Patneaude asked if there would be off-sale available. Chairman Wimmer clarified there would be no off-sale available. The only place allowed to have off-sale is Isanti Liquor.

Patneaude indicated that the reason he was bringing these questions up, is because he has had an issue in the past with litter from liquor and other trash, and he does not want it to increase.

Chairman Wimmer stated he understood the concern and that a conversation has been had with the new owners of the prospective new business to let them know Isanti takes all these items seriously. When liquor licenses are renewed each year, the business must be present at the City Council meeting. Chairman Wimmer further explained that liquor licenses are not a right, they are a privilege.

Chairman Wimmer closed the public hearing.

Motion by Kennedy second by Collison to approve the request from Brad Slawson for Approval of a Conditional Use Permit for the operation of a Restaurant at 404 Whiskey Road NW, Units F and G, and an Interim Use Permit for a Shared Parking Agreement between the Restaurant and PID 16.030.0901, Isanti County, Isanti, Minnesota based on the Findings of Fact and Conclusions and with the following conditions:

1. Providing proof of ownership of all parcels (16.030.0901, 16.108.0050, 16.108.0060 and 16.108.0070).
2. The signing and recording of the shared parking agreement.
3. Any handicapped parking spaces removed due to the installation of the outdoor patio area shall be designated elsewhere within the parking lot nearest to the entry as possible.
4. The applicant shall meet State requirements and obtain all necessary State permits with regards to Electrical, Plumbing, and Health.
5. The shared parking arrangement provided for is permitted and would meet the requirements of the Zoning Ordinance, based upon the existing use and the number of seats provided for by the petitioner at this time. However, should the petitioner expand the facility in the future by adding additional seating within the facility beyond the 96 identified within the initial request, additional parking will be required to meet the provisions of the Zoning Ordinance. Such additional parking shall meet the Off-Street Parking and Loading requirements of the Zoning Ordinance.

Motion carried unanimously.

5. Other Business.

A. None.

6. Other Communications.

A. None.

7. Adjournment

Motion by Bergley second by Lundeen to adjourn the January 17th, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:14 p.m.

Dated at Isanti, Minnesota this 17th day of January 2017.

Respectfully submitted,

_____

Roxanne Achman, AICP
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
January 24, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Giese called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.

Members Present:	Jennifer Garvey, Mayor Wimmer, James Witte, and Aaron Zdon
Staff Present:	Katie Everett, Community Events and Parks Coordinator
	Lindsey Giese, City Clerk/Human Resources

D. Agenda Modifications.
Giese asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Witte to approve the January 24, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Organization of Advisory Bodies as per Chapter 8 of the Isanti City Code

A. Oath of Office for New Parks, Recreation, and Culture Board Member
Zdon stated the Oath of Office.

B. Chair of Parks, Recreation, and Culture Board
Giese asked if there were any nominations. Zdon stated he would continue if he was nominated. Wimmer nominated Zdon, Garvey seconded. Zdon was unanimously approved as Chair and lead the rest of the meeting.

C. Vice-Chair of Parks, Recreation, and Culture Board
Wimmer nominated Garvey, Witte seconded the nomination. Garvey was unanimously approved as Vice-Chair.

D. Secretary of Parks, Recreation, and Culture Board
Wimmer nominated Everett, Garvey seconded. Everett was unanimously approved as Secretary.

E. Approve Parks, Recreation, and Culture Board Meeting Dates
Zdon stated they are the standard dates, with no December meeting. Witte made a motion to accept the dates, Wimmer seconded the motion. Dates were unanimously accepted.

F. Discuss Parks, Recreation and Culture Board Member Involvement in other Boards.
Everett stated that in the past this was included because we had Zdon on the BMX Board. She put the item back on this year to see if there were any boards that PRC should know about. There were none.

G. Review of Conflict of Interest Policy – Resolution No. 2017-017

Wimmer stated there are no changes to the policy. He wanted to highlight something he usually talks to the City Attorney about after the presentation, and we ran into it at the Planning Commission meeting, which is not hanging around as a quorum. We had an issue with the Planning Commission that they were all hanging around after the meeting and were talking, which is a no-no. That is one thing people don't really think about, especially in a Park Board meeting in a relaxed setting, but if any business is being discussed it needs to be during the meeting and only during the meeting. If there are other events that we would all be at, like the opening of a park, that will be posted as well; just like when we do the park tour so that people know we're there. The other thing people don't think about is the daisy-chain type meeting, where if Wimmer were to talk to Garvey and then she talks to Zdon and they're talking about the same thing, that is a daisy chain meeting and is a violation of the open meeting law. Those are the two things that may go to the back of the mind; otherwise, most everybody knows not to get paid to make a decision or make a decision that benefits you personally. Everything else is the same, we just need the forms filled out and signed.

Everett stated that everyone has copies of the Conflict of Interest Policy, so if there is any discussion needed next month to let her know. If there are questions, she can ask the City Attorney. Garvey stated the Attorney is great at answering questions, so if anything comes up she recommended giving him a call.

3. Approval of Minutes from November 22, 2016 Parks, Recreation and Culture Board Meeting.

Motion by Wimmer. Second by Garvey. Vote was unanimously approved.

4. Schedule Annual Park Tour

Everett stated that this generally happens in April. Zdon stated that it should be fine by April 25; Garvey stated that we can always watch the weather and move it to May at the March meeting if we had to. Garvey motioned to have the tour in April; Witte seconded. The motion was unanimously approved.

5. 2017 Project Overview

Everett stated that the budget has started over, so she has listed some of the things that are included in the budget. There are other projects also included that she will update the board on when we have more information.

Everett stated there is money in the budget to order quite a few skate park panels, so we should be able to repair what is broken, but we'll have to reassess after winter if there are more than there were before. We will double check exactly what need and them get them ordered. The next step is deciding where the equipment will sit. Everett had talked with Wood (Public Services Director), and it sounds like one end or the other stays dry and the other collects water, so it may be a matter of just knowing where that is. She said she would imagine that it won't be warm enough before the April park tour to move things, so we can talk about it then. Garvey stated we can get a good idea of where the snow melt is now and keep watching it. Everett stated that there's probably water sitting on it this week, so she can go out and take a picture so we've got it.

Everett stated the next item listed is the money budgeted for the things related to what was on the priority list. Most of those things have been taken care of. One thing that was left were the slide mats. She stated that she had spoken with Harlan [playground rep] and he thought we may have mats that are buried underneath the woodchips, and that they're supposed to be about 12 inches down and are our "insurance." Everett had been assuming they were supposed to be sitting on top of the woodchips to keep them in place and give kids a soft place to land. She talked to another playground rep and he said they are supposed to be on the top. Everett stated that at this point since the slides were mostly put in by Harlan, we might actually have more than we know. It will be a matter of waiting until the ground thaws out and then Everett will go and find out. Everett stated we have quite a few slides and was wondering if the

original intent was to have them at the base of all of the slides or if there were priorities for them. Garvey asked if there was a requirement to have them. Everett stated there wasn't that she knew of, as long as we have the required depth of wood chips. From Harlan's perspective, it was extra insurance, because woodchips move so should a kid fall at the bottom of a slide, then the mat will be there. Zdon stated that he thought it should be a goal to have them at the base of all of the slides, otherwise the surface depth has to get a lot deeper. Then it saves labor and maintenance of putting the chips back all the time. Garvey asked if it had to be a specific slide mat, is there a certain depth to it. She remembered looking at the Fleet Farm ad and seeing horse stall mats that look like the exact same thing. Everett stated there are several kinds you can buy. Some are way thicker, and would be heavier so kids couldn't move them, but they get exponentially more expensive. The other playground rep we've been working with said that he can get what sounds like the same thing for $100. Everett stated she thinks it's just a rubber mat that's an inch thick, but she would have to look into the specifics.

Everett stated there is a slide at Bluebird on the Clifford equipment that has a hole in it. It looks like someone took an axe to it or something, there's a slice in it that we can't fix. We'll have to get a whole new slide. Coming from Harlan it will be about $700, which isn't awesome but it is what it is. That is one of the first things we're planning to get replaced. Everett stated she also talked with Harlan about the rock wall grips. They are fairly inexpensive, probably about $30 each, so we'll probably get enough to replace what's broken now and have a couple on hand.

Everett stated that we didn't have money for the hopscotch stencil last year. She stated to let her know if that is a priority this year, or if we wait until the end of the year again. Garvey stated that the slide is more important, Zdon agreed. Garvey stated that she would recommend waiting until the end of the year. Zdon stated he is still astonished by the price of a stencil. Everett stated that since we are going to wait, she can keep an eye out for sales on them or other options. Zdon said he would have his wife look at the preschool catalog.

Everett stated that the foul line marker at Unity Field is no longer white, but we can get the guys out to repaint it pretty inexpensively. Since we have new signs coming for Unity, we can spruce the place up all at the same time.

Everett stated that the light timers at Unity and Bluebird were being installed today. She hadn't heard if they were finished or not, but they should be very soon if they weren't. Hopefully that cuts down on those being on for extended periods.

Everett stated there is an item to discuss benches and tables. We have money to spend on them, but she wanted the PRC Board to give direction for what kind was wanted. She explained that in our experience, the steel ones are more durable, we have seen the Legacy ones get kind of carved up, but that happens to the steel ones too. Wimmer stated that the coated steel ones get chipped out; granted, we had a couple carved, but he likes the recycled plastic a lot better. Garvey stated you can sand it out in those and you can replace a slat. Zdon stated that it seems like with the steel ones you have to either replace it or recoat the whole thing. Everett stated that Public Works did repaint some of the steel ones last summer, and it was a lot of work. Zdon said he thought they looked really good, but if you look at the labor. He stated the plastic ones would also stick to the theme, since we have those going in elsewhere. Everett stated that they might be more expensive, but there are other vendors out there and she hasn't done much research yet. She said she would imagine it all kind of washes out and recycled plastic isn't really a new thing anymore so it's getting cheaper. Garvey asked if we needed a motion; Everett stated she didn't think so. Wimmer asked where we were looking at putting these in. Everett stated that what was intended for what's in the budget was for Mattson and what is now Isanti Hills Neighborhood Park, formerly Tot Lot. She stated that probably with the money we have that's about all we can do. Garvey asked if it would be one bench and table at each park. Everett stated that we will see; there are usually three tables at Mattson

under the pavilion. Zdon stated that there are aluminum benches down near the tennis courts and we have repaired those. Everett agreed that those seem to be in pretty good shape. That may be something that we look at on the park tour to see what we need and where they should go. She stated that there are different options for both benches and tables if we want them to stay where we put them, to get in ground mounts or cement mounts. In the meantime she will get pricing on the recycled style.

Everett stated the signs were the last item on this memo. Under the $5000 budget, we should have enough money to get signs for all of our parks to match what we have at River Bluff. She wanted to get an idea from PRC, because some of our parks don't have that kind of sign, whether we do something different at some places. Isanti Hills has a new name, so that is kind of a priority to get a new sign there. Mattson has this kind of sign as well as the wooden one. This style is faded, so to we should get that switched out so they match. Riverside's is faded, and Rum River Meadows is in better shape than most but is fading. Bluebird actually doesn't have a big sign that says that it's Bluebird Park. She stated that she doesn't know if we want one and where it should go. When you're entering in from this direction, there is a little one on a post that says "Welcome to Bluebird Park, follow our rules." Everett stated that she has found that a lot of people don't know what that park is called. She asked if the board had any ideas – if they wanted that kind of sign there. Her first inkling was to put a sign somewhere near the playground because that's where most of the traffic is headed, but there are so many ways to get into the park that there's not one way to come in and you'll see it right away. Garvey stated this can be another item at the tour. Zdon stated that it could maybe be a couple of smaller signs, and his thought would be a nice one up by the flagpole. Everett stated that would kind of a central place because technically the soccer complex is part of Bluebird Park. Everett stated that VFW Park is small and doesn't have as big of a sign. Right now there is a sign on the fence that says it's a Veterans' Park, and she didn't know if we wanted to keep that sign because it's part of the VFW or if we wanted to get another sign that matches ours that fits on the fence. Garvey stated she thought we should get something that matches the rest because she doesn't think most people realize it is actually a City park. She thinks that if there is a sign that matches the other city parks, people will think this is a City Park. Everett stated that she thought the size of what we have at River Bluff might be overwhelming for VFW. Zdon stated that he thought something smaller that could be fence mounted would be good. Garvey agreed. Everett stated the last one to consider would be Eagle Park. She had put together before kind of a custom street sign on a fancy post that would also say home of the Farmer's Market, so anytime people were there they would know that the farmer's market happens and that's where they should go. She thought it might also help if we post a name for that place, it might help people know we watch what happens there. One thought about that is that Everett didn't know if Eagle Park has ever been officially named Eagle Park. Wimmer stated that it has not. Wimmer stated he is not a huge fan of designating it a City Park, but it became known that way because it was an Eagle Scout project that was done there with the cement picnic table. That's how it came to be, but it's a parking lot with a nice green space in the middle, and that's what it is. We have listed it as Eagle Park and that type of thing. Garvey asked if we list it in the brochure that that's what the name of it is. Everett confirmed that it is, and all of the Farmer's Market things say it's at Eagle Park, which doesn't do a lot for people who don't know where Eagle Park is. Wimmer said he's never liked that it's been designated that way and it's not something the City has done, it's just kind of tradition. He would rather have it called something like "Farmer's Market Square," or something, he didn't know what it would be, but something along that line. It doesn't fit our definitions of a park at all. Zdon said he liked the street sign idea, and maybe at the next meeting we should talk about what goes on it. Then when the Farmer's Market comes around it has a name. Garvey asked when the Isantian is coming out. Everett stated it won't be coming out until April 3rd. Garvey asked if we would have time for changes after next month's meeting. Everett stated that she thought we would. Everett said other sign things she included were Legacy Park – she assumed that sign was meant to be temporary, so it would make the most sense to wait until that gets moved, and the board agreed – and she didn't think we wanted to put a new fancy sign at Whisper Ridge right now. She stated if they agreed with those things, she would put together a plan and figure out what that would cost.

6. Legacy Award Nominations for Consideration by the PRC Board

Wimmer stated that he wanted to clarify because there are some not accurate statements in the memo. First, the council doesn't decide. We get the nominations in, and if they fit the criteria, this board makes nominations to the mayor, and the mayor decides. It is handled through the mayor and not the council. The range, it is of Isanti residents and what they have done within the community. He would have to take a further look to see if it's really fitting what we're trying to do, which is bringing regional, statewide or national positive recognition to the City of Isanti. Everett stated that she included the second one who is not a resident because in our policy it lists "and those members of organizations within the City of Isanti," so she didn't want to make the decision to leave them out and left them there for the board's consideration, acknowledging they are not city residents. Garvey asked the last time we had something like this come up.Mayor Wimmer stated we have had two so far. One was the national ranked BMX riders, and the other the state champion Odyssey of the Mind team from School for All Seasons. Garvey stated that she didn't remember them.. Everett stated she couldn't find them in the history either, but the policy said they're supposed to. She stated that part of this discussion is to also see what should be changed in the policy to make the process more clear – if it's something that is the mayor's award, does it make sense to discuss them here, she didn't know. Zdon stated they did come through, but the BMX was three years ago. Wimmer added that Odyssey of the Mind might have been 2015. Zdon asked if the board will be discussing it. Wimmer stated that the process is to try to get applications in, the biggest issue he thinks has been getting the word out that it exists. He said we did have somebody apply last year, kind of in this same vein that had done scouting and was retiring or something along those lines. That is a very nice thing, but the reason he had created the award was that they helped bring recognition to the community from a regional, state, national level. This applicant again is a person who looks like they've done great doing wonderful things, but doesn't fit that criteria of bringing the recognition to the city. Zdon said that what would maybe, without seeing the article, was that it was published nationally. Wimmer stated, yes, but unless the article is about Isanti it's not bringing the city recognition. Wimmer stated he would take a look at that angle of it if it does. Wimmer stated it should show our community. From the education standpoint the state champion Odyssey of the Mind team, or with the BMX, they are kind of our ambassadors and have done a great job highlighting what can happen being here. Zdon also shared that the news just came out that the BMX track was rated #1 in the nation two years in a row. Everett asked if we were going to discuss any changes to the policy here, or if we would look at it later. Zdon said we'll shelf it for now; Wimmer agreed.

7. Mattson Tennis Court Discussion

Everett stated that over the course of the year last year – Josi had started the project – we were looking at whether or not we could just fill cracks on the tennis courts, and they are too big to do that. We had a few companies come out and give us estimates for what it will cost, and it's a lot. Everett wanted to get the board's input on how big of a priority this was. Wimmer asked when this was done last. Everett stated she didn't know, but it's been a while. Zdon stated it hasn't been terribly long because it's been since he has been on the board. Garvey asked if that was filling cracks, and Zdon and Wimmer agreed that it had been completely redone, maybe 10 years ago. Everett stated she will find out. Wimmer also wanted to find out what the life expectancy is supposed to be. Zdon stated he thought it would be longer than that. Wimmer agreed, but stated he's not an expert. Wimmer stated we need to go back and find out when it was, because it was a major renovation to the courts, and what is the life expectancy. Zdon stated then we can budget accordingly. If it is only ten years, then we'll deal with it. Everett stated the estimates came back in varying levels of detail. Some of them were very clear about what they were going to do and how long the options available would last. She will look closer at those. Zdon stated it looks like it's going to be about $14,000. Garvey asked Everett if she had seen the email from MRPA about USA Tennis giving grants. Everett stated she doesn't get those emails; Garvey stated she will find it and forward it.

8. Mini Grant Opportunity

Everett explained that we received a Partners in Healthy Living grant last year to get the picnic table and bench out at the community garden. They have left the "project" open, so this year again we are eligible to apply for $1000 from Partners in Healthy Living. Everett explained when she wrote the memo, she had a question out to the person she works with at the County, asking what we would be most likely to get money for. The things listed here are what we have in the budget, but of course if we don't have to spend our money on them, that would be better. The answer back was that yes, we can get money for more raised beds and we can get money to help with a new shed for sure – their max size is 8' x 10', but we can only have 6' x 8', so that's fine. They wanted more information about what we would need to buy for a kids' area, they're kind of particular about things that are set up versus on going, etc. The shaded area was less clear; if it was going to be a picnic table that we were getting an umbrella to go with, we'd have a better chance, but they weren't sure we would be able to get that covered. As far as how many raised beds we need – we had three last year, all three were used, but we had two different families so one person had one and the other person had two. Everett stated that she thought as they get more popular we will need more; she didn't know how many we wanted to get this year, or if we wanted to wait until registrations come in. If they fill up right away, we'll have time to get more. Witte asked if there was a high interest in the past year for raised beds. Everett stated that both of the people that reserved them wanted more than one, so yes, kind of. After that point, there weren't a lot of people wondering about those specifically. Garvey asked to clarify that one person had two; Everett said yes, and that was because we didn't get a third person. They waited until registration was closed and then got the second one. Zdon said it looked like we budgeted for three this year; Everett confirmed. Zdon asked if they said the raised beds would for sure qualify [for the grant]. Everett said yes. Zdon said he thought we should put in for 3 raised beds, or 2 at least. Everett said they love seeing we're contributing our own money, so if we put in for 3 and we're spending more money, that might help. Wimmer made a motion to apply for 3 raised beds; Witte seconded. It was unanimously approved.

9. Parks Updates

Everett stated that for the December movie we had South Isanti Baptist in for Elf. We had 33 people. January was just last Friday with the soccer club, we had 29. She stated that she was hoping with all the people they know we would get more people there, but one of the volunteers did say during the movie that she thought they hadn't really told anyone about it. Zdon confirmed, stating he is involved with soccer and didn't hear anything about it. Everett stated she was told at one point they were going to put it on their website, but she didn't confirm whether they did. Zdon said they have hundreds of people on their email list. Everett stated that she thinks if they come back, they have now learned that they need to tell people if they want to make money. It was on par with what we've had all season, so overall not bad. February movie is Inside Out and Heavenly Sunshine is hosting. They brought in 100 people last year. Zdon said they're planning on breaking the record this year.

Everett stated she's working on drafting the Parks Brochure. She listed things that will be happening. Movie nights will continue. The summer program series used to be the Legacy Park Series, and last summer was Communities Growing. This year Everett is planning an Earth Day clean up. She would like to have people sign up ahead of time to get an idea of how many hands we'll have, and then start our efforts at Legacy Park. If there are enough people signed up, maybe send some of those people over to River Bluff. Legacy is kind of the priority because Everett hears a lot that there's trash back there. Especially after we don't have a garbage can out there anymore, it gets pretty bad. Everett is also planning a pollinator planting program. Pollinators are things people are very interested in right now. We will go to the community garden. Everett hasn't decided yet if we will plant in one of the plots and have it be annual pollinator plants, or she is leaning toward taking a section that right now is unused and plant perennial pollinator plants which will benefit the garden and the pollinators. Everett explained that she loves doing pond study, so to tie together all of the programs to learn about the environment, the other program will be water quality. You can test the Rum River's water quality by sampling for macroinvertebrates. We will go and get some nets and find out what kinds of critters are in the water and then teach people about

which critters you want there and how many of them. Street Dances finally have bands booked; Boogie Wonderland and Jonah and the Whales will be coming back, and the third band is Hitchville. They are kind of a regional band, putting out their second album, and look like they put on a very entertaining show. Those will be June 24, July 15, and August 12. Nature Detectives Club is still going. The Farmer's Market as well. Everett explained that we are still looking for more Farmer's Market vendors. She has spoken with an artist and there might be some interest in getting artists out and musicians. Zdon stated that would be cool. The Minnesota Farmer's Market Association today shared our Farmer's Market post that we are looking for vendors. They have a lot of viewers, so hopefully that gets us out there. She has contacted the past vendors to get them all coming back, and is working to get new people to come. She explained that a lot of people aren't aware that they don't have to have a farm to sell things at the farmer's market. If they are gardening vegetables and they have a lot of extra ones and they want to get together with their friends and sell them at the farmer's market, come talk to her. Craft things, baked goods are huge hit, and anyone can make them. There is a big variety out there. Garvey asked if either of the landscape companies participate. Everett explained that Isanti Gardens has a home greenhouse on Long Lake, and he comes to sell plants. He came through most of the season last year. Wimmer added that they are very reasonably priced. Everett said that he has great plants, and he does it because he loves it, and he works in landscaping as a day job. Wimmer stated that Northland and Green Barn haven't, and we've tried to work with them on different things with varying degrees of success. Everett stated that plant sales in the spring would be awesome to have more of, because people come and they want tomatoes at the end of May, and they don't exist yet, so if there are more products we can offer earlier in the season, that's always great.

Everett stated Community Garden registration is starting very soon. Last year, the indication was that we will have lots of returners, so Everett is ready for them to bust down the doors on February 6th.

Everett also stated that the County Master Trail Plan public interest meeting in Isanti is being planned for February 22, which is a Wednesday. The first choice was the Community Center, but it is already booked, so it will occur in Council Chambers. They are looking to see where people want trails in the county. Everett will post things about that as she gets them.

Everett stated the last items will be updates from goal setting which happened yesterday. Mayor Wimmer stated that the dog park was pretty warmly received, so we will be moving forward with that. We will continue discussion on that, in the location east of the BMX facility. The outdoor hockey rink did not go over well. Councilmember Bergley, who actually is a skater and hockey player, was not in favor of going forward with it from a cost standpoint and being able to keep ice. What was discussed was having Park and Rec take a look at taking the pleasure rink where we currently have it and putting it by where we discussed having the hockey rink near the changing room, and looking at the lighting and things like that. Zdon said he agreed that would be a good location. Wimmer stated we would at least be tying [the rink and warming house] together. Wimmer explained that the council decided to keep the Park Dedication Fund the way it is for new stuff. He explained that he told the council he didn't favor changing the policy, but he wanted the council to make a definitive action on it. We want to keep the money there for new stuff; we could use it to replace, but then as the city continues to expand, we won't have the funds for new amenities.

5. Adjournment

Motion by Witte, second by Garvey to adjourn the January 24, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:48 p.m.

Dated at Isanti, Minnesota this 24th day of January, 2017.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

L.5.

RESOLUTION NO. 2017-XXX

A RESOLUTION AUTHORIZING THE DESIGNATION OF FUND BALANCES FOR 2016

WHEREAS, the City Council of Isanti finds that it is important to review financing to eliminate deficits in certain funds and close funds with no recent activity or for projects that are materially complete; and,

WHEREAS, the City Council of Isanti finds that it is in the best interests of the community that the City officially list each year the specific amounts reserved for the above purposes; and,

WHEREAS, the WIF portion of the Public Facilities authority loan requires funds to be placed in a reserve fund for capital replacement for major rehabilitation, expansion, or replacement of its existing system at the end of its useful life.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that:

1. The amount of $.10 per 1,000 gallons of wastewater flow for the year 2016 shall be placed in a reserve fund for the purpose of capital replacement of the wastewater treatment facility as provided under the WIF guidelines.

This Resolution was duly adopted by the Isanti City Council this 7th day of March 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

RESOLUTION NO. 2017-

RESOLUTION APPROVING A CHECK BE WRITTEN TO HEAVENLY SUNSHINE PRESCHOOL FOR VOLUNTEERING AT THE COMMUNITY MOVIE NIGHT

WHEREAS, free public movie nights at the Isanti Community Center were approved by City Council January 21, 2014 Resolution No. 2014-013; and,

WHEREAS, the City of Isanti receives requests from various non-profit youth organizations and groups from Isanti to volunteer at the ICC Movie Nights approved by City Council September 16, 2014 Resolution No. 2014-226 ; and,

WHEREAS, the volunteer group per the policy are to receive the profits from the concessions sold at the movie night; and,

WHEREAS, the City of Isanti received an application for Heavenly Sunshine Preschool to volunteer at the February 17, 2017 movie; and,

WHEREAS, the profit from the February 17, 2017 movie night was $64.19; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Heavenly Sunshine Preschool in the amount of $64.19.

This resolution was duly adopted by the Isanti City Council this March 7, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/ City Clerk

(SEAL)

RESOLUTION NO. 2017-XXX

L.7.

A RESOLUTION AUTHORIZING THE PREPARATION OF ANNEXATION DECRIPTIONS AND EXHIBIT BY BOLTON AND MENK, INC.

WHEREAS, the City Council adopted the 2017 Goals via Resolution No. 2017-025; and,

WHEREAS, Goal 1. Is the Annexation of Surrounded Properties; and,

WHEREAS, annexations require thorough and accurate legal descriptions; and,

WHEREAS, Bolton and Menk, Inc. have provided a quote for the preparation of annexation descriptions and exhibits in an amount, not to exceed, of $8,900.00; and,

WHEREAS, the services are unbudgeted, and the Finance Committee has recommended the funding source be the General Fund fund in an amount not to exceed $8,900.00;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the proposal to prepare annexation descriptions and exhibits as stated above in the amount, not to exceed, $8,900.00; and **BE IT FURTHER RESOLVED** that the source of funding for the services will be the General Fund fund.

Adopted by the Isanti City Council this 7th day of March, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Lindsey Giese
Human Resources / City Clerk

(SEAL)

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING COMMUNITY DEVELOPMENT DIRECTOR ROXANNE ACHMAN'S LETTER OF RESIGNATION

WHEREAS, Community Development Director Roxanne Achman has submitted a letter of resignation to the City of Isanti and presented this to Human Resources on Friday, February 24, 2017; and,

WHEREAS, the effective date of this resignation is Friday, February 24, 2017, with a final date of work of Friday, March 24, 2017; and,

WHEREAS, the time period between the letter of resignation and the effective resignation date is in compliance with the personnel policy for the City of Isanti.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA as follows:

1. That the resignation of Community Development Director, Roxanne Achman is hereby accepted effective Friday, February 24, 2017. Ms. Achman's final day of work with the City will be Friday, March 24, 2017.

2. That Human Resources/City Clerk and the City Administrator are hereby directed to fill the position immediately.

This resolution was duly adopted by the Isanti City Council this 7th day of March, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

L.9.

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING REVISED JOB DESCRIPTION OF COMMUNITY DEVELOPMENT DIRECTOR

WHEREAS, based on changes within the position and job duties, the job description for the Community Development Director has been revised and updated; and,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve the revisions outlined in 'Exhibit A' for the Community Development Director position.

This resolution was duly adopted by the Isanti City Council this 7th day of March, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

EXHIBIT A

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Community Development Director
DEPARTMENT:	Community Development
SUPERVISION:	City Administrator
EFFECTIVE DATE:	~~12-4-2013~~03/07/2017
FLSA STATUS:	Exempt
HOURS WORKED:	40 hrs/wk plus

DEFINITION:
The Community Development Director manages the Community Development Department which consists of ~~parks/community events,~~ code enforcement, planning and zoning administration. The Community Development Director performs professional planning and zoning work for the City through application of planning principles and zoning/code enforcement activities. In addition, the Community Development Director performs subdivision and zoning administration; coordinates updates to Comprehensive Plan, City Ordinances, and ~~Parks, Trails, & Open Space Plan; oversees park planning, such as facilities/programs and projects/community events;~~ oversees city code enforcement activities, and coordinates Planning ~~Commission and Parks, Recreation, & Culture Board meetings~~ Commission.~~.~~

SUPERVISION RECEIVED:
Works under the general supervision of the City Administrator.

SUPERVISORY FUNCTIONS:
Building Official and Code Enforcement/Zoning Technician ~~and Community Events and Park Coordinator~~

EQUIPMENT/JOB LOCATION:
Works primarily from an office in City Hall. Work outside of the office may occur for site inspections. Equipment used includes, but is not limited to, personal computer, printer, fax machine, copy machine, digital camera, motorized vehicle, and document camera.

ESSENTIAL FUNCTIONS PERFORMED:

Community Development:

- Oversees operation of the Community Development Department, including management of employees, department budgets, programs and implementation of polices.
- Attends City Council Meetings. Reports on Planning Commission ~~and Parks, Recreation and Culture Board~~ matters. Reports on department matters as necessary.

Planning, Zoning and Code Enforcement:

- Prepare and develop amendments or updates to the City's comprehensive plan.
- Oversee the development plan review process. Evaluates current land use and development proposals for compliance with City Ordinances and policies. -Coordinates plan reviews with other departments.
- Manages department escrows in accordance with City policy.

- Responds to public inquiries concerning code enforcement, zoning, subdividing and other planning issues.
- Oversees the administration of the Comprehensive Plan, zoning and subdivision ordinances, nuisance codes, and property codes.
- Maintains planning files, records, and related documents.
- Attends Planning Commission and Planning Commission subcommittee meetings and provides administrative support to the Planning Commission. Prepares and distributes agenda materials for the Planning Commission. Prepares Planning Commission minutes and City Council staff reports, including background analysis, resolutions and recommendations.
- Coordinates the ~~Development Review Committee meeting~~Development and Operations Advisory Committee meetings.
- Participates with the Building Official in the building permit process including the review of all site plans for conformance with the City's zoning code.
- Prepares publications and ensures distribution of legal notices.
- Provides notification to other agencies in accordance with legal requirement and City policies.
- Prepares informational handouts for land use and permit applications for the public.
- Works with the Code Enforcement/Zoning Technician on code enforcement as required.
- Calculates and keeps all demographic data updated and reports such information to required governmental jurisdictions.
- Develops working relationships with neighboring townships and communities. Develops and implements orderly annexation agreements in compliance with comprehensive plan.
- Attends planning related conferences and workshops. ~~Attends Council meetings as required.~~ Attends other regional planning meetings as required.
- Participate in meetings with developers, staff, and other parties.
- Assists with preparation of Development Agreements and participates in the review process.
- Give recommendations on planning matters, specifically how the item relates to the Comprehensive Plan and zoning code.
- Monitor fees charged and give recommendations for modifications as needed.
- Oversees administration all Floodplain and FEMA related issues.
- Oversees updates to the Zoning Map.
- Provides for administration of the subdivision and zoning ordinance including: site plan review, preliminary plats, final plats, minor subdivision, interim use permits, planned unit development, administrative permits, zoning permits, conditional use permits and variances requests. Acts in the capacity of Zoning Administrator.
- Review Plats for locations and linkages.
- Provide assistance to the public on planning and zoning related matters.
- Update applicable Staff on issues affecting City and region.

~~***Parks, Recreation, Culture, and Community Events:***~~

- ~~Prepare plans for park and recreation development, sidewalks and trails.~~
- ~~Review Plats for proper trail, park and sidewalk locations and linkages.~~
- ~~Enforces Park & Recreation Comprehensive Plan.~~
- ~~Oversees and assists the Community Events and Parks Coordinator with community events and park programs.~~
- ~~In conjunction with Public Works, provides for on-going operation of City park facilities.~~

- ~~Oversees management of the Community Center.~~
- ~~In absence of Community Events and Parks Coordinator, provides staff assistance to the Park, Recreation & Culture Board.~~
- ~~Prepares City Council staff reports, including background analysis, resolutions, and recommendations.~~

Miscellaneous Duties:

- ~~Oversees and manages the publication of the quarterly City newsletter.~~
- Achieves and maintains required NIMS certification and serves on City Emergency Management Team.
- Oversees and manages the GreenStep program for the City.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned or apparent.

KNOWLEDGE, SKILLS & ABILITIES

- Strong working knowledge of acceptable planning principles, practices and regulations.
- Considerable ability to carry out all operations and functions of the Planning Department.
- Considerable ability to effectively communicate with Council and Commission members, legal counsel, staff, other governmental agencies, builders, developers and others in both oral and written communication.
- Ability to work effectively with a wide range of firms, groups, and individuals.
- Possess general computer skills; including word processing, spreadsheets, and PowerPoint.
- Considerable knowledge of City, state and federal laws and regulations.
- Ability to work effectively with County, State, Regional and Federal agencies, citizens and general public, City Officials, Staff Consultants, Developers, etc.
- Read and interpret maps, plats and site plans.
- Analytical thinking and data analysis.
- Ability to develop reports and make presentations.
- Ability to coordinate multiple projects and developments related to planning.
- Ability to research projects.
- Possess superior organizational skills.
- Ability to work independently, prioritize projects and to take direction from co-workers in a team environment.
- Ability to attend meetings outside of the typical workday.
- Provides customer service.
- Ability to maintain records and files.
- Possess excellent communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- The employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing stairs during the workday.

- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.
- Field Inspections: occasional exposure to extreme hot and cold as well as other types of inclement weather conditions and exposure to loud noises from machinery and equipment at construction sites.
- The employee will lift and/or move up to 50 pounds for tasks such as folding tables, desk furniture, and setting up rooms for meetings carrying supply boxes and file drawers.
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision and ability to focus as it relates to such tasks as reading, processing paperwork, overseeing public activities, computer deskwork, etc.

MINIMUM REQUIREMENTS:

- Bachelor's Degree in Planning/Urban Regional Studies or closely related field.
- A minimum of two years' professional experience in local government planning or economic development.
- AICP Accreditation or the ability to obtain within 1 year of employment.
- Possess a valid Minnesota driver's license.
- Knowledge of Statutes, Regulations, Policies and procedures related to planning and development.
- Ability to effectively communicate verbally and written.

PREFERRED QUALIFICATIONS

- Masters degree is desirable in Planning, Urban Studies, or Public Administration
- AICP accreditation

NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING TEMPORARY PAY INCREASE TO RECEPTIONIST/UTILITY BILLING CLERK ANNA WEGWERTH

WHEREAS, with the resignation of the previous Accounting Clerk (Assistant Finance Director) JoAnn Welcome, and the promotion of the Utility Billing Clerk, Shayna Forster, the majority of the Utility Billing job responsibilities were placed on the Receptionist/Utility Billing Clerk; and,

WHEREAS, in order to keep city processes continuing as usual Receptionist/Utility Billing Clerk has taken on many additional responsibilities; and,

WHEREAS, the Personnel Committee has recommended providing a temporary pay increase to the current Receptionist/Utility Billing Clerk, Anna Wegwerth, in the amount of $1.00 per hour on top of her current base rate; and,

WHEREAS, the temporary increase would be retroactive to the October 17, 2016 when the previous Accounting Clerk resigned and the Utility Billing job responsibilities were placed primarily to the Receptionist/Utility Billing Clerk; and,

WHEREAS, now that the Utility Billing/Accounting Clerk position has been filled, the temporary increase will remain until the individual is trained in, not to exceed 4 weeks from that Utility Billing/Accounting Clerk's hire date; and,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. Receptionist/Utility Billing Clerk, Anna Wegwerth is approved for a temporary pay increase of $1.00/hour effective 10/17/2016.

2. This temporary pay increase shall last until the new Utility Billing/Accounting Clerk has taken over the primary job responsibilities, not to exceed 4 weeks of time from that individuals hire date. At that time, Ms. Wegwerth shall return to her regular pay rate.

This resolution was duly adopted by the Isanti City Council this 7th day of March, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING TEMPORARY PAY INCREASE TO ASSISTANT FINANCE DIRECTOR SHAYNA FORSTER

WHEREAS, with the resignation of the Finance Director, the remaining Finance Department staff have been left with an extensive amount of additional work; and,

WHEREAS, in order to keep city processes continuing as usual the staff are assisting in taking on additional responsibilities until the Finance Director position is filled; and,

WHEREAS, the Personnel Committee has recommended providing a temporary pay increase to the current Assistant Finance Director, Shayna Forster, in the amount of $2.00 per hour on top of her current base rate; and,

WHEREAS, the temporary increase would be retroactive to the last day of the Finance Director's employment which was, February 21, 2017; and,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. Assistant Finance Director, Shayna Forster, is approved for a temporary pay increase of $2.00/hour effective 02/21/2017.

2. This temporary pay increase shall last until the Finance Director position is filled. Upon the new Finance Director starting, Ms. Forster shall return to her regular pay rate.

This resolution was duly adopted by the Isanti City Council this 7th day of March, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

RESOLUTION 2017-

AUTHORIZING PUBLIC SERVICES DIRECTOR/ASSISTANT CITY ADMINISTRATOR JOSI WOOD TO SERVE ON THE CAMBRIDGE-ISANTI SCHOOL DISTRICT SAFE ROUTES TO SCHOOL COMMITTEE

WHEREAS, the Cambridge-Isanti School District is seeking a grant from Safe Routes to School and forming a Committee to collaborate ideas and resources; and,

WHEREAS, the School District invited Mrs. Wood to be a member for her expertise and experience; and,

WHEREAS, the Development Operations and Advisory Committee recommends her involvement as long as she determines she has time for such involvement;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize Public Services Director/Assistant City Administrator Wood to be appointed to the Cambridge-Isanti School District's Safe Routes to School Committee.

This Resolution hereby approved by the Isanti City Council this 7th day of March, 2017.

Attest: _____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources / City Clerk

(SEAL)

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council Members**

From: Don Lorsung, City Administrator

Date: March 1, 201

Subject: Resolution Awarding Cleaning Services

Quotes were accepted and opened on Wednesday, February 22, 2017 as advertised for cleaning services for City Hall, Police Department, Community Center floor waxing/carpet shampooing and window washing for City Hall, Police Department, Community Center and Liquor Store.

Cleaning Services
The following quote was/were received for cleaning services. (No other quotes were received.)

BIDDER	**Municipal Building & Police Department** (cleaning weekly)	**Community Center** (cleaning once quarterly)
Bill's Quality Cleaning	Cleaning: $ 446/mo - $ 5,352/yr Strip & Wax Floors: $ 100/time	Strip & Wax Floors: $ 200/time Shampoo Carpets $ 100/time

The low quote received for all cleaning services for City Hall and the Police Department was received from Bill's Quality Cleaning at $ 446/mo or $ 5,352/yr and $ 100per time for stripping and waxing tile at the Police Department. The low quote received for cleaning services for the Community Center was received from Bill's Quality Cleaning for $ 200/time for stripping and waxing the floor, and $ 100/time for carpet shampooing.

Combined with the Cleaning Services quote was window washing services. The window washing quote received was $ 1335 for annual services for window washing services at City Hall, the Police Department, Community Center and Liquor Store.

Council Action:
Staff recommendation: Award quote for cleaning services to Bill's Quality Cleaning for cleaning and window washing services for the Municipal Building, Police Department, Community Center and Liquor Store. Attached is a resolution for your consideration.

RESOLUTION NO. 2017-XXX

A RESOLUTION ACCEPTING QUOTE FOR CLEANING SERVICES AND AUTHORIZING ENTERING INTO A CONTRACT FOR CLEANING SERVICES

WHEREAS, the City of Isanti has determined that it is in the City's best interest to solicit quotes for specified cleaning services for the Municipal Building, Police Department, Community Center, and Liquor Store; and

WHEREAS, a quote was received from Bill's Quality Cleaning as follows:

QUOTER	**Municipal Building & Police Department** (cleaning weekly)	**Community Center** (cleaning once quarterly)
	Cleaning: $446/mo. - $5,352/yr. Strip & Wax Floors: $100/time	Strip & Wax Floors: $200 /time Shampoo Carpets $100/time

QUOTER – WINDOW WASHING	**1 City Hall**	**2 Police Dept**	**3 Com. Center**	**4 Liquor Store**	**Total Annual**
	$530/yr.	$380/yr.	$50/yr.	$375/yr	$1335/yr.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The City Council hereby accepts the above quote from Bill's Quality Cleaning for cleaning services (includes window washing).
2. That the City Administrator is hereby authorized to enter into a contract with Bill's Quality Cleaning for the provision of specified cleaning services for the Municipal Building, Police Department, Community Center and Liquor Store for the period from April 1, 2017 to March 31, 2019.
3. That a copy of the said contract shall be attached to this resolution including the responsibilities of both parties for the service.

This resolution was duly adopted by the Isanti City Council this 7th day of March 2017.

Attested:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

CONTRACT FOR CLEANING SERVICES

This agreement is hereby entered into between the City of Isanti and **Bill's Quality Cleaning** for provision of specified cleaning services for City of Isanti municipal facilities that are named as follows:

City Hall
Police Department
Community Center
Liquor Store

It is understood that **Bill's Quality Cleaning** is acting as an independent contractor and the relationship between the parties is merely contractual. **Bill's Quality Cleaning** will not be an employee of the City of Isanti.

For the Contractors part of this contract, **Bill's Quality Cleaning** hereby agrees to accept the following responsibilities:

1. Provide cleaning services in full accordance with items on the attached Specifications form Part I, Part II, and Part III
2. Contact the Human Resources/City Clerk immediately to report any damage or other problems occurring as a result of contract cleaning work.
3. Provide all necessary cleaning supplies and equipment required for contractor's work.
4. Provide and file with the Human Resources/City Clerk a certificate of liability insurance naming the City as an additional insured. General Liability limit $1,000,000 per occurrence, $2,000,000 Aggregate, $300,000 automobile liability
5. Provide Evidence of Worker's Comp Coverage if applicable or provide Exclusion.

For its part of this contract, the City of Isanti hereby agrees to accept the following responsibilities:

1. Provide supplies required for daily use of the building, i.e. garbage bags, toilet paper, paper towels, hand towels, and light bulbs.

2. Provide **$ 446.00 per month to be paid each month** compensation for general cleaning service detailed in items 1-13 within the attached specification form Part I, payable within 30 days of receiving the contractor's invoice.

3. Provide **$ 100.00 per time** compensation for stripping and waxing the floor as detailed in item 14 within the attached specification form Part I, payable within 30 days of receiving the contractor's invoice.

4. Provide **$ 200.00 per time** compensation for stripping and waxing the floor and **$ 100.00 per time** compensation for shampooing the carpet area as detailed in items 1 and 2 within the attached specification form Part II, payable within 30 days of receiving the contractor's invoice.

5. Provide **$ 1335.00 annual bid amount, with billing per services provided per quote** for window washing services detailed in items 1-4 within the attached specification form Part III, payable within 30 days of receiving the contractor's invoice.

TERMINATION

It is further agreed that in case of violation, breach or non-performance by Contractor of any of the agreements contained in this Contract, City shall have the right to declare this Contract immediately null and void upon written notice to Contractor. This Contract shall be in effect from the date entered into through March 31, 2019 unless either party gives to the other written notice of not less than ninety (90) days, said notice stating that this Agreement shall be terminated and the effective date of termination. No amendment or modification of this Contract shall be effective unless made in writing and signed by both the City and Contractor.

This contract for cleaning service is hereby entered into on March , 2017, between Bill's Quality Cleaning and the City of Isanti for the period from April 1, 2017 through March 31, 2019.

Bill Creger Bill's Quality Cleaning	Donald C. Lorsung, City Administrator
Date	Date

PART I

CITY OF ISANTI
SPECIFICATIONS FOR CLEANING SERVICES - CITY HALL AND POLICE DEPARTMENT

The City is interested in receiving a quote for cleaning services for a period from April 1, 2017 through March 31, 2019, and as further described. The cleaning service shall be done after hours on weekends (Friday evening, Saturday, and Sunday).

Section 1. Provision of Services

Weekly:

1. Clean (sweep and wet mop) all floors, corners, baseboards, in all areas (offices, council chamber, entrance, dispatch room, and lunchroom).
2. Empty all trash and garbage containers into the Trash Container / Dumpster, replacing all can liners.
3. Empty all recycling containers into the recycling container.
4. In all areas (lobby, offices, and Council Chambers (and chairs if necessary).
5. Vacuum all carpet areas (entrance, offices, and Council Chambers).
6. Dust all counter tops and open desk tops (includes Council Chambers, windowsills, file cabinets, and baseboards.
7. Clean Restrooms:
   a. stools
   b. urinals
   c. sinks
   d. mirrors
   e. replace deodorant blocks in urinals as needed
   f. refill soap dispenser
   g. refill towel dispenser
   h. refill toilet paper dispensers/supply one additional roll in each stall
8. Wipe down all restroom stalls every other week.
9. Clean Lunch Room Area
   a. sink
   b. counters
   c. other areas as needed
10. November through April – Provide for maintenance of floor drain traps (rewet floor drains)

Monthly:

11. Clean return air vents located in restrooms

Other as Needed:

12. Replace light bulbs as needed
13. Clean light fixtures as needed

Strip and Wax Floors

Police Department

14. In common area - Strip and Wax Floors as requested by a duly authorized representative of the City of Isanti.

PART II

CITY OF ISANTI
SPECIFICATIONS FOR CLEANING SERVICES - COMMUNITY CENTER

The City is interested in receiving a quote for shampooing carpet and waxing tile floors in the Community Center for a period of April 1, 2015 to March 31, 2017. Days for shampooing carpet and waxing the floor of the Community Center shall be coordinated with the Community Events Manager and Parks Coordinator.

Section 1. Provision of Services

Quarterly

1. Strip and wax floor
2. Shampoo Carpet

PART III

CITY OF ISANTI
SPECIFICATIONS FOR WINDOW WASHING SERVICES - CITY HALL, POLICE DEPARTMENT AND COMMUNITY CENTER

1. **CITY HALL**
   110 1st Avenue North
   - **Monthly**
     - North & South Main Entrance Doors (Interior and Exterior)
     - Display Windows and Door Windows in Lobby
   - **Months of May through October**
     - Exterior Lower Level Windows
   - **Semi-Annually (Spring & Fall)**
     - Interior Lower Level Windows and all Door Windows
     - Interior and Exterior 2nd Story Windows

2. **Police Station**
   401 1st Avenue North
   - **Monthly**
     - East & West Main Entrance Doors (Interior and Exterior)
   - **Months of May through October**
     - Exterior Windows
   - **Semi-Annually (Spring & Fall)**
     - Interior Windows

Police Station windows include all windows in the offices of the Police Department and the common area (lunch room).

3. **Community Center**
   - **Semi-Annually (Spring & Fall)**
     - Exterior Windows

4. **Liquor Store**
   400 Heritage Boulevard NE
   - **(Spring, Summer, Fall)**
     - Exterior Windows
   - **Monthly**
     - Front Entryway and Interior Glass Doors
     - Front Windows in Entryway

PART III - ATTACHMENT
Window Washing Quote Form for billing purposes

OTHER REQUIREMENTS

1. References
For vendors that have not served the City in this capacity, Commercial cleaning references must be submitted with the quote for cleaning and window washing services (see attached form).

2. Doing Business with the City
For vendors that have not served the City, a Doing Business with the City form must be completed and submitted with the quote.

A Community For Generations.

Isanti

To: Mayor Wimmer & City Council

From: Don Lorsung, City Administrator

MEMO

Date: March 1, 2017

Subject: Interim Finance Director Services

Attached is a proposal from Steve McDonald and Jean McGann, Abdo Eick and Meyers (AEM) Financial Services for Interim Finance Director / Financial Services. It is basically the same proposal that the City Council approved in 2016. Their Client Service Manager, Gayle Bauman, will provide the interim services for the City. Gayle performed these duties in 2016, and assisted the past Finance Director with orientation services, the 2016 Financial Software Conversion, and other projects.

The fee for the interim services is the same as in 2016, at $11,750 per month. The proposal provides services from February 23 through May 31, 2017. The Finance Committee has reviewed the proposal. Attached is a Resolution and Proposal for your consideration.

RESOLUTION NO. 2017-

A RESOLUTION ACCEPTING PROPOSAL FOR INTERIM FINANCE DIRECTOR SERVICES

WHEREAS, the Finance Director gave notice of resignation as an employee of the City of Isanti, with her last work day February 21, 2017; and

WHEREAS, the Finance Committee recognizes that certain tasks and services must be provided in the interim of filling the position; and

WHEREAS, Abdo Eick & Meyers LLP has provided interim Finance Director services for the City in 2008, 2012, and 2016 and

WHEREAS, Abdo Eick & Meyers LLP submitted a proposal to provide Interim Financial Management Services until such time as the Finance Director position has been filled; and

WHEREAS, the City Council feels it is in the best interest of the citizens of the City of Isanti that quality financial services are provided in the interim of filling the Finance Director position.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. Hereby accepts Abdo Eick & Meyers LLP proposal to the City of Isanti for Interim Financial Management Services, dated February 23, 2017, for a monthly fee of $11,750, plus hourly rates/fees if necessary as per their proposal.

This Resolution hereby approved by the Isanti City Council this 7th day of March 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

Proposal

City of Isanti

Isanti, Minnesota

Submitted
February 23, 2017

AEM Financial Solutions, LLC

Grandview Square
5201 Eden Avenue, Suite 250
Edina, Minnesota 55436
952.835.9090

Contact Persons
Steven R. McDonald, CPA
952.715.3002
steven.mcdonald@aemcpas.com

Jean D. McGann, CPA
952.715.3059
jean.mcgann@aemfinancialsolutions.com

ABDO EICK & MEYERS LLP

AEM Financial Solutions™

People + Process. Going Beyond the Numbers

TABLE OF CONTENTS

Letter of Transmittal 2

Welcome to ABDO, EICK & MEYERS, LLP 3

Firm Qualification and Experience

Governmental Client Services 4
Personnel 4

Agreement for Financial Services 5

Scope of Services 8

Similar Engagements with Other Governmental Entities 9

Agreement for the Provision of Professional Services 10

Appendix

A Professional Biographies

ABDO
EICK &
MEYERS LLP

AEM Financial Solutions™

LETTER OF TRANSMITTAL

Don Lorsung
City of Isanti
110 1st Avenue North
Isanti, Minnesota 55040

Dear Mr. Lorsung,

Thank you for the opportunity to submit this proposal to the City of Isanti, Minnesota (the City) for interim financial management services. Based on our past experience with Cities of comparable size and complexity, we believe our structured contract with defined outcomes offered through AEM Financial Solutions, LLC (AEMFS) would provide the City with excellent financial management services.

We believe our solution will continue to result in the City receiving high level information, continual improvement of processes and allow the City to keep overall costs stable. Our proposal is based on the past work we have done, the needs of the City, and the experiences we have had working with other cities. The proposal outlines the scope of services we believe will address the needs of the City.

The term of this contract shall be from February 23, 2017 through May 31, 2017.

An AEMFS representative will be in the City offices as necessary to perform responsibilities as noted on the Scope of Services page. Services will also be performed remotely as necessary.

Investment by the City for services is indicated in the financial page.

AEMFS would like to thank the City for the opportunity. We look forward to exceeding your expectations and continuing our long-term, mutually beneficial relationship.

Sincerely,

AEM Financial Solutions, LLC
an Abdo, Eick & Meyers, LLP Company

Steven R. McDonald, CPA
CEO

Jean D. McGann, CPA
President, AEM Financial Solutions, LLC
Partner, Abdo, Eick & Meyers, LLP

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.715.3070 | Fax 952.835.3261

Welcome to ABDO, EICK & MEYERS, LLP

"The investments into our People and Process make a difference for you, our valued client. We focus on the challenges and needs that are relevant to your business or government agency. This allows us to be thoughtful in our approach in providing you with the best solutions, and leaves you assured in the value of our deliverable."

Steve McDonald - Managing Partner

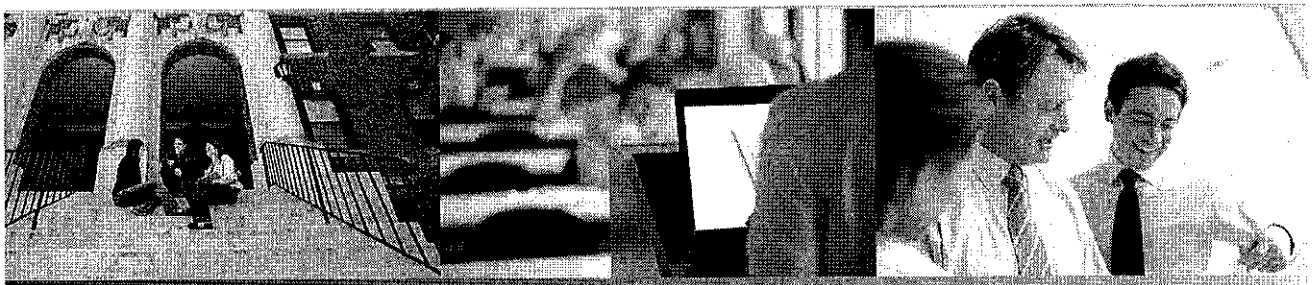
People + Process®
Going Beyond the Numbers

People

Hire
We focus recruiting efforts on Minnesota state colleges and universities. Innovative recruiting strategies, including a strong social media presence, allow us to attract top talent.

Train
We've invested in a state-of-the-art, on-site training facility and a full-time Learning Director to ensure our team is prepared to exceed your expectations.

Reward
We focus on client results and reward our team based on specific goals, not hours billed.



Process

Listen
Our process begins with listening. We invest time to better understand your goals and challenges.

Engage
Active engagement with DFK International and domestic industry associations allows us to provide maximum value to your organization.

Deliver
Combing our internal expertise and technological resources with what we've learned about you allows us to deliver a solution that exceeds your expectations.

DFK 35th Anniversary
INTERNATIONAL/USA 1978-2013

Going Beyond the Numbers

FIRM QUALIFICATIONS AND EXPERIENCE

For over 50 years, we've helped local governments throughout Minnesota serve their communities more efficiently. As the leading governmental auditing firm in the state, we provide accounting, financial, and audit services to over 200 governmental entities. In 2009, we established AEM Financial Solutions, LLC (AEMFS) a company dedicated to providing day-to-day accounting and financial management services for local governments. The success of AEMFS stems from having over 17 years of government finance and audit experience, six years of Big Four accounting Firm, and over 50 years of providing governmental services in Minnesota.

As an integral part of your team, we work with you to deliver one-of-a-kind solutions for improving best practices in your entire organization. You can expect to work with our partners and managers to resolve issues ranging from operational effectiveness to long term planning and workflow.

AEMFS is a division of Abdo, Eick & Meyers, LLP (the Firm). Overall the Firm has a professional staff of more than 131 in its Edina and Mankato offices. AEMFS specializes in the governmental industry. The following summarizes the type of services we provide.

Governmental Client Services

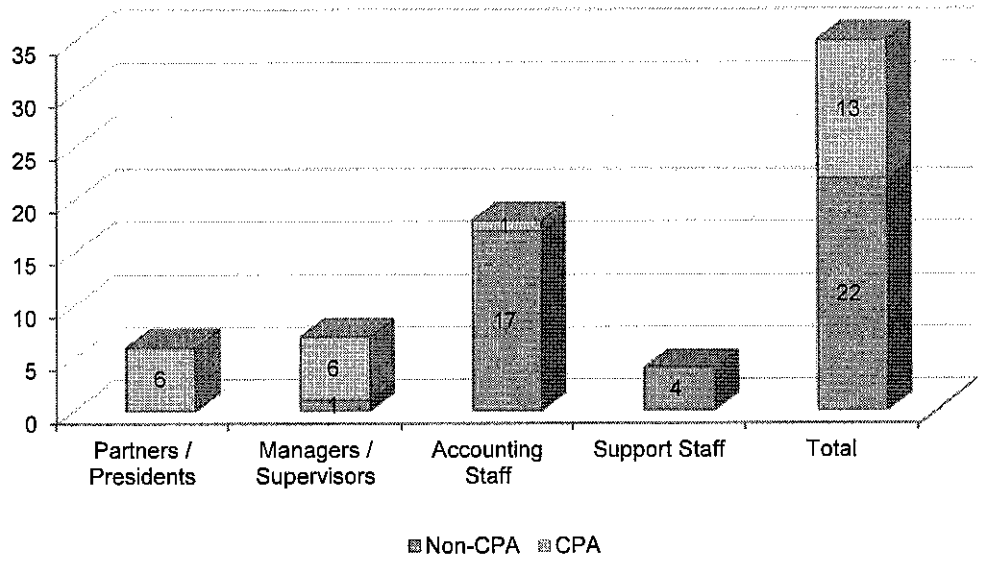
Our governmental client base is composed of cities, municipalities and other public entities. They are as follows:

- Finance director services for approximately 17 cities.
    - 2 municipal clients receive the GFOA's certificate of achievement for excellence in financial reporting
- Process evaluation studies and recommendations
- Operational effectiveness
- Work flow implementation
- Request for proposal development
- Project feasibility analysis
- Rate studies, long term strategic planning and capital improvement planning
- Budget development and analysis

Personnel

AEMFS has a tremendous level of expertise and experience in providing Governmental services. Detailed biographies can be found in Appendix A. This detail will demonstrate that when combined, we have over 55 years of providing solutions to governmental entities along with over 25 years of private sector experience.

Our substantial governmental client base and commitment of staff to governmental services has provided our firm with the competence to serve your professionally and efficiently.



People + Process. Going Beyond the Numbers

AGREEMENT FOR FINANCIAL SERVICES

THIS AGREEMENT, is made and entered into on February 23, 2017 by and between the City of Isanti, Minnesota (hereinafter referred to as the "City"), and AEM Financial Solutions LLC (hereinafter referred to as the "Contractor").

Articles of Agreement & Recitals

WHEREAS, the City is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees arising out of the Contractor's activities;

2. The Contractor shall have no authority to bind the City for the performance of any services or to obligate the City. The Contractor is not an agent, servant, or employee of the City and shall not make any such representations or hold himself/herself out as such;

3. The Contractor shall be the exclusive outsourced accounting service provider for the City during the term of this Agreement;

4. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the City at all times.

5. The Contractor shall not accrue any continuing contract rights for the services performed under this contract.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

ARTICLE I

INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at their expense with liability insurance coverage minimums in the amount of $2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide City with proof of liability insurance coverage under this Agreement in writing upon request by the City.

People +Process. Going Beyond the Numbers

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and will remain in effect until May 31, 2017 unless earlier terminated as provided in Sections 2 and 3.

Section 2 City's Termination Rights: City may terminate this Agreement upon sixty (60) days written notice in the event the City determines in its sole discretion that it is not in the City's best interest to continue using Contractor's services. The City may terminate on ten (10) days written notice of the Contractor fails to perform its obligations under this Agreement.

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to City in the event City does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by City. In the event of non-payment within thirty (30) days, Contractor shall give City an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the City's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with one hundred twenty (120) days written notice if the Contractor believes it is in its best interests to terminate the Agreement.

ARTICLE IV

RENEWAL OF THE AGREEMENT

Section 1 Renewal Period: Not less than ninety (90) days prior to the expiration of this Agreement, the City may provide written notice of intent to renew this Agreement for an additional term of up to three years upon terms and conditions agreed upon by both parties to the Agreement. If no such renewal agreement is executed by the parties, the Agreement terminates without further action of either party on September 30, 2016.

ARTICLE V

GENERAL

Section 1 Authorized City Agent: The City's authorized agent for the purpose of administration of this Agreement is the City Administrator. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are not assignable or transferable.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs, negatives, or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the City, and any such data and materials shall be remitted to the City by the Contractor upon completion, expiration, or termination of this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local. Further, Contractor will have access to data collected or maintained by the City to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the City in the same manner as the City is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the City. The City shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The City agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the City's direction. Subject to the aforementioned, Contractor agrees to defend and indemnify the City from any claim, liability, damage or loss asserted against the City as a result of Contractor's failure to comply with the requirements of the Act. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the City, as requested by the City.

People + Process. Going Beyond the Numbers

ARTICLE V - CONTINUED

GENERAL - CONTINUED

Section 5 Entire Agreement: This Agreement is the entire agreement between the City and the Contractor and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 7 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the City with timely and accurate financial recommendations and information that allows City Council the ability to make final financial decisions. Contractor will provide final financial recommendations, but is not responsible for the final decisions made regarding financial matters.

Section 8 City Employment of Contractors Employees; Should the City desire to employ the Contractors employee that is assigned to the City during the term of this Agreement, it must have the written consent of the Contractor to enter into a City employee contract with the Contractors employee. Should the Contractor agree to such arrangement, the agreement will include a payment equal to 50% of the annual contracted cost, in addition to the annual contracted cost already paid to the Contractor. This restriction on employment applies only during the term of this agreement.

Section 9 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, payable for work performed in accordance with this Agreement, based on the fees indicated in Table 1 and under the attached scope of services. Additional fees will not be incurred without prior approval of the City.

Table 1

Services Period	Monthly Fee
February 23, 2017 - May 31, 2017	$ 11,750

Initial invoice will be sent within 10 days of the execution of this agreement. Monthly installment fees will be invoiced throughout the remainder of this contract.

Section 10 Additional Services: Should the City request additional services in addition to the Contracted Services, the Contractor will provide the City with proposed fees for the services to be provided. The City shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 11 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill their obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

People + Process. Going Beyond the Numbers

SCOPE OF SERVICES

Contract Task	City Responsibility	Planned Time Frame
1. Cash and Investment monitoring		
Reconcile cash and investments	City Administrator to review and approve	Monthly
Review Monthly to ensure timely and accurately balance		Monthly
Verify bank has proper amount of collateral pledged to City's account	Request monthly collateral statement from the bank	Monthly
Review cash flow to ensure proper amounts are available for operations		Monthly
Review cash flow to ensure proper amounts are available for operations	City Administrator to review and approve	
2. Monthly/Quarterly Reporting		
Complete quarterly dashboard of key indicators		Quarterly
Provide narrative to quarterly financial report	City Administrator to review and approve	Quarterly
Review monthly budget to actual reports for coding errors	City Administrator to review and approve	Monthly
Review journal entries and payroll entries to ensure accuracy	City Administrator to review and approve	Bi-weekly
Review payroll and other monthly/quarterly reports	City Administrator to review and approve	Quarterly
Review accounts payable batches	City Administrator to review and approve	Bi-weekly
Review utility billing reconciliation to ensure accuracy	City Administrator to review and approve	Monthly
Review loan payments and assist with coding	City Administrator to review and approve	Monthly
941 reconciliation	City Administrator to review and approve	Quarterly
3. Annual Reporting		
Complete Financial Reporting Form to the Office of the State Auditor	City Administrator to review and approve	June 30
PT Form 280 to the Minnesota Department of Revenue (if required)	City Administrator to review and approve	September 30
4. Annual Budget Preparation		
Preliminary meeting with City management on budget objectives and strategy		Mid May
Prepare a City management's recommended property tax levy along with a general outline of the City Budgeted funds including any potential budget funding gaps. This will include the all funds summary and preparation of all budget documents	City Administrator to review and approve	May - August
Assist in presenting preliminary budget to Council prior to September 30.		August
Assist in the certification of the preliminary property tax levy to the County and Minnesota Department of Revenue	City Administrator to review and approve	September 30
5. Miscellaneous Tasks		
Provide oversight in recording/accounting for transactions		Weekly
Attend 4 Council meetings for action items and budget discussions		As needed
Update Council, Administrator and staff of new accounting standards		On-going
Provide assistance in reporting and closing out grant programs		Monthly
Respond to surveys and information requests as they are received from outside sources such as the League of MN Cities and Government Finance Officers Association		On-going
Monitor compliance for assigned activities		On-going
Maintain office hours at 8 a week or as arranged in advance with the City Administrator. May also utilize video conferencing as appropriate		On-going

People +Process. Going Beyond the Numbers

SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

We have long-term relationships with many cities in Minnesota and have provided a sample of references of those we serve as their Finance Director. Additional references are available upon request.

City of New Hope

Kirk McDonald | 763.531.5112
Engagement Partner - Steve McDonald

City of Pine City

Ken Cammilleri | 320.629.2575
Engagement Partner - Jean McGann

City of Forest Lake

Aaron Parrish | 651.209.9750
Engagement Partner - Jean McGann

City of Crystal

Anne Norris | 763.531.1140
Engagement Partner - Jean McGann

City Oak Grove

Loren Wickham | 763.404.7075
Engagement Partner - Jean McGann

People + Process. Going Beyond the Numbers

AGREEMENT FOR THE PROVISION OF PROFESSIONAL SERVICES
CITY OF ISANTI, MINNESOTA

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

City of Isanti
110 1st Avenue North
Isanti, Minnesota 55040

Name _____

Title _____

Name _____

Title _____

Date _____

AEM Financial Solutions, LLC
5201 Eden Ave. Suite 250
Edina, Minnesota 55436

Name Steve McDonald

Title CEO

Date February 23, 2017

People + Process. Going Beyond the Numbers

Appendix A

Steven McDonald, CPA

Managing Partner

Direct line 952.715.3002
steven.mcdonald@aemcpas.com

Mr. McDonald joined the Firm in 1991 after graduating from Minot State University with a Bachelor of Science Degree in Accounting. He currently serves as Managing Partner and during his tenure the firm has grown to a top 20 Minnesota accounting firm and a top 200 firm in the United States. Steve's vision of continuous improvement and responsiveness to client needs has resulted leading the firm through several strategic mergers and acquisitions, new service line and industry segment development, and annual double digit growth.

When not at work, Steve enjoys cooking, reading, sports of all types and being involved in his three kids' activities.

Qualifications

- Advising clients on strategies that ensure sustainability and profitability
- Structuring merger and acquisition transactions
- Identify new business opportunities and structures that maximize growth
- Develop process improvements that lead to greater communication and efficiencies
- Regional and national speaker on topics relating to strategic planning, business development and internal controls
- 26 years of experience with local governments and nonprofit organizations

Professional Memberships

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants
- Minnesota Association of School Business Officials
- Minnesota Government Finance Officers Association

Affiliations

- Young Presidents Organization
- Performance Excellence Network - Treasurer
- Edina Community Foundation - Treasurer

Education

- Bachelor of Science in Accounting, Minot State University
- Continuing professional education as required by AICPA and Government Accountability Office

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

People + Process. Going Beyond the Numbers

Jean McGann, CPA

Partner and President

Direct line 952.715.3059
jean.mcgann@aemfinancialsolutions.com

Mrs. McGann joined the Firm in 2013. She is licensed to practice as a CPA in Minnesota. Jean leads the Financial Solutions group providing financial management services, day-to-day accounting and customized solutions for local governments and nonprofit agencies.

Outside of work Jean enjoys spending time with family and friends. Jean resides in Twin Cities with her husband and their 2 children.

Qualifications

- 18 years of experience in government finance and auditing
- Over 7 years of experience in operations management
- Experienced in strategic planning and financial forecasting
- Experienced in identifying and implementing cost containment processes
- Policy development, internal control evaluation and project management experience

Professional Memberships

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants
- Minnesota Government Finance Officers Association
- Government Finance Officers Association of the United States and Canada

Education

- Bachelor of Arts, Buena Vista University, Storm Lake, Iowa
- Continuing professional education as required by AICPA and Government Accountability Office

ABDO EICK & MEYERS LLP

AEM Financial Solutions™

People + Process. Going Beyond the Numbers

Gayle Bauman

Client Services Manager

Direct line 952.715.3075
gayle.bauman@aemfinancialsolutions.com

Ms. Bauman joined the firm in 2016 after working for many years in City government finance. She has previously held the position of Finance Director for two cities in Minnesota. Gayle has experience in all areas of governmental finance including budgeting, capital planning, debt, financial reporting and cash management. Finance departments provide support to all city departments and Gayle is continually looking for efficiencies to assist others in doing the best job they can do.

In her free time, Gayle enjoys golfing, reading, crafts and spending time at the family cabin in northern Wisconsin.

Qualifications

- Over 18 years of experience working in City government finance
- Experience with budgeting, capital planning and debt management
- Budget reviewer for the Government Finance Officers Association

Professional Memberships

- Minnesota Government Finance Officers Association
- Government Finance Officers Association

Education

- Bachelor of Science in Accounting, Gustavus Adolphus College
  - Minor in Mathematics
- Continuing professional education

ABDO EICK & MEYERS LLP

AEM Financial Solutions™

People + Process. Going Beyond the Numbers

Jackie Thoennes

Client Services Accountant

Direct line 952.715.3066
jackie.thoennes@aemfinancialsolutions.com

Jackie Thoennes joined the firm in September of 2016 as a Client Services Accountant. Jackie has over 20 years working in local government finance. She specializes in working with utility billing, payroll, fund accounting, and point-of-sale along with various accounting functions.

When not working, Jackie enjoys spending time with her family and attending her daughters sporting events. Some of her favorite pastimes include being at the lake and cheering on the MN Vikings/Twins.

Qualifications

- 20 years of experience working with local governments in finance
- Works extensively with Utility Billing, Accounts Payable, Accounts Receivable, Payroll, Point of Sale, and Budget Process
- Payment Service Network (PSN)

Professional Memberships

- American Payroll Association Northstar Chapter

Education

- Minnesota Certified Municipal Clerk
- Continuing professional education

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

People + Process
Going Beyond the Numbers

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Josi Wood
Public Services Director/ Assist. City Admin.

Date: March 7, 2017

Subject: Resolution Authorizing Engineering Proposal on Water Tower Cleaning and Inspection

---

Background

To keep the City's Public Water Supply system equipment in good working condition and to verify there are no minor issues that could potentially turn into major issues, Staff included water tower cleaning and inspection into the 2017 budget in the amount of $12,000.00. The first step was to get a proposal from Bolton and Menk, Inc. to do the inspection, evaluation of the water tower and obtain quotes for interior and exterior water tower cleaning. This work has not been completed since the water tower was installed therefore the inspection will be thorough.

The proposal from Bolton and Menk, Inc's is in the amount, not to exceed, $5,850.00 for inspection and services as outlined in their proposal including to move forward soliciting quotes for cleaning.

Depending on how much the quotes are for interior and exterior cleaning, if only one may be performed this year the other would be budgeted next year. However, this will be reviewed to determine if there is a cost savings to do both at the same time.

Finance Committee Recommendation

The Finance Committee recommends to move forward with Bolton and Menks, Inc.'s proposal and for them to solicit quotes for cleaning services. The funding for this item is outlined in Water (500).

Request

Staff is requesting action on this item.

Attachment

- Resolution 2017-XXX
- Bolton and Menk, Inc. Proposal_ dated 2.1.2017

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 1, 2017

To: Josi Wood, Public Services Director

From: Bradley C. DeWolf, P.E.

Subject: 750,000 Gallon Elevated Water Storage Tank
Proposal for Cleaning, Inspection, Evaluation and Report
City of Isanti, MN

Per your request, Bolton & Menk, Inc. proposes to provide engineering services for the cleaning, inspection, and evaluation of the 750,000 Gallon Elevated Water Storage Tank located at 601 East Dual Blvd. in Isanti.

It is our understanding the estimated work to be completed on the water storage tank or "water tower" is as follows:

- Cleaning of sediment from the tower's interior wet floor
- Cleaning of the tower exterior surfaces
- Review and evaluation

The following is a breakout of services to be provided to the City of Isanti:

- Search, selection, and recommendation of contractor to perform the tower cleaning
  - Provide recommendation and project management for a contractor that will perform the cleaning of the tower's exterior
  - Provide recommendation and project management for a contractor that will perform the cleaning of the tower's interior
  - Provide part-time Resident Project Representative during tower cleaning
- Tower Inspection and Evaluation
  - Perform interior and exterior review and evaluation of the tower
- Tower Evaluation Report
  - Provide report stating findings from the evaluation

It is assumed the City will provide one operator (as necessary) to provide site access and operate tower water controls, valves, or other needed water operations.

Bolton & Menk proposes to complete the above engineering services for an hourly, not-to-exceed fee of $5,850.00.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2017-XXX

A RESOLUTION AUTHORIZING ENGINEERING SERVICES FOR WATER TOWER INSPECTION AND CLEANING QUOTES

WHEREAS, as part of regular maintenance of the Public Water Supply, the water tower shall be inspected by an engineer every five years and cleaned every ten years; and,

WHEREAS, Bolton and Menk, Inc. provided a proposal for such services; and,

WHEREAS, the proposal by Bolton and Menk, Inc. includes inspection and the solicitation of cleaning quotes in the amount, not to exceed, $5,850.00; and,

WHEREAS, the Finance Committee determined that it would be in the best interest of the city to move forward with the proposal by Bolton and Menk, Inc. for the inspection and to obtain quotes; and,

WHEREAS, this item was budgeted within the Water Fund fund;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the proposal by Bolton and Menk, Inc. to inspect the water tower and obtain quotes for cleaning in the amount, not to exceed, $5,850.00.

Adopted by the Isanti City Council this 7th day of March, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Josi Wood
Public Services Director/ Assist. City Admin.

Date: March 7, 2017

Subject: Resolution Approving Integration of the MIOX Equipment into SCADA

Background

Recently the MIOX chlorination system's equipment screen failed and Staff needed to purchase a new one. The cost of this new screen was $2,600.00. The MIOX equipment is not functional without a screen so Staff needed to quickly arrange for hypochlorite to be brought in-house via bulk supply to keep the City's system operating as we need by having disinfectant for our Public Water Supply. This same screen also failed a couple years ago; there is only a one year warranty. Staff is requesting to have the MIOX system integrated into SCADA so we will be able to not only monitor how the equipment is running remotely, but also be alarmed when it has failed and if the screen fails yet again be able to make chlorine.

Staff has reviewed this with Total Control and they have determined that it is possible by collecting the data codes that they need from the MIOX to integrate it as staff has outlined above. The cost to do such work is $1,600.00. Funding source would be Water (404).

Finance Committee Recommendation

The Finance Committee Recommended approval of the integration to be funded through Water (404).

Request

Staff is requesting action on this item.

Attachment

- Resolution 2017-XXX
- Total Control Quote

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING INTEGRATION OF THE MIOX EQUIPMENT INTO SCADA

WHEREAS, the water treatment plant's equipment for its main chlorination supply is the Miox Chlorine Regeneration System; and,

WHEREAS, staff was made aware that when the screen failed, there was no backup to be able to run the equipment via remote with our SCADA system; and,

WHEREAS, integration for such services would be provided by our integrator Total Control in the amount of $1,600.00; and,

WHEREAS, the Finance Committee reviewed the need to have the backup capabilities and has recommended that the MIOX be integrated into SCADA; and,

WHEREAS, staff has included 10% contingency for unknown expenses for a total project cost of $1,760.00; and,

WHEREAS, the funding source is identified as Water Fund fund, expense line – maint/ equipment (404);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the quote from Total Control plus added contingency in the total amount, not to exceed, $1,760.00.

This resolution was duly adopted by the Isanti City Council this 7th day of March, 2017.

Attest:

_____
George A. Wimmer
Mayor

_____
Lindsey Giese
Human Resources / City Clerk

Total Control Systems, Inc
38841 Nyman Drive NE
PO Box 40
Stanchfield, MN 55080-0040
Phone 320-396-4442 / Fax 320-396-4443

February 8, 2017

To: Matt Re: Isanti, Minnesota – WTP Miox system.

Total Control Systems, Inc. (TCS) proposes to furnish equipment and services to add SCADA screens for MIOX Panelview information.

1) Miox chemical system additions
SCADA screens for MIOX data
Programming PLC and SCADA
Documentation

Price for the WTP MIOX screens: **$1,600.00 total.**

Does **not** include:
Additional functions not current available

- We acknowledge receipt of Addendum No..
- Terms are Net 30 days from invoice date. No retainage allowed. A 1.5% charge per month added to any past due balance. Price may be dependent on past credit history.
- This quote/proposal valid for 60 days.
- Work to commence after receipt of an acceptable written purchase order acknowledging acceptance of our terms.
- F.O.B. job-site.
- Start-up service/training, documentation and equipment adjustment is included as specified.
- TCSI does not accept any liquidated damages.
- ALL PANELS FURNISHED BY TCS WILL HAVE A UL 508 SERIALIZED OR UL698A ENCLOSED INDUSTRIAL CONTROL PANEL RELATING TO HAZARDOUS LOCATIONS WITH INTRINSICALLY SAFE CIRCUIT EXTENSIONS LABEL, AS REQUIRED.

If you have any questions regarding our proposal, please contact our office. We look forward to working with you on this project.

Sincerely,
TOTAL CONTROL SYSTEMS, INC.

Al Doberstein

AD/lb

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING A FEASIBILITY STUDY OF THE EXTENSION OF FIFTH AVENUE NORTHEAST

WHEREAS, at the February 21, 2017 City Council meeting, Council discussed having a feasibility study conducted by Bolton & Menk for and extension of 5th Avenue NE; and,

WHEREAS, Council approved moving forward with the feasibility study, with costs not to exceed $3,000; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) Bolton & Menk is able to move forward with the feasibility study of Fifth Avenue Northeast.
2) Costs for the feasibility study shall not exceed $3,000.

This resolution was duly approved by the Isanti City Council this 7th day of March, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
FEBRUARY 21, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:22 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: None

Staff Present: Community Development Director, Roxanne Achman, City Administrator Donald Lorsung, City Attorney Clark Joslin and Human Resources/City Clerk, Lindsey Giese

Others Present: None

D. Oath of Office for New Planner Commissioner

Jeff Miller recited the Oath of Office.

E. Agenda Modifications.

Achman stated there were none.

Motion by Lundeen second by Collison to approve the agenda. Motion carried unanimously.

2. Approval of Minutes from January 17, 2017 Planning Commission Meeting.

Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Collison to approve the January 17th, 2017 Planning Commission Meeting Minutes. Motion was unanimously approved.

3. Public Hearings.

A. Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes.

Achman presented the staff memo.

Chairman Wimmer opened the public hearing. There was no one to speak on the matter. The public hearing was closed.

Motion by Lundeen, second by Collison to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota. Motion carried unanimously.

4. Other Business.

A. None.

5. Other Communications.

A. None.

6. Adjournment

Motion by Bergley second by Kennedy to adjourn the February 21st, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:26 p.m.

Dated at Isanti, Minnesota this 21st day of February 2017.

Respectfully submitted,

_____

Roxanne Achman, AICP
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
February 28, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, Mayor Wimmer, James Witte, and Aaron Zdon
Staff Present: Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Zdon asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Garvey to approve the February 28, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from January 24, 2017 Parks, Recreation and Culture Board Meeting.
Motion by Garvey. Second by Wimmer. Vote was unanimously approved.

3. Bench and Table Update
Everett stated that the board will talk more about this on the parks tour, but thought she would give a baseline of what we have to look at for Mattson and Isanti Hills. The memo attachment shows what we currently have; the price doesn't include freight, so depending on how many tables we get she would guess about $1000 per table. We have $5000 budgeted, so depending on if we decide we also want to get benches or whatever we decide to do, we have a little bit of room to get more than one table for each park. The aluminum benches at Mattson down by the tennis courts seem to be okay. There is an aluminum bench at Isanti Hills that is almost buried in the sand, and Everett said they have talked about that one before and it might just be a matter of moving that bench and it's really okay. We will evaluate those things more, but at least we have some prices to work from. For the most part, different vendors all kind of wash out with prices – some of the more expensive ones then have free shipping. Zdon confirmed that on the park tour we will firm this up. His current recommendation would be to stick with the same that we have, but we can look at it. Everett stated that it looks like some different vendors sell exactly the same table, too. Zdon stated that it also doesn't hurt to ask when we're ordering if we can get free shipping because the competitors do.

4. 2017 Parks Brochure Review
Everett stated that board members all have a color version updated this afternoon, and there are a couple of key things that have changed since the version they saw. Everett asked Mayor Wimmer if he would like to give the update. Wimmer stated that we are going to move the farmers' market from where it had been located because we aren't getting the numbers that we want from vendors or people going through, and the reason Council had decided to have it there was to bring people to the downtown area. We've gotten basically zero response from the businesses along there trying to take advantage of it, even as simple as leaving information at the City table that's there. So, in order to make sure we have a farmers

market that is viable long term, we're looking to move it out by the Isanti Liquor Store. We own the lot to the north. Wimmer has spoken with the manager there as well as Urban's Hardware, and it's very positive. If you look at the parking lot [at the liquor store], the open space to the north of that is also owned by the city. We'd put vendors there, customer parking would be at the liquor store parking. There may be some cross benefit there. Obviously we'll get a lot more traffic at the farmers market. Wimmer thinks it will make it a lot easier to get vendors. As we talked about it, it will take a little while, next year will be much better as they see the outcome from this year, but hopefully it'll get some more vendors in there. Everett has brought up vendor parking, which is something we'll have to figure out how we get that if we do end up with twenty/twenty-five vendors, we'll need places to put them. That's a great problem to have.

Wimmer stated that additionally we no longer have the Two Cities, One Community event. So we're going to take that, and on August 12th we'll take those activities and meld them in with the last Street Dance and that is also the car show spectacular event. So we'll have activities starting at 8:00 am running all the way through the end of the Street Dance at 11:00 pm. We're going to work with some other groups to get some volunteers to help out with that, as well as some possible internship type things for the summer. We'll have a lot of great events throughout that whole day. For those who have done the 5K or bike ride, the lot where it starts in Cambridge is actually owned by the state, so we'll work with them to use that lot for the event. It will be another great full day kind of thing, kind of like what they work during Rodeo/Jubilee days with stuff going all day. It will be a nice end of summer event. We don't have a name yet for it, but we're working on it, then we can cross market everything as well.

Mayor Wimmer also explained that the scavenger hunt will be the best part. It has morphed from a medallion hunt into a scavenger hunt, Everett has some good stuff put together. We are looking at announcing it at the June Street Dance or Jubilee Days so we have a number of weeks. The goal is to get everybody into all of our parks, to get them into other potential spots within the city that we want them to become accustomed with. The first 100 people that complete the scavenger hunt would get a prize and then they would be entered in a drawing for a grand prize. We're looking at starting with about $100 for a grand prize, but hopefully we can boost it up by then. Zdon asked if Park Board members can participate, Wimmer stated everyone can participate. Everett stated they could as long as they didn't write the clues. Everett stated the basic idea is that the clues are selected by parks or other places we want people to visit; you go to the place and answer a question that you can only answer by going there. Wimmer gave the example of looking for the number of bolts on a certain table at Legacy Park.

Zdon stated that he had a couple of things on the map in the brochure. First, number 6, Unity Park, is missing on the map image. The other is do we want to add a "13a" since we have a 13a box for the garden, the same way it's listed for 2, Bluebird Park. Everett stated that is a good idea. Everett stated that she did move the location of the farmers market over and added West Dual because it wasn't there before. Zdon said that will be cool because all those cars will be able to see it. Wimmer stated that the people coming into the store too, and John, the manager there, was excited about the idea. Wimmer stated that when he thought of the idea he wanted to make sure he talked to everybody. Garvey stated that business for the liquor store will benefit as well. Wimmer stated that they talked about the possibility of people buying things at the market and going to the liquor store to get something that will go with it. Longer term, Wimmer was also thinking that we can put together recipes with a shopping list.

Wimmer stated another update is with the Arts and Science Academy. We're making progress, but he is taking the position that Council will not approve changes to their CUP to allow more students until we see ground broken and they're working on that park component of the whole project.

Everett asked if there were any other changes to the brochure. She stated that the Last Chance Summer Dance section will change, but it's kind of a filler for the event. If we don't come up with a better name, it

will be Last Chance Summer Dance; Zdon stated it's not terrible. Everett stated that if there are events to go on the last page, to let her know. She found many that aren't happening anymore or don't have people to contact to verify when they are. Zdon stated that BMX will have a national in May as well.

Everett stated that otherwise, programs are pretty similar to last year. Movies are set. Street Dance bands changed since the last meeting. Wimmer explained that Hitchville stopped communicating. Everett explained that after we booked Devon Worley she got an email from Hitchville and they had been in Mexico for eleven days. Devon Worley Band is popular in this area, she usually had been up at Fire on the Rum and that kind of stuff, so it will be a good show for us too.

Everett stated that we do have some volunteers coming from Access Church for the Earth Day clean up, so if the members knew of any more volunteers to let her know and we could maybe get to some more parks that day too.

Wimmer asked what the numbers were for the last movie night. Everett stated that movie night with Heavenly Sunshine had 70 people, and it was that really nice day so we didn't know if anyone was going to come inside, so 70 was a great number for that day.

Everett explained that the brochure will hopefully get to the printers by the end of this week or early next week, so this will probably be the last time the board sees it before it's actually printed.

5. Tennis Court Research Update

Everett reminded the board that at the last meeting they talked about costs for the tennis courts. She dug back a little bit and couldn't find when the courts were initially installed, but back in 2003 they were completely reconstructed and that was a $62,000 project. Everett explained that she thinks if the courts are maintained properly, that may be a project that never really has to happen, though she's not positive. As far as resurfacing, 10-15 years seems pretty typical depending on location and weather conditions, annual crack filling, that kind of thing. We're kind of at that point, where it's typical that we'd have to do it again. She said she didn't know if this was something we wanted to look at for the 2018 budget. Wimmer stated that we have to, there's one crack that's getting pretty big. Zdon confirmed that we need to look at getting it done, but it's not in the budget so we can't do it now. But, if we can crack fill and stay on top of the weeds for now. Everett explained that the depths of the cracks at this point, we really can't fill, but we certainly can make sure there aren't weeds growing in them this year and making it worse, and keep them as playable as possible. Wimmer confirmed that we need to get something in the 2018 budget. Everett explained that she did look into the grant that Garvey had found and it wasn't as promising as we originally thought. It was for up to 10% of what you're doing, for us $1,400. At the time that we're looking to do it, she will see if we can get $1,400 to help, but it's not something that can cover our whole cost. Everett stated she'll make a note and we'll talk about it at budget time.

6. Parks Updates

Everett stated that some of these were covered in the brochure update so we'll skip through. She explained that March Movie Night will have New Hope Community Church volunteering and they're new to town so it will be cool to see some of those faces.

Skate park equipment – Everett directed the members to the picture that Zdon put together, and the attached picture showing where the water sits on the slab. What we need to decide is the general area where the equipment will be moved. As public works started looking at it, the composite boards underneath are cracked. In order to put it back together, the alternative is marine grade plywood. We should be able to replace it with what's budgeted and get some panels to replace the worst stuff this year. Anything we can't do, we'll get to early next year. That shouldn't be a major setback, but we may not be

able to get as many panels as we thought we would. Everett stated that it looks like what is on the picture from Zdon makes sense with where the water sits. Zdon stated that it's not there for water reasons, but it does work well with where the water sits also. It allows for future expansion. Zdon stated the only major input would be that currently to the north of the north-most obstacle, there's about 30-40 feet that's kind of wasted space. We want to have it maybe 10 feet off of the north side. Everett stated that there might be safety regulations on that, but she's not sure since it's cement anyway. Zdon pointed out that the south side right now only has about a foot. Everett asked if the orientation works. Zdon stated yes, with what we have, put everything where it is, but in the northwest corner. Everett asked if there was any preference from the west side of the slab how far over it goes. Zdon stated that the same, or maybe a little more over so there's space at the rail. He stated that when they get to that point he'd be glad to come out and look at it. Wimmer stated that when it's time, to go out there with public works to map out where stuff is and start marking it, that would be the best thing to do. Otherwise, we can have a 10 minute conversation now, but we'll just have to repeat it again. Zdon confirmed that for now, basically how it is now, a little further north, maybe a little farther east. There was discussion about where the water sits on the slab.

Everett stated that community garden reservations have started coming in. There are 18 ground plots reserved at this point, and a couple more people that were in last year have called but haven't had a chance to get in yet. Wimmer asked how many there are total. Everett stated there are 60 total and 3 raised beds. She did put in the mini grant application for 3 more, and included new hoses in that because there was some more money to play with. She did include on the garden layout that she didn't think it made sense to have the beds in the garden being weathered if they weren't being used, so at the point we get reservations for them, we'll install them. The School for all Seasons is excited to come back. Everett will be at their school next week for STEAM week, and they are going to try to do as many garden-related things over STEAM week as they can. She will give them a presentation on pollinators.

Everett explained that the future dog park is going to be a 2018 budget item. Going through the process, we'll need to get the lot surveyed so we know exactly where the fence can go so we don't end up on railroad property. Park board will be updated as all of that happens. Wimmer stated that it ties into one of the other things we're looking at in 2018. We're looking at doing something, most likely and addition, but possibly a stand alone, Public Works building. The two buildings that are just east of the BMX building are full of police ceased property, public works stuff, we have stuff at the water tower. Every free space we have, pretty much, has stuff jammed in it everywhere. What we're looking at is having a place that would be secure, and we had public works fenced in last year, so if it's police property they'll be able to get to what they need too. In a lot of the situations, to get to one thing you have to pull out three others, it's a mess. With this, we'd have dedicated space for the police department and public works, as well as having place for our squad cars. All of our squad cars sit outside because we have no place to park them inside. Those two buildings will be removed once this other building is up, so that will open the space up more. It kind of all ties together. Zdon stated that it's time, and those buildings have served their purpose. Wimmer stated that he thought one of them was from the old summer kitchen, but he's talked to the original land owners and they know that it'll be going too.

Everett stated that she also listed the new street dance dates.

Wimmer stated that we also got a park grant for River Bluff. Everett stated that we got another mini grant through Partners in Healthy Living to have Bolton and Menk make us trail maps similar to what we have at Legacy for River Bluff. That grant has been accepted by council and we've seen the first draft of that, and it looks good. Wimmer stated that we'll update the Legacy one as well. And the barrier went up today. We'll put signs up. Obviously, if someone wanted to drive around they could, but with those signs if they do it they'll be immediately ticketed because now we can enforce it. Everett stated that there's a gap between the gates, so hopefully it's obvious that you can walk back there still. Wimmer stated that hopefully this will cut down on some of the nonsense that's been happening. Garvey stated that it's gone

down significantly, and Wimmer confirmed that they've picked up a few people and gotten a couple of vehicles.

8. Adjournment

Motion by Garvey, second by Witte to adjourn the February 28, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:29 p.m.

Dated at Isanti, Minnesota this 28th day of February, 2017.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 21, 2017 – 7:00 P.M.
CITY HALL

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

G. Citizens Input

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution Supporting Local Decision-Making Authority *(Mayor Wimmer)*

All 'K. Business Items' will be renumbered accordingly

L. Consent Agenda
10. Resolution Accepting Proposal Quote for Rug & Uniform Services for All City Departments and Entering into Three-Year Contract with G & K Services

M. Other Communications

Adjournment

RESOLUTION 2017-XXX
A RESOLUTION SUPPORTING LOCAL DECISION-MAKING AUTHORITY

WHEREAS, local elected decision-makers are in the best position to determine what health, safety and welfare regulations best serve their constituents; and

WHEREAS, just like state legislative leaders, local elected officials are held accountable through Minnesota's robust elections process; and

WHEREAS, ordinances at the local level are enacted only after a comprehensive, legal and open process; and

WHEREAS, local units of government are required to publish notices about meetings where policies will be discussed and decisions will be made; and

WHEREAS, under the state's Open Meeting Law, public policy discussions and decisions must occur in meetings that are accessible to members of the public; and

WHEREAS, cities are often laboratories for determining public policy approaches to the challenges that face residents and businesses; and

WHEREAS, preservation of local control in Minnesota has yielded statewide benefits such as the 2007 Freedom to Breathe Act, an amendment to the Minnesota Clean Indoor Air Act; and

WHEREAS, more than two dozen bills that restrict local decision-making have been introduced in 2017 to date.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, that this Council supports local decision-making authority and opposes legislation that removes the ability for local elected officials to respond to the needs of their businesses and constituents.

ADOPTED by the Isanti City Council this 21st day of March, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council Members**

From: Don Lorsung, City Administrator

Date: March 20, 2017

Subject: Resolution Awarding Rug & Uniform Services

Background:
As per our regular services contracts, quotes were requested for Rug & Uniform Services. Two quotes were received that include weekly, bi-weekly and monthly servicing of all municipal departments rugs (and related services) as well as Public Works uniform services. The contract is for a 3-year time period that extends from April 1, 2017 to March 31, 2020.

Rug & Uniform Services:
One quote was from the current provider, G&K Services and the other was from Huebsch Services. Please see the attached quotes that gives category pricing for each service area. In reviewing the pricing provided the overall cost per item was cheaper through G&K. However, Huebsch Services did have some cheaper costs for the replacement of loss/damage values. In reviewing this with staff, it was determined that due to the rare need to replace a lost or damaged item, that the overall pricing still remained lower with G&K Services.

Council Action:
Staff recommendation: Staff is recommending accepting the quote from G&K Services for rug & uniform services for the next contract period.

Attachments:
- Proposal from G&K Services
- Proposal from Huebsch Services
- Resolution 2017-XXX Accepting Proposal Quote for Rug & Uniform Services For All City Departments and Entering Into 3-Year Contract with G&K Services

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING PROPOSAL QUOTE FOR RUG & UNIFORM SERVICES FOR ALL CITY DEPARTMENTS AND ENTERING INTO THREE-YEAR CONTRACT WITH G & K SERVICES

WHEREAS, the current 3-year contract for Rug & Uniform Services expires March 31, 2017; and,

WHEREAS, the City of Isanti posted a request for proposals for rug & uniform services on March 3, 2017 with a closing date of March 17, 2017; and,

WHEREAS, a request for quotes for the services was published in the City's official newspaper; and

WHEREAS, two quotes were received for the service at the noticed time and date. Staff evaluated the quotes received for costs of servicing and replacement costs of items; and,

WHEREAS, the lower overall quote was provided by G & K Services, which is the current provider for all city departments and municipal buildings; and,

WHEREAS, G&K Services also holds the State bid contract for rug and uniform services and the new contract would reflect the state bid pricing; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, the following:

1. Hereby award the contract for rug and uniform services to G & K.
2. Approve a term of 3-years for contract of services.
3. The Human Resources/City Clerk and/or City Administrator are authorized to sign the renewed contract with prices listed per the proposal document on behalf of the City.

This resolution was duly adopted by the Isanti City Council this 21st day of March, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

REQUEST FOR PROPOSAL
UNIFORM & RUG SERVICES WORKSHEET

Company Name: Huebsch Services

Contact Person: Dan Gregor / Sales and Service Mgr

Email: dang@huebsch-services.com Phone: 651-686-2322

Please check areas in which your party is providing a proposal for:

X Uniform Clothing Quote (Uniform Rental/Lease including High Visibility option)

X Rug Services Quote

Please indicate whether your company will clean articles contaminated with blood-borne pathogens?

X Yes ____ No

Please indicate your cost per item, replacement cost and servicing frequency ability for the following: See Attached

Item Description	Charge Per Change/Item	Replacement Cost (Loss/Damage Value)	Servicing Frequency
3 x 10 Mat			
3 x 4 Mat			
3 x 5 Scraper Mat			
4 x 6 Mat			
5 x 8 Mat with City Logo			
Air Freshener			
Bar Towels			
Cloth Roll Towels			
Roll Towel Cabinet			
Cotton Shirts			
High Visibility Shirts			
Industrial Jackets			
Industrial Shirts			
Jeans			
Cargo Pant			
Shop Towels			

Item Description	Charge Per Change/Item	Replacement Cost (Loss/Damage Value)	Servicing Frequency
Soap Dispenser			
Wet Mop			
Dust Mop			

Please indicate any additional charges that the City may incur from obtaining your services:

_____

_____

_____

_____

You may attach any additional information to this worksheet to provide quotes for the uniform & rug services.

CITY OF ISANTI - REQUEST FOR PROPOSAL UNIFORM & RUG SERVICES WORKSHEET

Item Description	Charge Per Change/Item				Servicing Frequency		
	*Weekly	**Bi-Monthy	***Every-Four-week	Replacement Cost (Loss/Damage Value)	*Weekly	**BI-Monthly	***Every-Four-week
3x10 Mat	$3.50	$4.50	$6.50	$0.00	x	x	x
3x4 Mat	$1.50	$2.00	$3.00	$0.00	x	x	x
3x5 Scraper	$2.50	$3.00	$4.25	$0.00	x	x	x
4x6 Mat	$2.75	$3.50	$5.00	$0.00	x	x	x
5x8 Mat with City Logo	$10.75	$14.00	$19.50	$0.00	x	x	x
Air Fresheners	$1.25	$2.50	$5.00	$0.00	x	x	x
Bar Towels	$0.07	$0.07	N/A	$0.00	x	x	N/A
Cloth Roll Towels	$0.90	$0.90	$0.90	$0.00	x	x	x
Roll Towel Cabinet	$0.25	$0.50	$1.00	$0.00	x	x	x
Cotton Shirt	$0.41	-	-	$21.20	x	-	-
High Visibility Shirt	$0.78	-	-	$40.46	x	-	-
Industrial Jacket	$0.74	-	-	$38.50	x	-	-
Industrial Shirts	$0.27	-	-	$13.94	x	-	-
Cargo Pant	$0.53	-	-	$27.52	x	-	-
Shop Towel	$0.04	$0.04	$0.04	$0.00	x	x	x
Soap Dispenser	$0.00	$0.00	$0.00	$0.00	x	x	x
Wet Mop	$0.90	$0.90	$0.90	$0.00	x	x	x
Dust Mop (30")	$0.90	$0.90	$0.90	$0.00	x	x	x

Please Indicate any additional charges that the City may incur from obtaining your service:

1. HuebschGuard charge on mats, towels, mops to cover accidental loss or damage of product. You never pay a loss or damage charge.
2. UniGuard Plus charge on uniforms protects against loss or damage on uniforms. Never pay for a loss or damage charge on uniforms.
3. UniPrep charge covers all set-up and emblem charges on uniforms and jackets. Sublimated emblems only.
4. Soap - You pay for soap as you need it.
5. Water/Energy charge is added to all invoices.
6. Towels, Roll Towels, Uniforms, Jackets, Wet Mops, and Dust Mops; pricing is based on and billed on full inventory in service

HUEBSCH

Dan Gregor | Sales & Service Manager | 2941 Center Court - Eagan, MN 55121

D. 651.686.2322 | C. 715.821.1756 | F. 651.452.5896 | dang@huebsch-services.com

Mar-17

Isanti

REQUEST FOR PROPOSAL
UNIFORM & RUG SERVICES WORKSHEET

Company Name: G+K Services

Contact Person: Tom Veitch

Email: TVeitch@GKServices.com Phone: 320-345-4819

Please check areas in which your party is providing a proposal for:

X Uniform Clothing Quote (Uniform Rental/Lease including High Visibility option)

X Rug Services Quote

Please indicate whether your company will clean articles contaminated with blood-borne pathogens?

X Yes ____ No

Please indicate your cost per item, replacement cost and servicing frequency ability for the following:

Item Description	Charge Per Change/Item	Replacement Cost (Loss/Damage Value)	Servicing Frequency
3 x 10 Mat	1.995 / 2.40 / 2.40	87.95	W/Bi / M
3 x 4 Mat	.998 / 1.20 / 1.20	36.05	W/Bi /M
3 x 5 Scraper Mat	1.05 / 1.20 / 1.20	36.05	W/Bi / M
4 x 6 Mat	1.596 / 1.92 / 1.92	65.95	W/Bi/M
5 x 8 Mat with City Logo	6.66 / 13.60 / 26.80	128.00	W/Bi/M
Air Freshener	1.75 / 3.50 / 7.00	25.00	W/Bi/M
Bar Towels	.07 / .11 / .14	.70	W/Bi/M
Cloth Roll Towels	.61 / .92 / 1.82	18.48	W/Bi/M
Roll Towel Cabinet	N/C	175.00	W/Bi/M
Cotton Shirts	.36	12.50	W
High Visibility Shirts	.79	50.99	W
Industrial Jackets	.54	22.50	W
Industrial Shirts	.26	13.99	W
Jeans	.36	14.50	W
Cargo Pant	.50	14.50	W
Shop Towels	.035 / .06 / .08	.39	W/Bi/M
Carpenter Jeans	.39	14.99	W

Item Description	Charge Per Change/Item	Replacement Cost (Loss/Damage Value)	Servicing Frequency
Soap Dispenser	2.50 / 5.00 / 10.00	11.00	W / Bi / M
Wet Mop	1.25 / 1.67 / 2.50	13.89	W / Bi / M
Dust Mop 24"	.48 / .72 / .96	11.421	W / Bi / M

Please indicate any additional charges that the City may incur from obtaining your services:

You may attach any additional information to this worksheet to provide quotes for the uniform & rug services.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 21, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. March 7, 2017 – Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. Parks, Recreation, & Culture Board Meeting	Tuesday, March 28, 2017 at 6:00 p.m.
2. City Council Meeting	Tuesday, April 4, 2017 at 7:00 p.m.
3. Economic Development Advisory Board	Tuesday, April 4, 2017 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

1. 2017 Palomino Road Street & Utility Improvements Project
   a. Resolution Ordering the 2017 Palomino Road Street & Utility Improvement Project

2. Request for the Vacation of All Drainage and Utility Easements lying within Lots 2 & 3, Block 1, Fairway Greens

K. Business Items

<u>City Administrator Don Lorsung</u>

1. Resolution Approving the Extension of an Agreement with Community Pride Bank for Banking Services

<u>Police Chief Gene Hill</u>

2. Resolution Declaring 2010 Dodge Charger as Surplus Property

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $ 619,440.00 and Payroll in the Amount of $92,593.77
2. Contractor's Pay Request No. 07 Wastewater Treatment Improvements in the Amount of $335,782.00
3. Final Meeting Minutes of the February 7, 2017 Economic Development Authority Meeting
4. Resolution Approving Donation Box at Liquor Store for Pet Supplies Drive
5. Resolution Approving Contract for Interim Community Development Consulting Services with Roxanne Achman
6. Resolution Accepting Quote for Fire Extinguisher Services for the City of Isanti and Entering into a Contract for Fire Extinguisher Services
7. Resolution Approving Job Descriptions Within the Public Works Department
8. Resolution Approving Farmers Market Advertisement in the May Edition of the Courier
9. Resolution Extending Vacation Hours for Liquor Store Manager John Jacobi

M. Other Communications

1. Draft Meeting Minutes of the March 7, 2017 Economic Development Authority Meeting
2. February Police Department Report
3. February Code Enforcement Report
4. February Building Inspector Report
5. March Engineering Report

N. Closed Session

1. Labor Negotiations

The City Council will resume in open session following each of the Closed Session matters. After reopening the meeting the Council may take such action, if any as it deems appropriate pertaining to the matter discussed in closed session.

Adjournment

F1

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 7, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Administrator Don Lorsung, City Attorney Clark Joslin, City Engineer Brad DeWolf, Economic Development Director Sean Sullivan, Human Resources/City Clerk Lindsey Giese

Others Present: B. Binger III, M. Hamm, G. Harris, A. Maxwell, K. Merry, R. Stawski, M. Warring, and J. Niles

D. Adopt Agenda
Motion by Lundeen, second by Lorinser to approve the agenda as presented. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards
None

F. Approve City Council Minutes
1. February 21, 2017 – Regular Meeting of the City Council
2. February 21, 2017 – Closed Session of the City Council

Motion by Lorinser, second by Bergley to approve the minutes. Motion carried unanimously.

G. Citizens Input
None

H. Announcements

1. City Council Meeting	Tuesday, March 21, 2017 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, March 21, 2017 *(Immediately following City Council Meeting)*
3. Parks, Recreation and Culture Board Meeting	Tuesday, March 28, 2017 at 6:00 p.m.

I. Council Committee Reports
Councilor Lundeen expressed his heartfelt condolences to the family of Dwaine Nelson, who passed away recently. Lundeen indicated that Mr. Nelson was one of the pioneers of the City with commercial and housing development.

J. Public Hearings

K. Business Items

1. **<u>Resolution 2017-057</u> Approving Unbudgeted Event Funding for Summer 2017**

Mayor Wimmer explained that the City of Cambridge has backed out of the "Two Cities, One Community Event". The events that we had planned and budgeted for have been moved to August 12, 2017. The City of Isanti will be having a 5K and the family bike ride. We will have our fitness fair in Bluebird Park and that would transition into the Rum River Rods Car Show. There will also be a vendor fair, pie eating contests, parts swap and games at the events. The day will end with our final street dance of the year. Without the participation of Cambridge, there were other costs associated with this that we did not expect. Councilor Lorinser asked if there were fees for the 5K race. The Mayor indicated we don't charge for the race, but it is timed with the top 3 in the adult and youth categories receiving medals. The purpose of this event is to bring people to the City. All the events are free. We will try to keep the same format and make it a welcoming celebration of the City. There will also be a scavenger hunt which will kick off in June and the finale will be at this event.

Motion by Lorinser, second by Collison to approve Resolution 2017-057 as presented. Motion carried unanimously.

2. **Farmer's Market Location Discussion**

The Mayor explained that the reasoning for bringing the Farmers Market to Downtown, behind Isanti Custom Meats and the Post Office to what is known as Eagle Park, was to try and get more activity Downtown. We were hoping to have more coordination with the businesses and we haven't quite had that. It has been more difficult than anticipated with traffic and to get vendors to participate. The Mayor indicated the idea came to mind to move the Farmer's Market near the Liquor Store where we have an open lot. We have plenty of space for parking and for the vendors, and there is higher visibility and better traffic flow.

Motion by Lundeen, second by Lorinser to proceed with the process of moving the Farmer's Market Location. Motion carried unanimously.

<u>City Administrator Don Lorsung</u>

3. On-Sale and Sunday Liquor License Renewals
   a. **<u>Resolution 2017-058</u> Approving a Liquor License Renewal for Rum River VFW 2735**
   b. **<u>Resolution 2017-059</u> Approving a Liquor License Renewal for Wintergreen's Golf & Grill**
   c. **<u>Resolution 2017-060</u> Approving a Liquor License Renewal for Junction Bowl and Whistle Stop Bar & Grill**

The Mayor praised all three establishments. The VFW has made really good progress from last year in their participation with the Police Department. Wintergreen's and Junction Bowl continued with a good report. The Mayor explained that the things we track range from fights and disturbances to DUI's, some of which are out of the establishment's control. There were very few of any of those things. Which is what we want to have in this community, people who take their liquor licenses seriously. It is

about the importance of people drinking responsibly. The City wants to have a positive situation where anyone can take their family into any establishment.

Motion by Lorinser, second by Lundeen to approve Resolution 2017-058, 2017-059, and 2017-060 as presented. Motion carried unanimously.

4. **Resolution 2017-061 Approving Pawnshop License Renewal to Northern Pawn, Inc.**
   The Mayor indicated he has never had a complaint in all the years they have been in operation and thanked Northern Pawn, Inc. for doing a fantastic job.

Motion by Lundeen, second by Bergley to approve Resolution 2017-061 as presented. Motion carried unanimously.

5. **Resolution 2017-062 Accepting Bid for Repairs to the Isanti Indoor Arena**
   The bid was awarded to Steel Structures, Inc.

Motion by Lundeen, second by Lorinser to approve Resolution 2017-062 as presented. Motion carried unanimously.

6. **Resolution 2017-063 Approving the Preliminary Plat of Fairway Greens Phase Ten, legally described as Lots 2 and 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota**

Motion by Lundeen, second by Bergley to approve Resolution 2017-063 as presented. Motion carried unanimously.

7. **Resolution 2017-064 Accepting Proposal for Interim Planning and Zoning Administration Services**

Motion by Lorinser, second by Collison to approve Resolution 2017-064 as presented. Motion carried unanimously.

Economic Development Director Sean Sullivan

8. **Resolution 2017-065 Authorizing Registration of City of Isanti and Isanti Parks Logos with Minnesota Secretary of State**

Motion by Lorinser, second by Lundeen to approve Resolution 2017-065 as presented. Motion carried unanimously.

City Engineer Brad DeWolf

9. **Resolution 2017-066 Authorizing Advertisement for Bids Within the City of Isanti for 2017 Pavement Management Project**

Motion by Bergley, second by Lorinser to approve Resolution 2017-066 as presented. Motion carried unanimously.

10. **Resolution 2017-067 Approving Advertisement for Bids Within the City of Isanti for 1st Avenue Sidewalk & Curb Replacement**

Motion by Lundeen, second by Collison to approve Resolution 2017-067 as presented. Motion carried unanimously.

11. **Ordinance No. 670 Amending Ordinance No. 420 to Include Updates to Comply with MS4 General Permit**

Motion by Lorinser, second by Lundeen to approve Ordinance No. 670 as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $261,518.64 and Payroll in the amount of $89,604.03
2. Contractor's Pay Request No. 3 (Final) for 2015 City Parking Improvements in the Amount of $37,712.49
3. Final Meeting Minutes of the January 17, 2017 Planning Commission Meeting
4. Final Meeting Minutes of the January 24, 2017 Parks, Recreation and Culture Board Meeting
5. **Resolution 2017-068 Authorizing the Designation of Fund Balances for 2016**
6. **Resolution 2017-069 Approving a Check Be Written to Heavenly Sunshine Preschool for Volunteering at the Community Movie Night**
7. **Resolution 2017-070 Accepting Quote from Bolton & Menk for Surveying Services for the Preparation of Annexation Descriptions and Exhibits**
8. **Resolution 2017-071 Accepting Community Development Director Roxanne Achman's Letter of Resignation**
9. **Resolution 2017-072 Approving Updates to Community Development Director Job Description**
10. **Resolution 2017-073 Approving Temporary Pay Increase to Receptionist/Utility Billing Clerk, Anna Wegwerth**
11. **Resolution 2017-074 Approving Temporary Pay Increase to Assistant Finance Director, Shayna Forster**
12. **Resolution 2017-075 Authorizing Public Services Director/Assistant City Administrator Josi Wood to Serve on the Cambridge-Isanti School District Safe Routes to School Committee**
13. **Resolution 2017-076 Accepting Quote for Cleaning Services and Authorizing Entering into a Contract for Cleaning Services**
14. **Resolution 2017-077 Accepting Proposal for Interim Finance Director Services**
15. **Resolution 2017-078 Authorizing Engineering Services for Water Tower Inspection and Cleaning Quotes**
16. **Resolution 2017-079 Approving Integration of the Miox Equipment into SCADA**
17. **Resolution 2017-080 Approving Feasibility Study of the Extension of Fifth Avenue Northeast**

Motion by Collison, second by Bergley to approve Consent Agenda as presented. Motion carried unanimously.

Adjournment

Motion to Adjourn by Lundeen, second by Bergley. Motion carried unanimously. The meeting was adjourned at 7:17 p.m.

Respectfully Submitted,

Lindsey Giese

Lindsey Giese

Human Resources/City Clerk

J1

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: March 15, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: 2017 Palomino Road Street & Utility Improvements
Public Hearing & Project Authorization
City of Isanti, MN
Project No.: R13.112450

An Informational Open House was conducted on March 14th, 2017. Seven individuals representing four properties attended. There are a total of 26 properties associated with the project. The majority of attendees agreed the roadway was in need of repair and cited high truck traffic as the main cause for the poor condition. Both owners in attendance that have property on the north side of Palomino opposed the proposed trail. A majority of those who attended did not express opposition to the proposed roadway improvements, and two property owners stated they felt the proposed assessments were fair.

Following the Public Hearing input, should you decide to proceed with the project, a resolution ordering the improvement has been included in the Council packet.

Following is a schedule for the project:

1) March 21, 2017 – Hold Public Hearing, Mayor and City Council order the improvements
2) April, 2017 – Mayor and City Council reviews and approves final plans and orders advertisement of bids
3) April, 2017 – Advertise for bids
4) May, 2017 – Open Bids
5) May, 2017 – Mayor and City Council awards Bid
6) June 2017 – Commence construction
7) November, 2017 – Substantial construction completion
8) November, 2017 – Conduct final assessment hearing
9) June 2018 – Final construction complete (bituminous wearing course)

I will be at the March 21, 2017 Council meeting to provide a condensed presentation on the project and assist with questions during the Public Hearing. Please contact me with any questions or comments.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2017-_____

RESOLUTION ORDERING THE 2017 PALOMINO ROAD STREET & UTILITY IMPROVEMENT PROJECT

WHEREAS, a resolution of the City Council adopted on the 21st day of February, 2017, fixed a date for a council hearing on the proposed improvement of Palomino Road SE from the intersection of Railroad Avenue SE to the intersection of State Highway 65. The improvement shall consist of street reconstruction, trail construction, and the installation of new watermain; and

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 21st day March, 2017, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.

2. Such improvement is hereby ordered as proposed in the Council Resolution No. 2011-045 adopted the 21st day of February 2017 that shall include the improvement of Palomino Road SE from the intersection of Railroad Avenue SE to the intersection of State Highway 65.The improvements shall consist of street reconstruction, trail construction, and the installation of new watermain.

3. The City Council declares its official intent to reserve the option to reimburse itself for a part of the costs of the improvement from the proceeds of a tax exempt bond.

The motion for adoption of the foregoing resolution was moved by Councilmember _____, seconded by member _____, and upon a vote being taken thereof, the following voted in favor thereof:_____, and the following voted against the same:_____ .

Where upon, this resolution was _____ by the Isanti City Council this 21st day of March 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

J2

PUBLIC HEARING

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Community Development Director

Date: March 21, 2017

Subject: Approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for the vacation of All Drainage and Utility Easements lying within Lots 2 & 3, Block 1, Fairway Greens, according to the plat thereof, Isanti County, Isanti, Minnesota, which were dedicated to the public in said plat.

Background

Lots 2 and 3, Block 1 of Fairway Greens is located east of Highway 65 on 6th Ave Ct NE. CSDCPC ASA LLC is requesting to vacate all drainage and utility easements within said lots due to the replatting of the property. All easements will be reestablished along the new property lines with the Final Plat of Fairway Greens Phase Ten. Such plat will be reviewed at the March 21, 2017 Planning Commission meeting.

The easements to be vacated is as described below:

That part of Lots 2 & 3, Block 1, FAIRWAY GREENS, Isanti County, Minnesota, described as follows:

> All Drainage and Utility Easements lying within Lots 2 & 3, Block 1, Fairway Greens, according to the plat thereof, Isanti County, Isanti, Minnesota, which were dedicated to the public in said plat.

Public Hearing Notice

Notice was published within the Isanti County News on Wednesday, March 8th and Wednesday, March 15th. Notice was also provided to property owners within the subject area of the vacation that may be impacted by such a vacation. City staff has received no questions or comments regarding the vacation.

Staff Request

City Staff is requesting action on this item.

Attachments

- Resolution No. 2017-XXX
- Findings of Fact
- Fairway Greens plat showing all easement locations

CERTIFICATE OF COMPLETION

Don Lorsung, City Administrator/City Clerk of the City of Isanti, State of Minnesota, pursuant to Minnesota Statutes 412.851 hereby states as follows:

1. NOTICE IS HEREBY GIVEN that pursuant to the attached Resolution duly adopted by the City Council of Isanti, Isanti County, Minnesota, as provided under Minnesota Statutes 412.851 and Minnesota Statutes 462.358, Subd. 7, that the City Council of Isanti has completed the vacation of the public drainage and utility easement as described herein as of February 16, 2016.

2. Attached hereto is a copy of said Resolution, which copy is hereby certified to be true and correct copy of the original Resolution, on file and of record in the office of the City Clerk in and for the City of Isanti.

3. The subject public drainage and utility easement which has been vacated by the City of Isanti is as described on the attached Exhibit "A", attached hereto and made a part hereof.

4. The City Clerk hereby certifies that said vacation as evidenced by Resolution No. 2017-XXX attached hereto, has been completed.

CITY OF ISANTI

Dated: _____

By: _____
Its City Clerk

'EXHIBIT A'

CITY OF ISANTI
COUNTY OF ISANTI
STATE OF MINNESOTA

RESOLUTION NO. 2017-XXX

A RESOLUTION VACATING A UTILITY EASEMENT

THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA DOES HEREBY RESOLVE AS FOLLOWS:

WHEREAS, the City Council of the City of Isanti previously passed Resolution No. 2017-030 noting its interest in vacating pursuant to Minnesota Statute 412.851 a utility easement legally described as:

That part of Lots 2 and 3, Block 1, FAIRWAY GREENS, Isanti County, Minnesota, described as follows:

All Drainage and Utility Easements lying within Lots 2 & 3, Block 1, Fairway Greens, according to the plat thereof, Isanti County, Isanti, Minnesota, which were dedicated to the public in said plat;

and setting a public hearing to consider the vacation of such drainage and utility easement: and,

WHEREAS, a public hearing to consider the vacation of the utility easement was held on the 21st day of March, 2017, before the City Council of the City of Isanti in the City Hall located at 110 First Avenue NW at 7:00 p.m. after due published and posted notice had been given, as well as personally mailed notice to all affected property owners by the Community Development Director and all interested and affected persons were given the opportunity to voice their concerns and be heard; and,

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and,

WHEREAS, the City Council of the City of Isanti in its discretion has determined that the vacation will not hinder the public interest as all easements will be reestablished with the plat of Fairway Greens Phase Ten; and,

WHEREAS, all members of the City Council of the City of Isanti concur in this Resolution; and,

NOW THEREFORE, BE IT UNANIMOUSLY RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, COUNTY OF ISANTI, MINNESOTA, that such petition for vacation is hereby granted and the drainage and utility easements located on the property legally described as Lots 2 and 3, Block 1, Fairway Greens described as follows be hereby vacated:

All Drainage and Utility Easements lying within Lots 2 & 3, Block 1, Fairway Greens, according to the plat thereof, Isanti County, Isanti, Minnesota, which were dedicated to the public in said plat.

BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to sign all documents necessary to effectuate the intent of this Resolution and that the City Clerk is hereby directed

to file a Notice in writing of the completion of these vacation proceedings, together with a certified copy of this Resolution, with the County Recorder in and for Isanti County, Minnesota.

Adopted by the Isanti City Council this 21st day of March 2017.

EFECTIVE DATE: March 21st, 2017

	AYES	NAYS
George Wimmer, Mayor		
Dan Collison		
Ross Lorinser		
Paul Bergley		
Steve Lundeen		

_____
Mayor George A. Wimmer

ATTEST:

_____
Lindsey Giese
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request from CSDCPC ASA LLC for the Vacation of that part of Lots 2 and 3, Block 1, FAIRWAY GREENS, Isanti County, Minnesota, described as follows:

> All Drainage and Utility Easements lying within Lots 2 & 3, Block 1, Fairway Greens, according to the plat thereof, Isanti County, Isanti, Minnesota, which were dedicated to the public in said plat.

Findings of Fact

1. The applicant has requested Final Plat approval of Fairway Greens Phase Ten, which will reestablish the easements along new property lines.
2. The petitioner has petitioned for the vacation of a drainage and utility easement shown on such plat for Fairway Greens.
3. Such property is legally described as Lots 2 and 3, Block 1, Fairway Greens.
4. The property is zoned "H65" Highway 65 Corridor Overlay District within Fairway Greens.
5. The property is currently vacant.
6. The petitioner is requesting the vacation of the easement in order to replat the property. All drainage and utility easements will be reestablished with the plat of Fairway Greens Phase Ten.
7. A complete application was received on February 1, 2017 and a public hearing date was set by the City Council on February 7th, 2017 for Tuesday, March 21st, 2017 (Resolution No. 2017-030).
8. Notice of the Vacation of an Easement Area was published within the Isanti County News on Wednesday, March 8th, 2017 and Wednesday, March 15th, 2017. Notices were sent to all property owners located within 350 feet of the subject property.

Conclusions

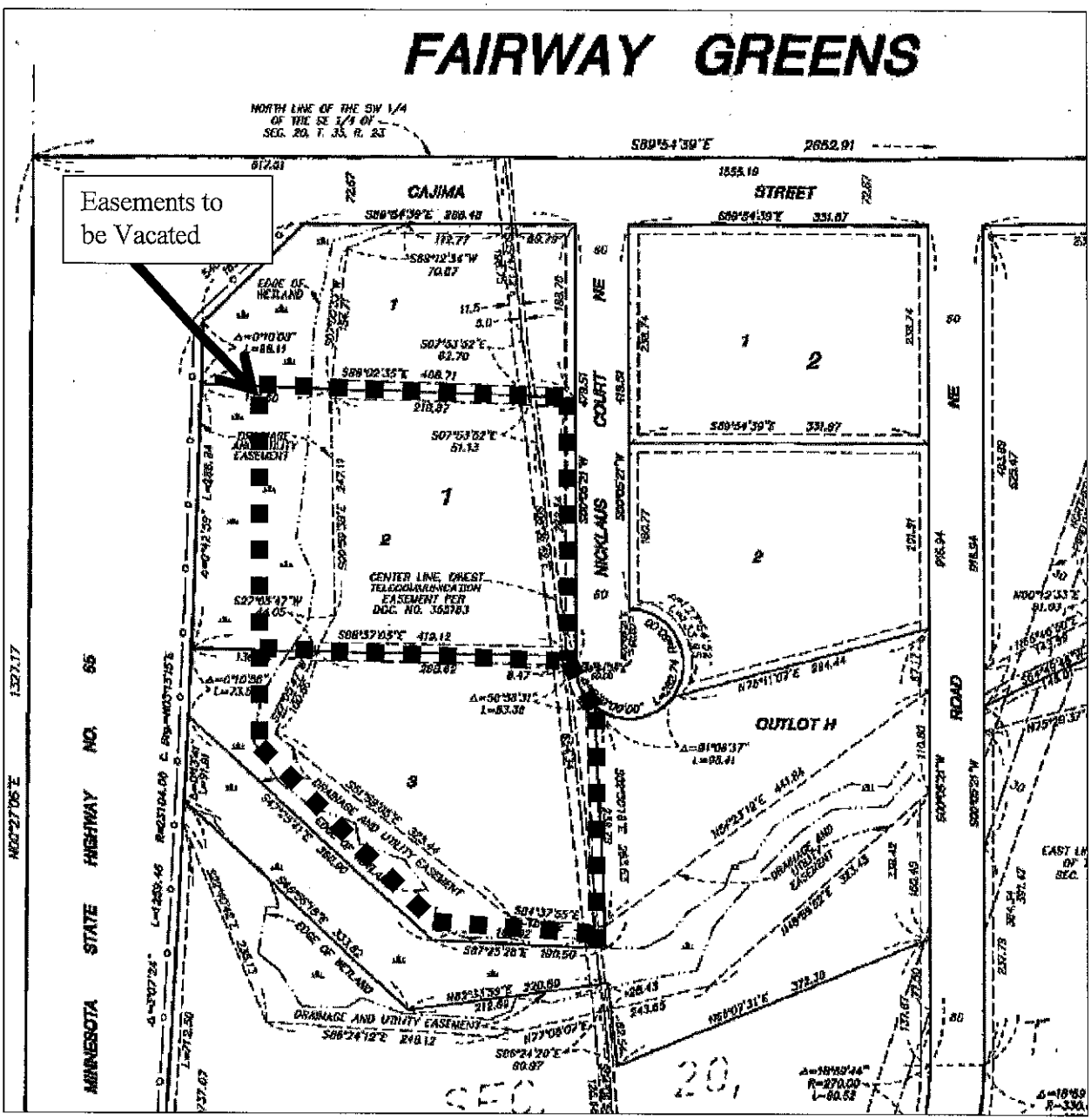
The vacation of the drainage easements will not adversely affect the public as all drainage and utility easements will be reestablished with the plat of Fairway Greens Phase Ten.

Decision

The City Council reviewed the item at their regularly scheduled meeting on **March 21st, 2017.** The meeting minutes will be made part of the Findings of Fact.

Easements to be vacated:

All Drainage and Utility Easements lying within Lots 2 & 3, Block 1, Fairway Greens, according to the plat thereof, Isanti County, Isanti, Minnesota, which were dedicated to the public in said plat.



A Community For Generations.

Isanti

To: Mayor Wimmer & City Council

From: Don Lorsung, City Administrator

MEMO

Date: March 16, 2017

Subject: Banking Services

The current banking services agreement with Community Pride Bank has a stipulation that the agreement could be continued for up to two years. Due to recent staff changes and workload, in order to provide continuity and stable services staff is recommending continuation of the current agreement with Community Pride Bank for a one year time period. The extension would end on March 31, 2018. This proposed extension was reviewed by the Finance Committee and is recommended for consideration by the City Council.

With the extension, terms in the current banking agreement remain the same, other than an increased and fixed rate for our Money Market funds (0.35% to 0.55%). Attached is a Resolution and Proposal for your consideration.

RESOLUTION NO. 2017-____

A RESOLUTION APPROVING THE EXTENSION OF AN AGREEMENT WITH COMMUNITY PRIDE BANK FOR BANKING SERVICES

WHEREAS, in 2014 the City of Isanti entered into an Agreement with Community Pride Bank to provide Banking Services for a three year period, ending on March 31, 2017, with the potential of two year extension; and

WHEREAS, Due to the City staffing changes and workload, staff is recommending a one year extension of the current agreement with Community Pride Bank with the terms the same, other than a change in the Money Market Account as outlined in the attached letter from Community Pride Bank; and

WHEREAS, the Finance Committee has reviewed this matter and is recommending City Council consideration of the one year extension of the current agreement:

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The City Council hereby approves the extension of the current banking services agreement with Community Pride Bank to March 31, 2018**.**

2. That the terms of the agreement with **Community Pride Bank** for banking services are the same, other than the change of the Money Market Funds from a .35% variable interest rate, subject to daily change, to a .55% fixed rate.

This resolution was duly adopted by the Isanti City Council this 21st day of March 2017.

ATTEST: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

Community Pride Bank

Community Banking... The Way It Should Be

March 13, 2017

Don Lorsung, ICMA-CM
City Administrator
City of Isanti
110 1st Avenue NW
P.O. Box 428
Isanti, MN 55040

Dear Don Lorsung,

This letter is to summarize our emails and phone conversations. We agree to an extension of the Banking Services agreement that we have with you. The current term of this agreement ends on March 31, 2017.

This letter confirms that the current terms of the contract regarding charges/services will stay the same, other than the interest rate on the Money Market account #22000178, which is currently at .35% Annual Percentage Yield (APY).

We will increase this rate to 0.55 APY beginning April 1, 2017 and fix the rate for a period of one year.

The current rates on your Business checking account #21001631 and the Sewer Revenue Money Market account #22000475 will remain the same at .03% and .75%, respectively.

Let me know if you have any questions.

Sincerely,

Linda M Swanson

Linda M. Swanson
Market President

K2

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**
From: Chief Gene C. Hill
Date: March 16, 2017
Subject: Squad 225 - Repairs

MEMO

Background:

On 03/15/2017 I brought squad 225 (2010 Dodge Charger) to Hirsch Motors for a recall on the timing chain and because of a critical engine light (flashing engine light). They have been diagnosing the problem and finally determined that the cam shaft is bad in many spots and one cam lobe has caused valve issues/failure on that cylinder.

As you recall, this is the same fate our 2011 Charger had last year and we put a low mileage engine into the vehicle because the 2011 car was not scheduled to be replaced until 2019. We are into Hirsch so far for approximately $800.00 to put the car back together. The engine does run but it's a little rough, but performs for now.

Options:

1. Put the car back together and be out with an $800.00 bill, bring this vehicle to Auction like we have done in the past with other squads.
2. Repair the current engine for an estimated cost of $4500.00 12month/12K mile warranty
3. Replace engine with a long block for an estimated $7,100.00 5year / 100K warranty
4. Replace with a salvage yard engine for about $4,300.00 30day / 3K warranty

I recommend the first option and the City Administrator concurs with that decision process as does the Finance Committee. Let's get out the 2010 Charger as cheaply as we can, it has almost 160K miles on the odometer. With squad cars the true mileage on the vehicle can be doubled because of all the idle time police cars receive. In 2018 the 2010 Charger was scheduled to be replaced.

The Blue Silverado was to be replaced and sold this summer at auction once the new squad arrived. All involved concur that keeping the blue truck for another year so we are not running short of vehicles and so that we are not putting excess mileage on the rest of the fleet.

This Charger was purchased with Forfeiture Funds and the proceeds of the sale will need to be deposited into the forfeiture fund by state law.

Action:

For the City Council to consider putting the 2010 Charger back together, declaring the vehicle surplus property, selling vehicle at the next Wayne Pikes public auction and depositing the proceeds of the sale into the Isanti PD Forfeiture Fund. Lastly, to retain the blue Chevrolet Silverado for one more year.

Respectfully,

Chief Gene C. Hill

RESOLUTION 2017-____

RESOLUTION DECLARING 2010 DODGE CHARGER AS SURPLUS PROPERTY

WHEREAS, the police department has experienced mechanical issues with the 2010 Dodge Charger squad car which reduces its ability to be used as a reliable squad car; and

WHEREAS, the Police Department will be proposing in their 2018 budget request to replace this vehicle; and

WHEREAS, in the interim, until the former squad car is replaced, the Police Department proposes to keep the 2006 Chevrolet Silverado, previously declared as Surplus in City Resolution No. 2017-032 ; and

WHEREAS, this matter has been reviewed by the Finance Committee and they are recommending to the City Council to declare the 2010 Dodge Charger as surplus property, and to sell the vehicle at public auction (Wayne Pikes Auction Services (Princeton, MN), and

WHEREAS, deposit the funds from the sale of the vehicle back into the Isanti Police Forfeiture Fund from where they originated in accordance with Minnesota §169A.63.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve:

1. For necessary repairs in the amount of $800.00 to be made on the vehicle, and to declare the 2010 Dodge Charge as surplus property to be sold at Wayne Pikes Auction and that the sale proceeds be deposited into the Isanti Forfeiture Fund.

2. To rescind prior City Council action in Resolution No. 2017-032, previously declaring the 2006 Chevrolet Silverado as surplus property.

This Resolution is approved by the City of Isanti Council this 21st Day of March, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/17	03/08/2017	45983	53	BELLBOY CORPORATION	609-20200	84.94
03/17	03/08/2017	45984	9	BERNICKS PEPSI-COLA	609-20200	174.60
03/17	03/08/2017	45985	368	BILLS QUALITY CLEANING	101-20200	446.00
03/17	03/08/2017	45986	1500	BOLTON & MENK INC	101-20200	11,039.70
03/17	03/08/2017	45987	2020	BOYLE, EUGENE	101-20200	1,744.00
03/17	03/08/2017	45988	1198	CENTER POINT ENERGY	601-20200	3,290.01
03/17	03/08/2017	45989	1822	CENTURYLINK BUSINESS SERVICES	101-20200	29.54
03/17	03/08/2017	45990	1108	CITY OF BRAHAM	101-20200	1,624.98
03/17	03/08/2017	45991	309	CITY OF CAMBRIDGE	101-20200	1,950.80
03/17	03/08/2017	45992	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,404.85
03/17	03/08/2017	45993	257	EARL F. ANDERSEN	101-20200	577.00
03/17	03/08/2017	45994	55	ECM PUBLISHERS INC	101-20200	13.65
03/17	03/08/2017	45995	1009	GAMETIME	101-20200	801.10
03/17	03/08/2017	45996	1048	HENRYS WATERWORKS,INC.	601-20200	7,712.16
03/17	03/08/2017	45997	2209	INNOVATIVE OFFICE	101-20200	69.41
03/17	03/08/2017	45998	188	ISANTI COUNTY SHERIFF	101-20200	2,995.07
03/17	03/08/2017	45999	1534	J. J. TAYLOR	609-20200	645.80
03/17	03/08/2017	46000	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,614.55
03/17	03/08/2017	46001	5	KAWALEK TRUCKING	609-20200	366.40
03/17	03/08/2017	46002	1338	KNIFE RIVER	437-20200	37,712.49
03/17	03/08/2017	46003	2145	KODRU EQUIPMENT	602-20200	1,463.01
03/17	03/08/2017	46004	17	MCDONALD DISTRIBUTING CO	609-20200	9,553.95
03/17	03/08/2017	46005	2472	MIOX	601-20200	142.31
03/17	03/08/2017	46006	2080	MVTL LABORATORIES INC	601-20200	158.40
03/17	03/08/2017	46007	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,841.84
03/17	03/08/2017	46008	2341	RED BULL DISTRIBUTION	609-20200	146.75
03/17	03/08/2017	46009	2031	RESOURCE TRAINING	602-20200	31,289.00
03/17	03/08/2017	46010	2344	SHANK CONSTRUCTORS INC	601-20200	15,875.00
03/17	03/08/2017	46011	1354	TAPES PLUS ADVERTISING	609-20200	300.00
03/17	03/08/2017	46012	1678	THORPE DISTRIBUTING CO	609-20200	166.00
03/17	03/08/2017	46013	686	VERIZON WIRELESS	101-20200	626.17
03/17	03/08/2017	46014	686	VERIZON WIRELESS	101-20200	503.31
03/17	03/08/2017	46015	427	VESSCO INC	601-20200	13.57
03/17	03/08/2017	46016	42	VIKING COCA-COLA BOTTLING CO	609-20200	137.17
03/17	03/08/2017	46017	4	WATSON CO INC	609-20200	1,252.60
03/17	03/08/2017	46018	780	WINE MERCHANTS	609-20200	192.00
Grand Totals:						156,958.13

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 3/16/2017 - 3/16/2017

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/17	03/16/2017	46019	1503	7-UP BOTTLING	609-20200	37.50
03/17	03/16/2017	46020	1882	AEM FINANCIAL SOLUTIONS, LLC	609-20200	7,982.75
03/17	03/16/2017	46021	598	ASPEN MILLS	101-20200	1,390.66
03/17	03/16/2017	46022	1112	AUTO VALUE CAMBRIDGE	101-20200	153.97
03/17	03/16/2017	46023	53	BELLBOY CORPORATION	609-20200	4,854.39
03/17	03/16/2017	46024	9	BERNICKS PEPSI-COLA	609-20200	650.75
03/17	03/16/2017	46025	1500	BOLTON & MENK INC	439-20200	11,325.49
03/17	03/16/2017	46026	2319	BREAKTHRU BEVERAGE	609-20200	8,634.36
03/17	03/16/2017	46027	2448	CAMPBELL KNUTSON	101-20200	736.50
03/17	03/16/2017	46028	1815	CENTURYLINK	609-20200	806.90
03/17	03/16/2017	46029	2234	COMPLETE INTEGRATED	220-20200	6,738.00
03/17	03/16/2017	46030	8	DAHLHEIMER DISTRIBUTING CO	609-20200	7,728.50
03/17	03/16/2017	46031	833	DIAMOND VOGEL PAINT	101-20200	5,638.00
03/17	03/16/2017	46032	257	EARL F. ANDERSEN	101-20200	1,762.80
03/17	03/16/2017	46033	71	EAST CENTRAL SANITATION	101-20200	386.99
03/17	03/16/2017	46034	55	ECM PUBLISHERS INC	609-20200	682.38
03/17	03/16/2017	46035	2479	ELITE ELECTRIC SERVICE, INC	101-20200	151.00
03/17	03/16/2017	46036	385	FEDERATED CO-OPS INC	101-20200	189.97
03/17	03/16/2017	46037	1698	FINANCE AND COMMERCE	101-20200	246.54
03/17	03/16/2017	46038	142	G & K SERVICES	101-20200	458.72
03/17	03/16/2017	46039	2433	GRIDOR CONSTR INC	439-20200	335,782.00
03/17	03/16/2017	46040	160	HAWKINS INC	601-20200	3,219.61
03/17	03/16/2017	46041	2209	INNOVATIVE OFFICE	101-20200	198.41
03/17	03/16/2017	46042	2480	INTECTURAL, INC.	101-20200	2,301.20
03/17	03/16/2017	46043	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,707.20
03/17	03/16/2017	46044	1857	JOSLIN & MOORE	101-20200	5,555.90
03/17	03/16/2017	46045	5	KAWALEK TRUCKING	609-20200	129.80
03/17	03/16/2017	46046	762	KEEPRS INC	101-20200	113.97
03/17	03/16/2017	46047	1789	MADDEN GALANTER HANSEN, LLP	101-20200	3,309.70
03/17	03/16/2017	46048	10	MARK PRINTING	101-20200	138.94
03/17	03/16/2017	46049	17	MCDONALD DISTRIBUTING CO	609-20200	16,667.35
03/17	03/16/2017	46050	616	MENARDS - CAMBRIDGE	101-20200	709.42
03/17	03/16/2017	46051	281	MINNCO CREDIT UNION	601-20200	1,878.40
03/17	03/16/2017	46052	432	MINNESOTA COUNTY	101-20200	44.00
03/17	03/16/2017	46053	194	MN DEPT OF HEALTH	601-20200	3,015.00
03/17	03/16/2017	46054	1945	MN DEPT OF LABOR	101-20200	30.00
03/17	03/16/2017	46055	176	MN DEPT OF REVENUE	101-20200	17,023.00
03/17	03/16/2017	46056	1496	MN SECRETARY OF STATE	108-20200	50.00
03/17	03/16/2017	46057	1496	MN SECRETARY OF STATE	101-20200	50.00
03/17	03/16/2017	46058	2080	MVTL LABORATORIES INC	601-20200	43.20
03/17	03/16/2017	46059	1290	NAPA AUTO PARTS	101-20200	178.62
03/17	03/16/2017	46060	617	PAUSTIS & SONS	609-20200	408.58
03/17	03/16/2017	46061	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,181.51
03/17	03/16/2017	46062	682	RIVERSIDE MARKET	601-20200	4.29
03/17	03/16/2017	46063	2028	SELECTACCOUNT	603-20200	25.32
03/17	03/16/2017	46064	2028	SELECTACCOUNT	861-20200	232.52
03/17	03/16/2017	46065	1361	STAPLES ADVANTAGE	609-20200	384.01
03/17	03/16/2017	46066	273	STRANDLUND REFRIGERATION	601-20200	398.00
03/17	03/16/2017	46067	1740	TOSHIBA FINANCIAL SERVICES	108-20200	226.90
03/17	03/16/2017	46068	2027	US INTERNET	603-20200	57.80
03/17	03/16/2017	46069	42	VIKING COCA-COLA BOTTLING CO	609-20200	143.09
03/17	03/16/2017	46070	1286	VINOCOPIA INC	609-20200	995.50
03/17	03/16/2017	46071	4	WATSON CO INC	609-20200	1,010.71

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/17	03/16/2017	46072	1922	WEX BANK	101-20200	1,843.37
03/17	03/16/2017	46073	780	WINE MERCHANTS	609-20200	72.00
03/17	03/16/2017	46074	2009	WOOD, JOSEPHINE	602-20200	97.40
03/17	03/16/2017	46075	1361	ZEMAN, VALERIE	101-20200	1,698.98
Grand Totals:						462,481.87

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	80,296.27
Social Security & Medicare	4,182.41
Public Employees Retirement	8,115.09
Total City Expense	92,593.77

Pay Date 3/10/2017

Pay Period 5 (2/19-3/4/17)

L2

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

March 9, 2017

City of Isanti
Attn: Don Lorsung
City Administrator
110 1st Ave N
PO Box 428
Isanti, MN 55040-0428

RE: Pay Request No. 07
Wastewater Treatment Improvements
Isanti, Minnesota
BMI Project No.: R13.109638

Dear Mr. Lorsung:

Please find enclosed three copies of Pay Request No. 07 for the above referenced project. This pay request is primarily for treatment equipment that has been delivered to the site, plumbing, HVAC, and electrical installations. The requested and certified amount is $335,782.00.

If you have any questions do not hesitate to call me at 612-499-0533.

Sincerely,

Bolton & Menk, Inc.

Brian J. Guldan, P. E.
Environmental Project Engineer

cc: Josi Wood, City of Isanti (via email only)
Shayna Forster, City of Isanti (via email only)
Lindsey Giese, City of Isanti (via email only)
Paul Saffert, Bolton and Menk, Inc. (via email only)

Enclosures (3 copies, signed Pay Request No. 07)

Bolton & Menk is an equal opportunity employer.

Lump Sum Contract

Contractor's Application for Payment No. 7

Project:	Wastewater Treatment Plant Improvements	From (Contractor):	Gridor Construction, Inc.	Application Date:	2/28/2017
To (Owner):	City of Isanti, MN	Owner's Project No.:		Period From:	2/1/2017
Via (Engineer):	Bolton & Menk, Inc.	Engineer's Proj. No.:	R13.109638	Period To:	2/28/2017

Approved Change Order Summary:

No.	Date Approved	Additions	Deductions
	TOTALS	$0.00	$0.00
	NET CHANGE BY CHANGE ORDERS		$0.00

1.	**ORIGINAL CONTRACT PRICE**		$	2,942,400.00
2.	**Net change by Change Orders**		$	0.00
3.	**Current Contract Price (Line 1 + 2)**		$	2,942,400.00
4.	**TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)**		$	2,115,107.00
5.	**RETAINAGE:**			
	a. 5% X $0.00 **Work Completed**		$	0.00
	b. 5% X $0.00 **Stored Material**		$	0.00
	c. **Less Total Retainage Released Early**		$	0.00
	d. **Total Retainage (Line 5a + Line 5b - Line 5c)**		$	0.00
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)**		$	2,115,107.00
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**		$	1,779,325.00
8.	**AMOUNT DUE THIS APPLICATION**		$	335,782.00
9.	**BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)**		$	827,293.00

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: _____ Date: 2-28-17

Payment of $ 335,782.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 3/9/17
(Engineer) (Date)

Payment of $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

Endorsed by the Construction Specifications Institute.

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	D This Period Percent	D This Period Amount	E Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 1									
1.001	Mobilization Insurance and Bonds	$90,000	$90,000				$90,000	100.0%	$0
1.002	Allowances	$150,000	$23,404				$23,404	15.6%	$126,596
Subtotal for	Division 1	$240,000	$113,404				$113,404	47.3%	$126,596
			$113,404			check	$113,404		
Division 2									
2.001	Erosion Control / Silt Fence	$5,000	$2,500				$2,500	50.0%	$2,500
2.002	Clear and Grub Site	$10,000	$10,000				$10,000	100.0%	$0
2.003	Fine Grade and Restore Site	$10,000					$0	0.0%	$10,000
2.004	Demo Labor and Material	$80,000	$9,600	8.00%	$6,400		$16,000	20.0%	$64,000
2.005	Excavation and Fill	$80,000	$72,000				$72,000	90.0%	$8,000
2.006	Backfill of Structure	$50,000	$42,500				$42,500	85.0%	$7,500
2.007	Manholes and Precast	$35,000	$26,250	20.00%	$7,000		$33,250	95.0%	$1,750
2.008	Exterior Pipe - Labor and Equipment	$85,000	$38,250	5.00%	$4,250		$42,500	50.0%	$42,500
2.009	Exterior Pipe - Materials	$65,000				$59,305	$59,305	91.2%	$5,695
2.010	Paving	$40,000					$0	0.0%	$40,000
2.011	Landscape and Seedings	$7,500					$0	0.0%	$7,500
2.012	Pond Cleaning / Transfer	$40,000	$8,000				$8,000	20.0%	$32,000
Subtotal for	Division 2	$507,500	$209,100.00		$17,650	$59,305	$286,055	56.37%	$221,445
		check	$209,100			Check	$286,055		
Division 3									
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000	$318,500				$318,500	98.0%	$6,500
3.002	Rebar Material	$80,000	$80,000				$80,000	100.0%	$0
3.003	Rebar Labor	$65,000	$65,000				$65,000	100.0%	$0
3.004	Precast Concrete - Hollow Core	$45,000	$45,000				$45,000	100.0%	$0
Subtotal for	Division 3	$515,000	$508,500.00		$0	$0	$508,500	98.74%	$6,500
		check	$508,500			Check	$508,500		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 4									
4.001	Masonry	$200,000	$200,000				$200,000	100.0%	$0
Subtotal for	**Division 4**	**$200,000**	**$200,000.00**		**$0**	**$0**	**$200,000**	**100.00%**	**$0**
		check	$200,000			Check	$200,000		
Division 5									
5.001	Misc Metals - Materials	$55,000	$13,750			$40,000	$53,750	97.7%	$1,250
5.002	Misc Metals - Labor	$15,000	$3,000	20.00%	$3,000		$6,000	40.0%	$9,000
Subtotal for	**Division 5**	**$70,000**	**$16,750.00**		**$3,000**	**$40,000**	**$59,750**	**85.36%**	**$10,250**
		check	$16,750			Check	$59,750		
Division 6									
6.001	Rough Carpentry	$2,500	$2,500				$2,500	100.0%	$0
Subtotal for	**Division 6**	**$2,500**	**$2,500.00**		**$0**	**$0**	**$2,500**	**100.00%**	**$0**
		check	$2,500			Check	$2,500		
Division 7									
7.001	Waterproofing / Insulation	$10,000	$10,000				$10,000	100.0%	$0
7.002	Roofing	$40,000	$36,000				$36,000	90.0%	$4,000
7.003	Sealants / Caulking	$5,000		50.00%	$2,500		$2,500	50.0%	$2,500
Subtotal for	**Division 7**	**$55,000**	**$46,000.00**		**$2,500**	**$0**	**$48,500**	**88.18%**	**$6,500**
		check	$46,000			Check	$48,500		
Division 8									
8.001	HM Doors, Frames and Hardware	$15,000				$10,544	$10,544	70.3%	$4,456
Subtotal for	**Division 8**	**$15,000**	**$0.00**		**$0**	**$10,544**	**$10,544**	**70.29%**	**$4,456**
		check				Check	$10,544		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 9									
9.001	Painting	$140,000	$35,000	25.00%	$35,000		$70,000	50.0%	$70,000
Subtotal for	**Division 9**	**$140,000**	**$35,000.00**		**$35,000**	**$0**	**$70,000**	**50.00%**	**$70,000**
		check	$35,000			Check	$70,000		
Division 10									
10.001	Signs	$2,500					$0	0.0%	$2,500
10.002	Fire Extinguishers	$400					$0	0.0%	$400
10.003	Safety Equipment	$500					$0	0.0%	$500
Subtotal for	**Division 10**	**$3,400**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$3,400**
		check				Check	$0		
Division 11									
11.001	Hydraulic Gates	$20,000		90.00%	$18,000		$18,000	90.0%	$2,000
11.002	Submersible Pumps	$45,000				$40,463	$40,463	89.9%	$4,537
11.003	Vortex Pumps	$20,000	$20,000				$20,000	100.0%	$0
11.004	Grit Removal	$40,000	$40,000				$40,000	100.0%	$0
11.005	Grit Seperation	$30,000				$30,000	$30,000	100.0%	$0
11.006	Fine Screen	$160,000				$136,560	$136,560	85.4%	$23,440
11.007	Blowers	$125,000				$106,132	$106,132	84.9%	$18,868
11.008	Coarse Bubble Aeration	$20,000				$16,712	$16,712	83.6%	$3,288
11.009	Automatic Sampler	$15,000				$13,450	$13,450	89.7%	$1,550
Subtotal for	**Division 11**	**$475,000**	**$60,000.00**		**$18,000**	**$343,317**	**$421,317**	**88.70%**	**$53,683**
		check	$60,000						
Division 12									
	NONE						$0	0.0%	$0
Subtotal for	**Division 12**	**$0**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$0**
		check				Check	$0		
Division 13									
13.001	Steel Filter Modifications	$100,000	$10,000	6.00%	$6,000	$63,950	$79,950	80.0%	$20,050
Subtotal for	**Division 13**	**$100,000**	**$10,000.00**		**$6,000**	**$63,950**	**$79,950**	**79.95%**	**$20,050**
		check	$10,000			Check	$79,950		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 14									
	NONE	$0					$0	0.0%	$0
Subtotal for	**Division 14**	$0	$0.00		$0	$0	$0	0.00%	$0
		check				Check	$0		
Division 15									
15.001	Interior Process Piping - Material	$65,000	$52,000	5.00%	$3,250		$55,250	85.0%	$9,750
15.002	Interior Process Piping - Labor & Equipment	$20,000	$14,000	10.00%	$2,000		$16,000	80.0%	$4,000
15.003	Process Valves - Material	$15,000	$13,500	10.00%	$1,500		$15,000	100.0%	$0
15.004	Mechanical Insulation	$34,000					$0	0.0%	$34,000
15.005	Plumbing	$50,000	$25,000	20.00%	$10,000		$35,000	70.0%	$15,000
15.006	HVAC	$125,000	$2,500	50.00%	$62,500	$22,415	$87,415	69.9%	$37,585
Subtotal for	**Division 15**	$309,000	$107,000.00		$79,250	$22,415	$208,665	67.53%	$100,335
		check	$107,000			Check	$208,665		
Division 16									
16.001	Electrical GC's	$30,000	$15,000	5.00%	$1,500		$16,500	55.0%	$13,500
16.002	Branch Wiring	$35,000	$14,000	5.00%	$1,750		$15,750	45.0%	$19,250
16.003	Lighting and Heaters	$35,000				$27,572	$27,572	78.8%	$7,428
16.004	Service / Distribution Equipment	$20,000	$4,000	20.00%	$4,000		$8,000	40.0%	$12,000
16.005	Motor Control Equipment	$15,000	$2,100				$2,100	14.0%	$12,900
16.006	Motor Control Wiring	$50,000	$15,000				$15,000	30.0%	$35,000
16.007	Control Panels	$65,000					$0	0.0%	$65,000
16.008	Instruments	$30,000		20.00%	$6,000		$6,000	20.0%	$24,000
16.009	Engineering and Start up	$30,000		50.00%	$15,000		$15,000	50.0%	$15,000
Subtotal for	**Division 16**	$310,000	$50,100.00		$28,250	$27,572	$105,922	34.17%	$204,078
		check	$50,100			Check	$105,922		
	Grand Total	$2,942,400	$1,358,354		$189,650	$567,103	2,115,107	71.88%	$827,293

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 7
Period Ending: 2/28/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
	Grand Totals	**$2,942,400**								
1.001	Mobilization Insurance and Bonds	$90,000								
1.002	Allowances	$150,000								
Subtotal for	**Division 1**	**$240,000**								
Division 2:										
2.001	Erosion Control / Silt Fence	$5,000								
2.002	Clear and Grub Site	$10,000								
2.003	Fine Grade and Restore Site	$10,000								
2.004	Demo Labor and Material	$80,000								
2.005	Excavation and Fill	$80,000								
2.006	Backfill of Structure	$50,000								
2.007	Manholes and Precast	$35,000								
2.008	Exterior Pipe - Labor and Equipment	$85,000								
2.009	Exterior Pipe - Materials	$65,000	$59,305			$59,305				$59,305
2.010	Paving	$40,000								
2.011	Landscape and Seedings	$7,500								
2.012	Pond Cleaning / Transfer	$40,000								
Subtotal for	**Division 2**	**$507,500**	**$59,305**	**$0**		**$59,305**	**$0**	**$0**	**$0**	**$59,305**
Division 3:										
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000								
3.002	Rebar Material	$80,000	$17,715			$17,715	$17,715		$17,715	
3.003	Rebar Labor	$65,000								
3.004	Precast Concrete - Hollow Core	$45,000								
Subtotal for	**Division 3**	**$515,000**	**$17,715**	**$0**		**$17,715**	**$17,715**	**$0**	**$17,715**	**$0**
Division 4:										
4.001	Masonry	$200,000								
Subtotal for	**Division 4**	**$200,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 5:										
5.001	Misc Metals - Materials	$55,000		$40,000	Metro	$40,000				$40,000
5.002	Misc Metals - Labor	$15,000								
Subtotal for	**Division 5**	**$70,000**	**$0**	**$40,000**		**$40,000**	**$0**	**$0**	**$0**	**$40,000**

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 7
Period Ending: 2/28/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 6										
6.001	Rough Carpentry	$2,500								
Subtotal for	Division 6	$2,500	$0	$0		$0	$0	$0	$0	$0
Division 7										
7.001	Waterproofing / Insulation	$10,000								
7.002	Roofing	$40,000								
7.003	Sealants / Caulking	$5,000								
Subtotal for	Division 7	$55,000	$0	$0		$0	$0	$0	$0	$0
Division 8										
8.001	HM Doors, Frames and Hardware	$15,000	$10,544			$10,544				$10,544
Subtotal for	Division 8	$15,000	$10,544	$0		$10,544	$0	$0	$0	$10,544
Division 9										
9.001	Painting	$140,000								
Subtotal for	Division 9	$140,000	$0	$0		$0	$0	$0	$0	$0
Division 10										
10.001	Signs	$2,500								
10.002	Fire Extinguishers	$400								
10.003	Safety Equipment	$500								
Subtotal for	Division 10	$3,400	$0	$0		$0	$0	$0	$0	$0
Division 11										
11.001	Hydraulic Gates	$20,000								
11.002	Submersible Pumps	$45,000	$40,463			$40,463				$40,463
11.003	Vortex Pumps	$20,000								
11.004	Grit Removal	$40,000	$40,000			$40,000	$40,000		$40,000	
11.005	Grit Seperation	$30,000	$30,000			$30,000				$30,000
11.006	Fine Screen	$160,000	$136,560			$136,560				$136,560
11.007	Blowers	$125,000		$106,132	C Emery Nelson	$106,132				$106,132
11.008	Coarse Bubble Aeration	$20,000	$16,712			$16,712				$16,712
11.009	Automatic Sampler	$15,000	$13,450			$13,450				$13,450
Subtotal for	Division 11	$475,000	$277,184	$106,132		$383,316	$40,000	$0	$40,000	$343,316

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3890 27th Street SE
Buffalo, MN 55313

Pay Req. No. 7
Period Ending: 2/28/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored to Date	New Storage this Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 12										
	NONE									
Subtotal for	Division 12	$0	$0	$0		$0	$0	$0	$0	$0
Division 13										
13.001	Steel Filter Modifications	$100,000	$63,950			$63,950				$63,950
Subtotal for	Division 13	$100,000	$63,950	$0		$63,950	$0	$0	$0	$63,950
Division 14										
	NONE									
Subtotal for	Division 14	$0	$0	$0		$0	$0	$0	$0	$0
Division 15										
15.001	Interior Process Piping - Material	$65,000	$13,185			$13,185	$13,185		$13,185	
15.002	Interior Process Piping - Labor & Equipment	$20,000								
15.003	Process Valves - Material	$15,000	$7,690			$7,690	$7,690		$7,690	
15.004	Mechanical Insulation	$34,000								
15.005	Plumbing	$50,000								
15.006	HVAC	$125,000	$22,415			$22,415				$22,415
Subtotal for	Division 15	$309,000	$43,290	$0		$43,290	$20,875	$0	$20,875	$22,415
Division 16										
16.001	Electrical GC's	$30,000								
16.002	Branch Wiring	$35,000								
16.003	Lighting and Heaters	$35,000	$27,572			$27,572				$27,572
16.004	Service / Distribution Equipment	$20,000								
16.005	Motor Control Equipment	$15,000								
16.006	Motor Control Wiring	$50,000								
16.007	Control Panels	$65,000								
16.008	Instruments	$30,000								
16.009	Engineering and Start up	$30,000								
Subtotal for	Division 16	$310,000	$27,572	$0		$27,572	$0	$0	$0	$27,572
	Grand Totals	$2,942,400	$499,560	$146,132		$645,692	$78,590	$0	$78,590	$567,102

JOB INVOICES

Metro Manufacturing, Inc.
465 Kenny Road
Saint Paul MN 55130
(651)776-5455

PAGE	1
INVOICE NUMBER	3815-A
INVOICE DATE	02/16/2017
TERMS	NET 30 DAYS

TO: GRID
GRIDOR CONSTRUCTION INC
3990 27TH STREET SOUTH EAST
BUFFALO MN 55313

OUR JOB NUMBER	JOB DESCRIPTION	REFERENCE
3815	GRIDOR/#2016-08/5200 ISANTI WWF	STEVE LEE

DESCRIPTION	AMOUNT
ISANTI WASTEWATER TREATMENT FACILITY IMPROVEMENTS PO # 2016-08/5200	
BASE PO-DETAILING, FABRICATION & DELIVERY TO JOB SITE OF MISC & STRUCTURAL STEEL:SECTIONS 05100, 05500 & 05520 PER 5/3/16 QUOTE	46953.00
MN STATE SALES TAX 6.875%	3228.02

Pay Item 5.001

$40,000

RECEIVED
FEB 20 2017
GRIDOR CONSTR., INC.

Approved
For 16-085-20D
Date Paid
Check No

OUR JOB NUMBER			INVOICE TOTAL
			50181.02

INVOICE #:
29907

C EMERY NELSON, INC
PO Box 238

Hamel, MN 55340

Voice: (763) 420-3844
Fax: (763) 420-2542

Date:
January 26, 2017
Page:
1

Sold To: GRIDOR CONSTRUCTION, INC
3990 - 27TH STREET SE
BUFFALO, MN 55313

Ship To: GRIDOR CONSTRUCTION, INC
C/O WASTEWATER FACILITY
100 ISANTI PARKWAY NW
ISANTI, MN 55040

Customer ID	Customer PO		Payment Terms
GRIDOR	2016-08 11615		NET 30
Sales Rep ID	Ship Method	Ship Date	Due Date
AO	BESTWAY		2/25/2017

Quantity	Description	Unit Price	Extension
3	SUT-HF514-LHBD BLOWER PKGS. SN: S5044567, S504516, S504551		$98,954.00
1	SUT-HF406-LHBD-0001 BLOWER SN: S506490		
	LABOR (labor is not taxable)		$375.00

Pay After 1/1007

Subtotal	$99,329.00
Sales Tax	$6,803.09
Freight	$0.00
Total Amt.	$106,132.09

PLEASE REMIT TO: P.O. BOX 238, HAMEL, MN 55340

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
February 7, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:19 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley and George Wimmer
Commissioners Absent:	Tara Hallberg, Steve Lundeen
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

No modifications to the agenda were presented. Motion by Lorinser second by Collison to adopt Agenda as presented. Motion passed unanimously.

2. Approve Minutes of January 3, 2017 Regular Economic Development Meeting

Motion by Lorinser second by Bergley to approve the minutes for January 3, 2017. Motion carried unanimously.

3. Review and Discussion of Update to EDA marketing / Work Plan

Economic Development Sullivan highlighted the changes to the EDA Marketing / Work Plan and asked for comments on the sections regarding the positioning of Isanti to potential prospects. He indicated that much data was dated and the new data supported some of the previous trends that were identified.

President Wimmer quested the partnership with the North 65 Chamber of Commerce. He is not convinced that there are a lot of items that we can work with them on based on what he has seen to this point. The major concern is that the Chamber is focused on working with their members only not all Isanti businesses.

Consensus was to remove the Chamber from page 18 as a potential partner but leave them under the SWOT Analysis so that the EDA acknowledges their presence and that they could be a potential partner in the future.

Sullivan summarized the initiatives and actions for the future. He asked the EDA for specific feedback on the positioning statement.

Discussion ensued.

President Wimmer stated that the stability in the City of Isanti is a positive for development. Developers know what to expect and this opens doors for Isanti. Communities that have unstable leadership scare developers away.

Economic Development Director Sullivan cited an example from Anoka County where the City of Isanti was commended for "doing it right" as seen by development leap frogging over East Bethel and locating in Isanti. Project such as Coborn's, Allina Health and SnoBear USA are examples of this.

President Wimmer also cited that the City's high development standards is also being successful as property values are on the rise.

President also indicated that the City is expanding its legislative efforts to help assure that Isanti has the tools it needs to be successful and to improve changes of funding for future projects.

Discussion ensued.

Consensus was to have Economic Development Develop Sullivan condense the position statement and to bring it back to the full City Council for approval.

No Action was requested and no action was taken as this was an information item.

5. Other Business / Updates

President Wimmer questioned the involvement of City Staff in ICICLE. He asked for input from members of EDA.

Consensus was that staff time is valuable and that attending ICICLE was not warranted at this time.

June 1st is the estimated opening date for Whiskey Road Pub and Grub.

President Wimmer highlighted the recent successes and development in Isanti. He indicated that these successes might be able to be converted into reductions in development fees. This item will be reviewed this year to see feasibility.

Commissioner Lorinser stated it was nice to exceed reasonable expectations rather that to fall short of unrealistic expectations.

President Wimmer stated that he and Economic Development Director Sullivan met with Senators Koran and Hoffman on 2/7. The focus of the meeting was in regards to MIF and JCF and Isanti projects. The meetings were successful.

Sullivan touched on items highlighted in the Staff Memo below.

a. Business Prospects
b. GPS 45:93
c. EDAM
d. CGI Video
e. CVN
f. Shovel Ready Application
g. Community Map and Survey
h. Open House for New Initiative Foundation President
i. MIF and Business Subsidy Reporting
j. Housing Starts in 2017
k. Business Arrivals and Departures in Isanti 2017

6. Adjournment

Lorinser motioned, seconded by Bergley to adjourn at 7:50 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 7th day of February, 2017.

Respectively Submitted,

Sean M. Sullivan

Sean M. Sullivan, Economic Development Director

A Community For Generations.

Isanti

L4

MEMO

To: Mayor Wimmer and City Council Members

From: John Jacobi, Liquor Store Manager

Date: March 8, 2017

Subject: Donation Request for MMBA "Help Our Local Animals" Supplies Drive Promotion In-Store

Background:
Each year the MMBA supports many different organizations for the sole purpose of raising funds as well as supply donations to help support local animal shelters in our area. I am requesting that we promote this program in-store and customers can donate pet supplies, food items or a cash donation in any amount they wish to help support this program. The dates of the drive are April 1st through April 30th, 2017.

4th Annual MMBA "Help Our Local Animals" Supplies Drive

In an effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA, in partnership with Miller Lite, is coordinating the *Third Annual Municipal "Help Our Local Animals" Supplies Drive* **benefiting your local animal shelter or other related animal cause.**

This is an effort to support animals in need. We'll be raising both supplies and funds. You in turn will donate everything to the local animal shelter of your choice.

Participating individual cities will be randomly drawn to win one of ten $200 donations to your local animal shelter from MillerCoors and MMBA.

So, everyone has a chance to win!

Here are additional details:

- The Supplies Drive will run from April 1 – April 30, 2017.
- Each participating MMBA member will collect pet supplies (food, blankets, leashes, kennels, etc & cash) for donation to your local shelter or animal cause of choice. Please reach out to your local animal causes and discuss items of need and anything they can do to help publicize this event
- At the end of the event (May 1), please take the collected supplies and cash to the recipient. (Contact the MMBA office if you need assistance locating your local cause.)

- Miller Lite POS to help Support the event

    - Signage from your Miller Distributor - One 3x5 banner - One 1x2 foot sign – Please contact them and discuss the info you would like on your custom sign.

    - 100 donation cards (with scannable UPC) will be created and provided by your Miller Lite distributor.

    - Bucket for collection of cash if you do not want to scan

    - Additional signage and donation cards can be obtained by contacting your Miller Lite Distributor. Get creative!

    - Materials will arrive the end of March.

Here are some successful ideas to promote the event:

- ✓ Product discount for those donating supplies
- ✓ Stapling a flyer to carry-out bags
- ✓ Photo's of animals from your local shelter / cause that need adoption or help
- ✓ Displaying the donated supplies in the front of the store to catch customer eyes
- ✓ Reference or total focus in advertising mediums
- ✓ Miller Lite wholesaler could build a platform of Miller Lite cases for the supplies to display on, or a wall of cases around an area where donations will be placed.
- ✓ Local newspaper story
- ✓ Collect contributions by participating in other community events

Any and all additional display/feature consideration for Miller Lite is greatly appreciated!

If you would like to participate in this event, contact the MMBA Office at:

Phone: 763-572-0222 or 866-938-3925
Email: kaspszak@visi.com

If you have questions about POS, please address with your local Miller Distributor.

If you have any issues contacting your local distributor, please contact Jon Chance

Phone: 612-718-6862
Jon.chance@millercoors.com

Thanks for your participation!!!!!

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 2, 2009 City Council approved a donation box policy; and

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the MMBA "Pet Supplies Drive"; and

WHEREAS, the Liquor Committee has reviewed the request and recommended its approval.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the Supplies Drive at the Isanti Liquor Store from April 1, 2017 through April 30, 2017.

This resolution was duly adopted by the Isanti City Council this 21st day of March 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

L5

A Community For Generations.

Isanti

MEMO

To: **Mayor and City Council**
From: Lindsey Giese, Human Resources/City Clerk
Date: March 9, 2017
Subject: Review of Contract Services with Roxanne Achman for Community Development

Background:
With the large workload in the Community Development Department, it was discussed that having Roxanne available for contract work within the first few months of her resignation may be beneficial to the City. Outlined in the attachment ('Exhibit A') is the proposed terms and conditions of the consulting services.

Recommendation:
The Personnel Committee has reviewed the terms and conditions of the contract and recommend approval.

Attachment:
- Contract of Consulting Services with Roxanne Achman

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING A CONTRACT FOR INTERIM COMMUNITY DEVELOPMENT CONSULTING SERVICES WITH ROXANNE ACHMAN

WHEREAS, Community Development Director Roxanne Achman gave notice of resignation as an employee of the City of Isanti, with her last work day March 24, 2017; and

WHEREAS, the Personnel Committee recognizes that certain tasks and services must be provided in the interim of filling the position; and

WHEREAS, the Personnel Committee reviewed the potential to contract with Achman for community development services in the interim until a new Community Development Director is hired; and

WHEREAS, the Personnel Committee finds it would be a smoother transition to have Achman provide interim services and recommends contracting with Achman for interim community development services.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. Hereby enters into the attached contract between the City of Isanti and Roxanne Achman for interim community development services, with Achman's hourly rate being $115/hour.
2. Approves and authorizes staff to sign the contract between the City of Isanti and Achman.

This Resolution hereby approved by the Isanti City Council this 21st day of March, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

CONTRACT FOR COMMUNITY DEVELOPMENT CONSULTING SERVICES

This agreement is hereby entered into between the City of Isanti (hereinafter "City") and Roxanne Achman (hereinafter "Consultant") for provision of community development consulting services related to City Community Development Department matters.

It is understood that Consultant is acting as an independent contractor and the relationship between the parties is merely contractual. Consultant will not be deemed an employee of the City of Isanti.

Consultant hereby agrees to provide the services as Community Development Consultant to the City of Isanti as set forth in 'Exhibit A' attached hereto and made a part hereof.

City agrees to compensate Consultant at a rate of $115.00 per hour for services provided by Consultant to City pursuant to the provisions of this contract.

Consultant shall submit bi-weekly work logs setting forth the billable hours for which payment is requested. City shall pay Consultant on a monthly basis.

Either party shall have the right to terminate this contract, with or without cause upon not less than two (2) weeks written notice specifying the effective date of termination. The term of this contract shall commence as of April 2, 2017, and shall terminate as of 11:59 p.m. June 2, 2017, unless extended in writing signed by the parties hereto prior to said termination date, and unless sooner terminated as provided above.

This contract for community development consulting services is hereby entered into on the ____ day of March, 2017, between Roxanne Achman and the City of Isanti for the period from April 2, 2017 through June 2, 2017.

_____	_____
Roxanne Achman Consultant	Lindsey Giese Human Resources/City Clerk
_____	_____
Date	Date

'Exhibit A'

SERVICES TO BE PROVIDED BY COMMUNITY DEVELOPMENT CONSULTANT TO CITY OF ISANTI PURSUANT TO CONTRACT DATED MARCH____, 2017

Community Development

- Provide guidance to staff on professional planning and zoning work occurring within the City of Isanti
- May perform subdivision and zoning administration assistance
- Assist in providing the review of development proposals/agreements
- Available to answer questions regarding building permit processes and code enforcement
- Supports staff in the review of preliminary and final plats
- Provide direction on items being discussed at Planning Commission meetings
- Give recommendations on planning matters

Miscellaneous

- Consultant will update City Administrator on important matters/recommendations related to the Community Development Department
- City will provide consultant with a laptop to utilize for the duration of the contract
- The Consultant may use remote access to city server and city software as needed
- Consultant will not be expected to work more than eight (8) hours per week
- Consultant will not be expected to commute to City Hall to attend meetings; and if any commute is required City of Isanti will reimburse consultant for mileage (reimbursed at 2017 federal mileage rate of $.0535/mile) and travel time. Travel time will be based on a ¼ hour basis.
- Services by consultant will be provided as needed through remote access, phone and email.
- Consultant will submit bi-weekly work logs to Human Resources indicating the tasks performed and hours worked.

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council Members**

From: Don Lorsung, City Administrator

Date: March 9, 2017

Subject: Resolution Awarding Fire Extinguisher Services

As per our regular Services contracts, quotes were requested for Fire Extinguisher services. Two quotes were received that include: servicing of city fire extinguishers, annual inspection of City fire extinguishers, and servicing of public fire extinguishers. The contract is for a 2-year time period that extends from April 1, 2017 to March 31, 2019.

Fire Extinguisher Services

One quote was from the current provider, Summit Companies and the other was from Total Life Security. Please see the attached quotes and quote tabulation that gives category pricing for each service area. In reviewing the pricing provided for City extinguishers (using the average price for each service category and the mobile cost calculated per city extinguisher serviced), Total Life Securities average annual price is slighting lower ($503.00) than Summit Companies average annual price ($519.00). Regarding the servicing of public fire extinguishers, Summit Companies is the clear lower quoter, as Total Life Security's mobile charges alone are estimated to add over $39 to the price of each extinguisher serviced based on the 2016 number of 27 public fire extinguishers serviced and the average of 2.5 trips monthly by the vendor to City Hall for servicing.

Council Action:

Staff recommendation: With the small cost differential between the firms for servicing City extinguishers and the larger cost differential for servicing of Public extinguishers, staff is recommending accepting the quote from Summit Companies for fire extinguisher services for the next contract period.

CITY OF ISANTI
QUOTE TABULATION
February 22, 2017 – 1:15 P.M.
FIRE EXTINGUISHER SERVICES

SERVICE	QUOTER	
	Summit Companies	**Total Life Security**
CITY ANNUAL INSPECTION SERVICE		
Service:		
2.5 lb. Dry Chemical	$4.00	$5.00
5 lb. Dry Chemical	$4.00	$5.00
10 lb. Dry Chemical	$4.00	$5.00
6 lb. Wet Chemical (Kitchen)	$4.00	$5.00
6 Yr. Maintenance/tear down:		
2.5 lb Dry Chemical	$20.00	$10.00
5 lb Dry Chemical	$25.00	$16.00
10 lb Dry Chemical	$30.00	$23.00
6 lb. Wet Chemical	N/A	$0.00
12 Yr. Hydrostatic Test:		
2.5 lb	$33.00	$22.00
5 lb	$38.00	$28.00
10 lb	$43.00	$34.00
6 lb. Wet Chemical	$104.00 (5 Yrs) incl. chem.	$135.00 (5 Yrs) Incl. chem.
Recharge:		
2.5 lb. Dry Chemical	$17.00	$8.00
5 lb. Dry Chemical	$22.00	$10.00
10 lb. Dry Chemical	$27.00	$12.00
6 lb. Wet Chemical	$94.00 (incl. chem)	$135.00 (incl. chem)
Mobile Charges:		
Police Department	$10.00	$10.00
Liquor Store	$10.00	$10.00
Community Center	$10.00	$10.00
Public Works Buildings	$10.00	$10.00
Isanti Indoor Arena	$10.00	$10.00
TOTAL	$519.00	$503.00
SERVICE PUBLIC EXTINGUISHERS		
Service:		
2.5 lb. Dry Chemical	$7.00	$5.00
5 lb. Dry Chemical	$7.00	$5.00
10 lb. Dry Chemical	$7.00	$5.00
6 Yr. Maintenance		
2.5 lb	$22.00	$10.00
5 lb	$28.00	$16.00
10 lb	$32.00	$23.00
Recharge		
2.5 lb	19.00	$8.00
5 lb	24.00	$10.00
10 lb	29.00	$12.00
Mobile Charges:	$0.00	$35.00

Public Service Extinguishers - Mobile Charge Factor

Calculation is: $\frac{\text{monthly visits x mobile charges}}{\text{\# of extinguishers/annually}}$ = $ Additional charge per extinguisher serviced

2.5 visits per month x 12 months x $35.00 mobile charge = $ 1,050

2015 – 43 extinguishers serviced = $24.42 each extinguisher

2016 – 27 extinguishers services = $38.89 each extinguisher

RESOLUTION NO. 2017-_____

RESOLUTION ACCEPTING QUOTE FOR FIRE EXTINGUISHER SERVICES FOR THE CITY OF ISANTI AND ENTERING INTO CONTRACT FOR FIRE EXTINGUISHER SERVCES

WHEREAS, the City of Isanti has determined that is in the City's best interest of the City to accept quotes for annual fire extinguisher inspection services; and

WHEREAS, the City has provided services to the public to service their fire extinguishers; and

WHEREAS, a request for quotes for the services was published in the City's official newspaper; and

WHEREAS, two quotes were received for the service at the noticed time and date. Staff evaluated the quotes received for costs of servicing both City and Public fire extinguishers. The low quote overall, was received from Summit Companies:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby award the contract for Fire Extinguisher Services to Summit Companies and authorize the City Administrator to enter into a contract with Minnesota Conway for Fire Extinguisher Services for a period from April 1, 2017 through March 31, 2019 as attached.

This resolution was duly adopted by the Isanti City Council this 21st day of March 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

CONTRACT FOR FIRE EXTINGUISHER SERVICES

This agreement is hereby entered into between the City of Isanti and Summit Companies for provision of providing fire extinguisher services for City of Isanti.

It is understood that Summit Companies is acting as an independent contractor and the relationship between the parties is merely contractual. Summit Companies will not be an employee of the City of Isanti.

For the Contractor's part of this contract, Summit Companies hereby agrees to provide services to the City as provided within the attached 'Exhibit A', and as follows:

1. Provide all necessary equipment required for contractor's work as specified on 'Exhibit A'.
2. Provide a minimum of 24 hours notice prior to doing the annual inspection of City owned extinguishers. Annual inspections to occur in January of each year of the contract.
3. Provide inspection records on each City extinguisher inspected or serviced.
4. Provide and file with the City Clerk a certificate of liability insurance ($1,000,000) and naming the City of Isanti as an additional insured. Contractor must be licensed and bonded.
5. Provide Evidence of Worker's Comp Coverage if applicable.

For its part of this contract, the City of Isanti hereby agrees to accept the following responsibilities:

1. Provide compensation according to the quoted charges and attached as 'Exhibit B' for extinguisher services provided within a 30 day period and, payable within 30 days of receiving the contractor's invoice.

TERMINATION

It is further agreed that in case of violation, breach or non-performance by Contractor of any of the agreements contained in this Contract, City shall have the right to declare this Contract immediately null and void upon written notice to Contractor. This Contract shall be in effect from the date entered into through March 31, 2019 unless either party gives to the other written notice of not less than ninety (90) days, said notice stating that this Agreement shall be terminated and the effective date of termination. No amendment or modification of this Contract shall be effective unless made in writing and signed by both the City and Contractor.

This contract for Fire Extinguisher Service is hereby entered into on the ____ day of March, 2017, between Minnesota Conway and the City of Isanti for the period from April 1, 2017 through March 31, 2019.

_____	_____
Bill Anderson Summit Companies	Donald C. Lorsung, City Administrator
_____	_____
Date	Date

Exhibit A

CITY OF ISANTI
SPECIFICATIONS FOR FIRE EXTINQUISHER SERVICES

The City is interested in receiving a quote for this work, as further described.

Section 1. Provision of Services

Provide annual inspection of Fire Extinguishers for all municipal buildings that include the Police Department, Liquor Store, and Public Works facilities.

Annual inspection of extinguishers: annual servicing or recharging, 6 year maintenance and teardown, or 12 year hydrostatic testing according to National Association of fire Equipment Distributors (NAFED):

2.5 lb. Dry Chemical
5 lb. Dry Chemical
10 lb. Dry Chemical
6 lb. Wet Chemical (5 year Maintenance/Recharge)

The service shall include servicing and recharging of extinguishers dropped off by the public. Service shall be provided a minimum of two times per month or as needed.

Exhibit B

CITY OF ISANTI
ISANTI, MINNESOTA
FIRE EXTINGUISHER SERVICES QUOTE SHEET

I (we) submit the following quote for fire extinguisher services for the City of Isanti according to the attached specifications. Quotes submitted shall be good for the term of the contract. The Service Provider will be required to enter into a two year contract with the City of Isanti for the period from April 1, 2017 to March 31, 2019.

ANNUAL INSPECTION SERVICE of CITY EXTINGUISHERS

Annual Service:

2.5 lb. Dry Chemical	$ 4.00
5 lb. Dry Chemical	$ 4.00
10 lb. Dry Chemical	$ 4.00
6 lb. Wet Chemical	$ 4.00

6 year Maintenance/Tear down:

2.5 lb. Dry Chemical	$ 20.00
5 lb. Dry Chemical	$ 25.00
10 lb. Dry Chemical	$ 30.00
6 lb. Wet Chemical	$ N/A

12 year Hydrostatic Test:

2.5 lb. Dry Chemical	$ 33.00
5 lb. Dry Chemical	$ 38.00
10 lb. Dry Chemical	$ 43.00
6 lb. Wet Chemical	$ 104.00 (Includes Chemical)

Recharge:

2.5 lb. Dry Chemical	$ 17.00
5 lb. Dry Chemical	$ 22.00
10 lb. Dry Chemical	$ 27.00
6 lb. Wet Chemical	$ 94.00 (Includes Chemical)

Mobile Charges per visit/building/location

Police Department	$ 10.00
Liquor Store	$ 10.00
Community Center	$ 10.00

Public Works Buildings	$ 10.00
Isanti Indoor Arena	$ 10.00

SERVICING OF PUBLIC EXTINGUISHERS

Service:

2.5 lb. Dry Chemical	$ 7.00
5 lb. Dry Chemical	$ 7.00
10 lb. Dry Chemical	$ 7.00

6 year Maintenance / Tear Down

2.5 lb. Dry Chemical	$ 22.00
5 lb. Dry Chemical	$ 28.00
10 lb. Dry Chemical	$ 32.00

Recharge:

2.5 lb. Dry Chemical	$ 19.00
5 lb. Dry Chemical	$ 24.00
10 lb. Dry Chemical	$ 29.00

Mobile Charges per visit – City Hall $ N/C

Bill Anderson
Name

Summit Companies
Company Name

575 Minnehaha Ave. W
Address

St. Paul, MN 55103

L7

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer & City Council**
From: Lindsey Giese, Human Resources/City Clerk
Date: March 9, 2017
Subject: Job Description Changes within Public Works

Background:
Prior to labor negotiations with the Local 49ers, the Personnel Committee felt restructuring of the department would provide more efficiencies within Public Works. Human Resources worked to develop job descriptions, job points and pay scales to actively reflect the new positions.

These positions and pay scales were discussed during labor negotiations and tentatively agreed upon.

Recommendation:
Personnel Committee recommends that City Council approve the job descriptions for the Public Works department.

Attachments:

- Resolution 2017 – XXX Approving Job Descriptions Within the Public Works Department
- 'Exhibit A' – Equipment Mechanic Job Description
- 'Exhibit B' – Maintenance Technician I Job Description
- 'Exhibit C' – Revised Maintenance Technician II Job Description
- 'Exhibit D' – Pay Scales for Equipment Mechanic and Maintenance Technician I

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING JOB DESCRIPTIONS WITHIN THE PUBLIC WORKS DEPARTMENT

WHEREAS, prior to labor negotiations with I.U.O.E. Local 49 the Personnel Committee recommended a restructure of the department to more efficiently suit the needs of the City; and,

WHEREAS, with the restructure there was a creation of two new positions: Equipment Mechanic and Maintenance Technician I; and,

WHEREAS, Human Resources outlined the job points and pay scales related to the creation of these two new positions; and,

WHEREAS, this also created the need for a revision of an existing job description for the Maintenance Technician (now Maintenance Technician II) position; and,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve the job descriptions outlined in 'Exhibit A', 'Exhibit B', and 'Exhibit C' and approve the job points and pay scales for the two new positions outlined in 'Exhibit D' for the Public Works Department.

This resolution was duly adopted by the Isanti City Council this 21st day of March, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

EXHIBIT A

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Equipment Mechanic
DEPARTMENT:	Public Works
SUPERVISION:	Public Services Director / Foreman
EFFECTIVE DATE:	*March 21, 2017 (Tentative)*
FLSA STATUS:	Non-Exempt
HOURS WORKED:	40 hrs./wk.

DEFINITION:
This non-supervisory position is to perform a variety of skilled mechanical repair work in the maintenance and repair of department equipment, including heavy equipment, and city equipment. Equipment Mechanic will inspect, repair and maintain equipment needed for city operations.

SUPERVISION RECEIVED:
Works under the general supervision of the direct supervisor, the Public Services Director. Additionally, receives supervision and work direction from the Foreman.

SUPERVISORY FUNCTIONS:
None.

EQUIPMENT/JOB LOCATION:
Primarily works out of the Public Works Shop Facility. Equipment used includes, but is not limited to, light to heavy equipment including but (not all inclusive): plow and dump trucks, Jetter truck, street sweeper, front end loaders, skid-steer loader, power tools, rollers, motor graders, commercial mowers, weed whips, shovels, rakes, brooms, etc.

MECHANIC - ESSENTIAL FUNCTIONS PERFORMED:
Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related to, or a logical assignment to the position.

- Inspects and diagnoses all city vehicles and equipment using existing knowledge and repair manuals; determine the most cost-effective means of maintenance, repair or replacement.
- Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through correlation of outside vendors.
- Conducts highly skilled repair work and routine scheduled maintenance on city equipment consisting of gasoline and diesel engines
- Replaces and rebuilds components as required, including engines and transmissions.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Cuts and welds metal and performs body repair, touch up and related work.
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
- Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance as approved by the Public Services Director.
- Orders, receives, and codes invoices for parts; responsible for stocking inventory.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.

- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Follows oral and written instructions such as the directors work orders and equipment operation manuals.
- Cleaning of city vehicles and equipment.
- Participates in the execution of street maintenance and winter plowing with other Public Works staff.
- Performs and understands basic operations of the emergency trailer mounted generator, stationary generator, and trailer mounted air compressor, and accessories.
- Operate vehicles requiring a valid class B Minnesota driver's license, including an airbrake endorsement.
- Attendance during regularly scheduled work hours and the ability to be on-call for weeknights, weekends, and holidays for emergencies and snow removal.
- Participates in required annual training.
- Maintains a clean, orderly and safe work area.

OTHER DUTIES AND RESPONSIBILITIES:

This position may require tasks assigned by the Public Services Director on an as needed basis:

- Assist in routine preventive and corrective maintenance/repair on water and sewer lines, lift stations, storm sewers, manholes, gate valves, curb stops, water hydrants, and related equipment to prevent service interruptions.
- Perform routine preventative maintenance such as lubrication, cleaning, and replacement of expendable parts and materials in compliance with applicable standards.
- May perform building and grounds maintenance on city properties including ditches, municipal buildings, i.e. city hall, police and fire department, liquor store, public works garage, parks, well houses, water tower, and other vacant city lots; and include tree planting, tree trimming, landscaping, seeding, weeding, fertilizing, sodding, and watering.
- Installing, reading, and repairing water meters.
- Uses proper techniques for locating, marking, painting, and maintaining water hydrants, curb stops, valve boxes, water and sewer lines, crosswalks, railroad crossings, and handicap parking areas.
- Record all required documentation onto charts, graphs, and maps.
- Performs other related duties as assigned or apparent

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High mechanical aptitude.
- Considerable ability to read and interpret technical manuals, read and follow instructions, maps, graphs, charts, and to have the ability to determine solutions to a variety of maintenance and repair problems.
- Working knowledge of safety practices and procedures in Mechanics; knowledge of vehicle makeup.
- Ability to troubleshoot, diagnose and repair both gas and diesel equipment with accuracy and speed.
- Ability to create effective working relationships with employees; ability to work as a team
- Ability to communicate both verbally and in writing.
- Ability to operate all equipment and tools of the public works department including plow and dump trucks, motor grader, skid-steer loader, jetter truck, roller, loader, street sweeper, lawn mowers, grinders, chain and other saws, ratchets, wrenches, drill, air tools, etc.
- Ability to respond quickly and decisively in emergency situations, during regular and after regular working hours.
- Ability to exert moderate to considerable physical effort to perform the position's essential duties.
- Ability to maintain records and files.
- Ability to work cooperatively with all levels of city personnel and the public.
- Must comply with organizational department policies.
- Considerable ability to perform street construction, maintenance and repair.

- Ability to perform essential functions during required hours of work.
- Ability to respond to work in the allotted time as established by policy.
- Ability to maintain a valid B Minnesota Drivers license, including an airbrake endorsement.
- Ability to perform general mechanical duties.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Ability to push, pull, bend, stretch, kneel, squat, walk, and lift during the workday.
- May occasionally push/pull 100 to 200lbs, lift 50 to 125lbs, and carry up to 100lbs.
- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.
- The employee is required to sit, talk, hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing ladders and stairs during the workday.
- Ability to twist and turn getting in and out of vehicles throughout the day as required for the position.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- The employee may frequently lift and/or move up to 100 pounds.
- Specific vision abilities required by this position include close vision, distance vision, color identification, peripheral vision, depth perception and ability to adjust focus as it relates to tasks required in the position.

ENVIRONMENTAL CONDITIONS:

Ability to work in all types of weather conditions, heat, cold, rain, snow, etc. May have contact with chemicals, i.e.: automotive products, fumes, gases, chemicals or oils, pesticides, and dust. Will require working around moving mechanical parts. The noise level in the work environment is usually moderate.

MINIMUM REQUIREMENTS:

- High School degree or equivalent.
- Four (4) years of automotive, truck and/or heavy equipment repair, or related experience; or two (2) years equivalent schooling.
- Valid Minnesota Drivers License, with ability to obtain Class B Driver's License with air brake endorsement within three months of start of employment.
- Ability to understand and carry out oral and written directions, communicate effectively with community members and staff, and be versatile, flexible, friendly, and cooperative
- Pass a pre-employment physical examination.
- Pass a pre-employment and/or random drug/alcohol testing.

PREFERRED REQUIREMENTS:

- Valid Minnesota B Drivers License, with air brake endorsement.
- Five (5)+ years combined of automotive, truck and heavy equipment repair experience and/or education

NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

EXHIBIT B

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Maintenance Technician I
DEPARTMENT:	Public Works
SUPERVISION:	Public Services Director / Foreman
EFFECTIVE DATE:	March 21, 2017 *(Tentative)*
FLSA STATUS:	Non-Exempt
HOURS WORKED:	Scheduled 40 hrs./week

DEFINITION:
This is a non-supervisory position to perform manual and routine maintenance functions at and on city parks, streets, buildings, grounds, vehicles, equipment, and its operational components. Performs a wide variety of seasonal maintenance tasks such as mowing, weeding, landscaping, street patching, street painting, snowplowing and other duties as assigned.

SUPERVISION RECEIVED:
Works under the general supervision of the direct supervisor, the Public Services Director. Additionally, receives supervision and work direction from the Foreman.

SUPERVISORY FUNCTIONS:
None.

EQUIPMENT/JOB LOCATION:
Works out of the Public Works Facility. Equipment used includes, but is not limited to, light to heavy equipment including but not all inclusive; plow and dump trucks, street sweeper, front end loaders, skid-steer loader, rollers, motor graders, commercial mowers, weed whips, shovels, rakes, brooms, etc.

MAINTENANCE TECHNICIAN I - ESSENTIAL FUNCTIONS PERFORMED:
Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related to, or a logical assignment to the position.

- Follows oral and written instructions such as work orders and equipment operation manuals.
- Plow, sand, salt, sweep, crack seal, and patch streets and sidewalks.
- General maintenance and cleaning of all city vehicles.
- May provide general plumbing and carpentry work as necessary.
- Assist Maintenance Tech II in routine preventive and corrective maintenance/repair on water and sewer lines, lift stations, storm sewers, manholes, gate valves, curb stops, water hydrants, and related equipment to prevent service interruptions.
- Perform routine preventative maintenance such as lubrication, cleaning, and replacement of expendable parts and materials in compliance with applicable standards.
- Uses proper techniques for locating, marking, painting, and maintaining water hydrants, curb stops, valve boxes, water and sewer lines, crosswalks, railroad crossings, and handicap parking areas.
- Performs building and grounds maintenance on all city properties including ditches, municipal buildings, i.e. city hall, police and fire department, liquor store, public works garage, parks, well houses, water tower, and other vacant city lots; and includes tree planting, tree trimming, landscaping, seeding, weeding, fertilizing, sodding, and watering.
- Uses proper techniques associated with water main flushing and sewer cleaning.

- Performs and understands basic operations of the emergency trailer mounted generator, stationary generator, and trailer mounted air compressor, and accessories.
- Performs cutting, trimming and pruning of trees and vegetation, removal of dead or diseased trees.
- Maintenance of ice rinks.
- Maintains sprinkling systems.
- Performs general spraying of noxious weeds as assigned
- Assists seasonal staff with general maintenance of city compost area
- Record all required records onto charts, graphs, and maps.
- Uses skid steer, and loaders to assist in snow removal.
- If proper licensure is held, may operate vehicles (requiring a valid class B Minnesota driver's license, including an airbrake endorsement) such as snowplows, dump trucks, street sweeper, etc.) to assist in snow removal.
- Attendance during regularly scheduled work hours and the ability to be on-call for weeknights, weekends, and holidays for emergencies and snow removal.
- Participates in required annual training.

OTHER DUTIES AND RESPONSIBILITIES:
Performs other related duties as assigned or apparent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Thorough practical knowledge of principals, practices, and methods including tools and equipment used in maintenance.
- Practical knowledge, capabilities, limitations of city equipment, repair techniques, preventative maintenance, and safe use of department equipment.
- Knowledge and ability to perform general street and park maintenance and repair.
- Ability to operate all equipment and tools of a public works department including plow and dump trucks, street sweeper, front end loaders, skid-steer loader, lawn mowers, weed whips, grinders, chain and other saws, ratchets, wrenches, drill, air tools, etc.
- Ability to respond quickly and decisively in emergency situations, during regular and after regular working hours.
- Ability to exert moderate to considerable physical effort to perform the position's essential duties.
- Ability to maintain records and files.
- Considerable ability to read and interpret technical manuals, read and follow instructions, maps, graphs, charts, and to have the ability to determine solutions to a variety of maintenance and repair problems.
- Ability to perform specialized tasks involving innovative and independent judgment.
- Ability to work cooperatively with all levels of city personnel and the public.
- Ability to establish and maintain effective working relationships with others.
- Ability to be detail oriented, follow through with tasks.
- Ability to work as a team.
- Must comply with organizational department policies.
- Ability to perform essential functions during required hours of work.
- Ability to respond to work in the allotted time as established by policy.
- Ability to perform general mechanical duties.

PHYSICAL DEMANDS:
The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Ability to push, pull, bend, stretch, kneel, squat, walk, and lift during the workday.

- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.
- The employee is required to sit, talk, hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing ladders and stairs during the workday.
- Ability to twist and turn getting in and out of vehicles throughout the day as required for the position.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- The employee may frequently lift and/or move up to 75 pounds.
- Specific vision abilities required by this position include close vision, distance vision, color identification, peripheral vision, depth perception and ability to adjust focus as it relates to tasks required in the position.

ENVIRONMENTAL CONDITIONS:

Ability to work in all types of weather conditions, heat, cold, rain, snow, etc. The essential duties of this position are typically performed outside. May have contact with chemicals, i.e.: automotive products, fumes, and dust. The noise level in the work environment is usually moderate.

MINIMUM REQUIREMENTS:

- Must be 18 years or age or older
- High School degree or equivalent.
- Physical ability to lift and/or move 75 pounds
- Valid Minnesota Driver's License
- Possess valid pesticide applicator license or ability to obtain through Department of Agriculture after completion of one year of employment.
- Basic knowledge of maintenance methods and procedures on light and/or heavy duty equipment.
- Pass a pre-employment physical examination.
- Pass a pre-employment and/or random drug/alcohol testing.

PREFERRED REQUIREMENTS:

- Valid Minnesota B Driver's License, with air brake endorsement, or ability to obtain within one year of employment.
- Valid Pesticide Applicator License

NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

EXHIBIT C

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Maintenance Technician II
DEPARTMENT:	Public Works
SUPERVISION:	Public Services Director / Foreman
EFFECTIVE DATE:	March 21, 2017 *(Tentative)*
FLSA STATUS:	Non Exempt
HOURS WORKED:	Scheduled 40 hrs./week plus rotating on-call

DEFINITION:
This is a non-supervisory position to perform operation and routine-to-skilled maintenance work for buildings and grounds, water, wastewater and street maintenance functions of the city, as well as other city grounds and public works area including city parks, streets, buildings, grounds, vehicles, equipment, and the water and sewer systems, and its operational components.

SUPERVISION RECEIVED:
Works under the general supervision of the direct supervisor, the Public Services Director. Additionally, receives supervision and work direction from the Foreman.

SUPERVISORY FUNCTIONS:
None.

EQUIPMENT/JOB LOCATION:
Works out of the Public Works Facility. Equipment used includes, but is not limited to, light to heavy equipment including but not all inclusive; plow and dump trucks, jetter truck, street sweeper, front end loaders, skid-steer loader, rollers, motor graders, commercial mowers, weed whips, shovels, rakes, brooms, etc.

MAINTENANCE TECHNICIAN II - ESSENTIAL FUNCTIONS PERFORMED:
Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related to, or a logical assignment to the position.

- Follows oral and written instructions such as work orders and equipment operation manuals.
- Plow, sand, salt, sweep, crack seal, and patch streets and sidewalks.
- General maintenance and cleaning of all city vehicles.
- Installing, reading, and repairing water meters.
- Perform repairs of catch basins, outfalls, junction boxes, yard inlets, detention ponds, and other storm water infrastructure to insure all aspects of the system are functioning properly.
- Plumbing and carpentry work as necessary.
- Perform routine preventive and corrective maintenance/repair on water and sewer lines, lift stations, storm sewers, manholes, gate valves, curb stops, water hydrants, and related equipment to prevent service interruptions.
- Perform street maintenance including replacement and repair of signs.
- Sweep streets as directed and record in log.

- Perform routine preventative maintenance such as lubrication, cleaning, and replacement of expendable parts and materials in compliance with applicable standards.
- Perform maintenance and troubleshooting of sewer collection and water distribution systems.
- Uses proper techniques for locating, marking, painting, and maintaining water hydrants, curb stops, valve boxes, water and sewer lines, crosswalks, railroad crossings, and handicap parking areas.
- Performs and understands basic operations of computerized control panels and related instrument equipment used in the provision of water and wastewater services.
- Uses proper techniques and equipment to complete water and/or wastewater testing.
- Properly and safely handles water and wastewater treatment chemicals such as chlorine, fluoride, poly, alum, and bleach in compliance with applicable OSHA and department standards.
- Performs building and grounds maintenance on all city properties including ditches, municipal buildings, i.e. city hall, police and fire department, liquor store, public works garage, parks, well houses, water tower, and other vacant city lots; and includes tree planting, tree trimming, landscaping, seeding, weeding, fertilizing, sodding, and watering.
- Uses proper confined space entry procedures in assisting with the excavation and repair of the water and sewer distribution systems components.
- Uses proper techniques associated with water main flushing and sewer cleaning.
- Performs and understands basic operations of the emergency trailer mounted generator, stationary generator, and trailer mounted air compressor, and accessories.
- Maintenance of ice rinks.
- Performs cutting, trimming and pruning of trees and vegetation, removal of dead or diseased trees.
- Maintains sprinkling systems.
- Record all required records onto charts, graphs, and maps.
- Operate vehicles requiring a valid class B Minnesota driver's license, including an airbrake endorsement.
- Attendance during regularly scheduled work hours, and the ability to be on-call for weeknights, weekends, and holidays.
- Assist with logs and reports as directed.
- Respond to the concerns of the citizens of the community.
- Basic knowledge of welding (wire feed, arc, torch).
- Participates in required annual training.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned or apparent

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Thorough practical knowledge of principals, practices, and methods including tools and equipment used in maintenance.
- Practical knowledge, capabilities, limitations of city equipment, repair techniques, preventative maintenance, and safe use of department equipment.
- Knowledge and ability to perform street and park maintenance and repair.
- Ability to operate all equipment and tools of a public works department including plow and dump trucks, motor grader, skid-steer loader, jetter truck, roller, loader, street sweeper, lawn mowers, grinders, chain and other saws, ratchets, wrenches, drill, air tools, etc.
- Ability to respond quickly and decisively in emergency situations, during regular and after regular working hours.
- Ability to exert moderate to considerable physical effort to perform the position's essential duties.
- Ability to maintain records and files.

- Considerable ability to read and interpret technical manuals, read and follow instructions, maps, graphs, charts, and to have the ability to determine solutions to a variety of maintenance and repair problems.
- Ability to perform specialized tasks involving innovative and independent judgment.
- Ability to work cooperatively with all levels of city personnel and the public.
- Ability to establish and maintain effective working relationships with others.
- Ability to perform duties with tack and discretion, be detail oriented, follow through with tasks, and ability to work as a team.
- Must comply with organizational department policies.
- Ability to perform essential functions during required hours of work.
- Knowledge of water and wastewater operations and ability to use applicable testing equipment.
- Considerable ability to perform street construction, maintenance and repair.
- Ability to perform essential functions during required hours of work.
- Ability to work rotating on-call work schedule assigned by the Public Services Director.
- Ability to respond to work in the allotted time as established by policy.
- Ability to maintain a valid B Minnesota Drivers license, including an airbrake endorsement.
- Ability to perform general mechanical duties.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Ability to push, pull, bend, stretch, kneel, squat, walk, and lift during the workday.
- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.
- The employee is required to sit, talk, hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing ladders and stairs during the workday.
- Ability to twist and turn getting in and out of vehicles throughout the day as required for the position.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- The employee may frequently lift and/or move up to 75 pounds.
- Specific vision abilities required by this position include close vision, distance vision, color identification, peripheral vision, depth perception and ability to adjust focus as it relates to tasks required in the position.

ENVIRONMENTAL CONDITIONS:

Ability to work in all types of weather conditions, heat, cold, rain, snow, etc. The essential duties of this position are typically performed outside. May have contact with chemicals, i.e.: automotive products, pesticides, fumes, and dust. The noise level in the work environment is usually moderate.

MINIMUM REQUIREMENTS:

- Must be 18 years of age or older
- High School degree or equivalent.
- Valid Minnesota Class B Drivers License with air brake endorsement, or ability to obtain within three months of start date
- Valid Class D Water and Wastewater license, or ability to obtain after one year of employment.
- Basic knowledge of maintenance methods and procedures on light and/or heavy duty equipment.
- Pass a pre-employment physical examination.
- Pass a pre-employment and/or random drug/alcohol testing.

PREFERRED REQUIREMENTS:

- ~~Valid Minnesota B Drivers License, with air brake endorsement.~~

- Class D water and/or wastewater license
- Valid Pesticide Applicator license (through the Department of Agriculture)
- Certificate for operating jetter truck and accessories.
- Certificate for operating sweeper.

NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

Effective January 1, 2017								
Public Works	**Job Points**	**Start**	**6 Months**	**1 Year**	**2 Year**	**3 Year**	**4 Year**	**5 Year**
Equipment Mechanic (Union)	230	$3,802.93	$3,948.53	$4,095.87	$4,244.93	$4,394.00	$4,543.07	$4,695.60
per hour		$21.94	$22.78	$23.63	$24.49	$25.35	$26.21	$27.09
per year		$45,635.20	$47,382.40	$49,150.40	$50,939.20	$52,728.00	$54,516.80	$56,347.20
Maintenance Technician I (Union)	143	$2,802.80	$2,910.27	$3,017.73	$3,126.93	$3,236.13	$3,345.33	$3,458.00
per hour		$16.17	$16.79	$17.41	$18.04	$18.67	$19.30	$19.95
per year		$33,633.60	$34,923.20	$36,212.80	$37,523.20	$38,833.60	$40,144.00	$41,496.00

EXHIBIT D

L8

RESOLUTION 2017-

A RESOLUTION APPROVING FARMERS MARKET ADVERTISEMENT IN THE MAY EDITION OF THE COURIER

WHEREAS, per Resolution 2016-231, advertising in publications other than the City of Isanti's official newspaper must be approved by City Council; and,

WHEREAS, the City staff have determined that The Courier, published through ISD 15 Community Education, is an opportunity to reach additional vendors and customers for the Farmers' Market, and is an appropriate forum to promote the market; and,

WHEREAS, City staff have received the estimate from The Courier and have funds available in PRC-498 Farmers Market for the ad in the May publication;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve City staff to submit program advertising for the May 2017 edition of The Courier.

This Resolution hereby approved by the Isanti City Council this 21st day of March 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

L9

RESOLUTION NO. 2017-_____

RESOLUTION EXTENDING VACATION HOURS FOR LIQUOR STORE MANAGER JOHN JACOBI

WHEREAS, John Jacobi has 4 hours of unused vacation that will be lost due to his employment anniversary date of March 7, 2017, per the Personnel Policy; and,

WHEREAS, the Personnel Committee has reviewed this matter and recommends an extension of Jacobi's vacation hours until April 20, 2017 to allow him opportunity to use the earned vacation hours.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA AS FOLLOWS: That John Jacobi's 4 hours of vacation are extended until April 20, 2017.

This resolution was duly adopted by the Isanti City Council this 21st day of March, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
March 7, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:20 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley and George Wimmer, Steve Lundeen, Tara Hallberg
Commissioners Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

No modifications to the agenda were presented. Motion by Lundeen second by Collison to adopt Agenda as presented. Motion passed unanimously.

2. Approve Minutes of February 7, 2017 Regular Economic Development Meeting

Motion by Collison second by Bergley to approve the minutes for February 7, 2017. Motion carried unanimously.

3. Summary of New Home Construction Survey 2014-2016

Economic Development Sullivan presented the results of the New Resident Survey of new homes constructed from 2014-2016. 132 surveys were mailed out and 107 reached the intended targeted audience. 39 survey will filled out and returned which amounted to a 36% return rate which was statistically significant. The highest percentage of home sales fell in the 160K to 180K range which was consistent with data reported by the MPLS Association of Realtors for this market. The leading factor in selecting to move to Isanti was the cost of the home. Proximity to the metro, small town feel and growing in Isanti / gamily were other secondary factors. The number of commuters was higher than seen in other data provided by DEED with 95% of those surveyed leaving the City of Isanti for work. The data is meaningful and can be used for future marketing and policy decisions.

President Wimmer stated that a lot of this information is similar to the trends that existing during the boom in the mid 2000's. He also stated that a lot of the people moving in are looking for the small town feel but also want some of the big city amenities/services.

Sullivan shared information from the survey relating to the household size. The survey data reported 2.4 where the Census data had us at 2.24.

Lorinser stated how refreshing it was to see the varying comments on both sides of issues. This is what makes this country great.

Sullivan indicated surveying differing groups would be beneficial. He stated that the responses rate and contact with residents was beneficial. More surveys should be developed.

5. Other Business / Updates

Sullivan touched on items highlighted in the Staff Memo below.

Discussion ensued regarding success and the impact of the Chamber of Commerce

a. Business Prospects
b. GPS 45:93
c. EDAM – Day at Capitol
d. CVN
e. City and Park Logo Registration
f. Community Map
g. Housing Data from MPLS Realtor Association
h. Housing Starts in 2017
i. Business Arrivals and Departures in Isanti 2017

6. Adjournment

Lundeen motioned, seconded by Bergley to adjourn at 7:42 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 7th day of March, 2017.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

M2

Isanti Police Department Monthly Report

February 2017

Reported Crime	Month to Date	Year to Date
Theft	14	26
Assault	5	7
Vandalism/Damage to Property	2	4
Narcotics	1	4
Burglary	0	2
Domestics	9	15
Crim Sex	0	1
Robbery	0	0
Loud Party/Disturbance	5	11
Medical	33	53
Permit to Purchase	10	15

Traffic Offenses	Month to Date	Year to Date
No Insurance	5	12
DUI	1	3
Accidents	4	13
Hit & Run	0	1
Warrant P/U	1	12
Speed	30	37
DAR/DAS	4	13
Administrative Citations (Including Speed)	19	24

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	42,018	1,337	3,064
Dodge 222	114,816	1,771	3,597
Ford Explorer 224	19,691	1,114	2,635
Dodge 225	157,293	233	409
Chevy Silverado 220	102,970	880	1,746
Chevy Impala 223	81,462	304	789

CEZT SCORE CARD

February 2017

CEZT SCORECARD

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**78**	**38**	**711**	**663**	**613**	**572**	**512**
TOTAL OPEN CASES	**37**	**23**	**36**	**37**	**25**	**37**	**51**
VIOLATIONS CLOSED THIS PERIOD	**29**	**41**	**46**	**48**	**48**	**75**	**109**
NEW ISSUES THIS PERIOD	**40**	**38**	**48**	**50**	**41**	**60**	**98**
CAN-Proh Animals							
CCV-Comm Vehicle Storage		1			1		
CDO--Dogs	1	1					
CPA-Park & Store	22	15	27	28	26	35	24
CSN-Snow Removal							
CSP-Solicitors/Peddlers							
CST--Fish Houses, PODS, Rolloffs							
NEX-Exterior Structure, Paint/Repair		1				1	2
NGA-Garbage Service & Storage				1			
NGR--Grass Length					4	9	60
NJU--Junk/Brush	5	5	6	6	8	10	12
NUV-Unlicensed vehicle or missing plates	5	14	11	15	2	5	
RNT-Unlicensed rental		1					
SGN-Signs	6		4				
ZAC-Accessory Building	1						
ZFE-Fence							
ZTD--Temporary Dwelling							
New Resident Letters Mailed							
Compliance Letters Mailed this period			49	56	46	62	154
Administrative Citations Issues/period	3		2	1	1	1	0
Criminal Citations Issued/period							
Abated Properties/Period			0	0	0	9	7
Admin Hearings Requested			0				
Admin Hearings Held w positive judgement							
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**16**	**17**	**18**	**17**	**28**	**14**	**13**

M3

CITY OF ISANTI MONTHLY REPORT

January 2017

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	2	4	$0.00	$0.00	$2.00	$4.00	$160.00	$320.00		
Decks	0	1	$0.00	$0.00	$0.00	$1.00	$0.00	$50.00		
Basement Finish	4	4	$34,410.00	$34,410.00	$23.86	$23.86	$1,529.55	$1,529.55		
Addtns. Remodel	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Garages	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Miscellaneous	9	16	$0.00	$20,000.00	$9.00	$30.00	$1,079.00	$2,137.00		
Single dwellings	5	9	$979,958.00	$1,676,112.00	$489.97	$1,052.14	$13,827.00	$24,023.40		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	4	9			$4.00	$17.00	$300.00	$675.00		
Plumbing	5	14			$5.00	$21.00	$350.00	$1,076.00		
									$41,110.00	
Resid. Totals	**29**	**57**	**$1,014,368.00**	**$1,730,522.00**	**$533.83**	**$1,149.00**	**$17,245.55**	**$29,810.95**	**$41,110.00**	**$41,110.00**
Commercial										
New Buildings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns./Remodel	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Plumbing	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Tenant Change/Fill	2	8	$0.00	$0.00	$2.00	$0.00	$150.00	$598.00		
Comm. Totals	**2**	**9**	**$0.00**	**$0.00**	**$2.00**	**$0.00**	**$150.00**	**$678.00**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**31**	**66**	**$1,014,368.00**	**$1,730,522.00**	**$535.83**	**$1,149.00**	**$17,395.55**	**$30,488.95**	**$65,776.00**	**$65,776.00**

M4

YEARLY BUILDING PERMIT COMPARISONS

YTD January 2017

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	16	0	0	0	$33,188.00	$1,777.61	$0.00
2014	45	0	0	0	$60,616.00	$5,500.93	$0.00
2015	30	4	0	0	$911,705.00	$14,568.24	$31,932.00
2016	67	7	0	1	$3,683,095.10	$42,400.64	$55,881.00
2017	67	9	0	0	$1,730,522.00	$30,488.95	$65,776.00

Total permit fees do not include Sac / Wac or State Surcharge fees

COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	36	$716,154.00	$13,093.40
February	31	$1,014,368.00	$17,395.55
March	0	$0.00	$0.00
April	0	$0.00	$0.00
May	0	$0.00	$0.00
June	0	$0.00	$0.00
July	0	$0.00	$0.00
August	0	$0.00	$0.00
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	67	$1,730,522.00	$30,488.95

BOLTON & MENK
Real People. Real Solutions.

M5
7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: March 08, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: Project Status Report
Isanti, MN
Project No.: R13.113062

Please find listed below a status report of the current projects in the City of Isanti:

1) 2017 Palomino Road Improvements

An Open House is scheduled for March 14, 2017. A Public Hearing is scheduled for March 21, 2017.

2) 2017 Pavement Maintenance Project

We will advertise this project for bids with a scheduled bid opening of April 4, 2017.

3) 1st Avenue Sidewalk & Curb Replacement

We will advertise this project for bids with a scheduled bid opening of April 4, 2017.

4) Water Tower Cleaning Evaluation

We will coordinate obtaining quotes from contractors to perform the work.

5) Annexation Survey

We will perform parcel research and begin creating the annexation exhibits.

6) Interim Planning & Zoning Administration Services

We will provide staff at City Hall Monday, Wednesday, and Friday to address the City Planning and Zoning needs until a new Community Development Director is on board.

7) MS4 Phase 2 & 3 Implementation

We will continue to assemble documents to assist the City in meeting the requirements of the MS4 permit for Phase 2 and Phase 3 of the implementation schedule.

8) Wastewater Treatment Improvements

The Contractor plans to install blowers in the blower room, install underground piping along the west side of the ponds, and perform wiring in the pretreatment building.

9) Cajima Street/TH 65 Signal Study

We will continue to work on the report.

In addition to the current projects listed above we have completed and accepted 44 private developments and 48 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 4, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. March 21, 2017 – Regular Meeting of the City Council
2. March 21, 2017 – Closed Meeting of the City Council

G. Citizens Input

H. Announcements

1. City Council Meeting	Tuesday, April 18, 2017 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, April 18, 2017 *(Immediately following City Council Meeting)*
3. Parks, Recreation, and Culture Board Meeting	Tuesday, April 25, 2017 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Discussion Regarding Conditional Use Permit to Operate Retreat Center *(Mayor Wimmer)*
2. Resolution Approving a Special Event Permit Request for Celebrate Isanti on August 12, 2017 *(Katie Everett, Community Events & Parks Coordinator)*
3. Resolution Authorizing Consumption & Display Permit for Brushes & Boards *(Stacy Upton)*

City Administrator Don Lorsung
4. Resolution to Approve a Conveyance Agreement with a supplemental Use and Maintenance Agreement between the City of Isanti and CSDCPC ASA, LLC for the property legally described as Lot 2, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota.
5. Resolution Approving the Site Plan for a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, as requested by CSDCPC ASA LLC
6. Resolution Approving the Final Plat of Fairway Greens Phase 10 as requested by CSDCPC ASA LLC, legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota
7. Ordinance Approving a Map Amendment to Lot 3, Block 1, Fairway Greens, to Rezone from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District
8. Resolution Approving an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE as requested by the City of Isanti
9. Ordinance Amending Ordinance No. 445 Zoning, Section 10, Article 1 "RC" Recreational Commercial District
10. Resolution Approving Acceptance of Grant from Partners in Healthy Living for Additional Community Garden Equipment

Economic Development Director Sean Sullivan

11. Consider Resolution Authorizing Isanti Bucks and City Promotional Bag Marketing Program

City Engineer Brad DeWolf

12. Discussion Regarding 2017 Palomino Road SE Improvements – Pedestrian Alternatives
13. Discussion Regarding Preliminary Analysis Results: TH 65 at Cajima Street NE Intersection Analysis

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $154,868.69 and Payroll in the Amount of $95,802.39 and First Quarter Payroll for Council Boards/Commissions in the Amount of $11,512.38
2. Final Meeting Minutes of the February 28, 2017 Parks, Recreation and Culture Board Meeting
3. Resolution Approving a Check Be Written to New Hope Community Church – Isanti for Volunteering at the Community Movie Night
4. Resolution Accepting the Resignation of Part Time Liquor Store Clerk Andrew Sammis
5. Resolution Approving Payment of Additional Design Hours to Ham Lake MinuteMan Press for City Newsletter Design
6. Resolution Offering the Seasonal Parks Maintenance Positions to Greg Rambow and Gene West
7. Resolution Offering Part Time Liquor Store Clerk Position to Jason Goetz
8. Resolution Approving Proposed 2017 Technology Budget Purchases
9. Resolution Authorizing Staff to Seek Help with Economic Development/Marketing Activities Through Providing a Paid Internship Opportunity and Accepting A $1,000 Scholarship from The Minnesota Economic Development Foundation
10. Resolution Accepting the Resignation of Part Time Administrative Data Clerk Janice Lutterman

M. Other Communications

1. Draft Minutes of the March 21, 2017 Planning Commission Meeting
2. Draft Minutes of the March 28, 2017 Parks, Recreation & Culture Board Meeting

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MARCH 21, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Administrator Don Lorsung, City Attorney Clark Joslin, City Engineer Brad DeWolf, Community Development Director Roxanne Achman, Human Resources/City Clerk Lindsey Giese, Police Chief Gene Hill

Others Present: K. Kolzow, T. Ranua, A. Maxwell, S. Beggs, S. Stickley, D. Simpson, C. Metz, K. Merrifield, M. Cameron, J. Kennedy, J. Merrifield, C. Galeazzi

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended to include items K.1. Resolution Supporting Local Decision-Making Authority (all K items to be renumbered accordingly) and item L.10. Resolution Accepting Proposal Quote for Rug & Uniform Services for All City Departments and Entering into Three-Year Contract with G & K Services

Motion by Lundeen, second by Lorinser to approve the amended agenda. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

None

F. Approve City Council Minutes

1. March 7, 2017 – Regular Meeting of the City Council

Motion by Lundeen, second by Lorinser to approve the minutes. Motion carried unanimously.

G. Citizens Input

None

H. Announcements

1. Parks, Recreation, & Culture Board Meeting	Tuesday, March 28, 2017 at 6:00 p.m.
2. City Council Meeting	Tuesday, April 4, 2017 at 7:00 p.m.
3. Economic Development Authority Meeting	Tuesday, April 4, 2017 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

Mayor Wimmer reported that during the Chamber Board Meeting, Cambridge Councilmember Morin updated the Chamber Board in stating that Cambridge was getting close to securing a hotel deal. The Mayor explained that it has also been one of the prime projects for Isanti for a very long time. He expressed that we have had some near misses and had some proposals within the last year that would require more City involvement to make the project happen. He has been working with the Economic Development team to see what we can get together. Mayor Wimmer asked the Council to think about what they are willing to do. Both the Cambridge and Isanti tourism studies conducted determined that this area would only be able to support one more hotel with about 80 rooms needed for our area. Once a new hotel is finalized, it would likely be five or ten years for another opportunity. The Mayor would like it discussed at the next council meeting regarding that type of proposal.

J. Public Hearings

1. 2017 Palomino Road Street & Utility Improvements Project
   a. **Resolution 2017-081 Ordering the 2017 Palomino Road Street & Utility Improvement Project**

City Engineer Brad DeWolf gave a presentation on the project. He explained what is proposed to be upgraded is from Railroad Avenue to Trunk Highway 65. It is a municipal state aid street and was the worst rated pavement in the community according to the street rating test conducted last year. There is a six and eight inch watermain under the street that will need to be replaced, to complete a 10 and 12-inch loop that we have in the entire community. The proposed improvements include to reclaim the street and repair all bad concrete, curb and gutter, the installation of the new watermain and a proposed 10-foot trail/walkway construction. The cost is broken down between street $380,000; watermain $261,000; and bituminous trail $146,000. It is proposed to use our city assessment policy, and the per parcel assessment would be on 25% of street costs only. It is not proposed to assess for watermain or trail. The estimated assessments come out to $3,656.77 per parcel. It would be levied to property owners' property taxes and divided between ten years. The interest rate is estimated 4.75%. Other project costs will be paid by city funds and state aid. DeWolf explained they would award a bid in May, construction could start in June and the project would have an expected completion of November.

The Public Hearing was opened at 7:07 p.m.

Terry Ranua, 306 Palomino Road, addressed the council and questioned why a ten-foot trail is needed instead of a four-foot sidewalk as in other parts of the city? He presented an alternative to just paint a line down the center of the road like on Railroad Avenue which would be cheaper, and stated it would not require additional maintenance in the winter. He further explained that he did not understand where the idea of the trail came from. Mr. Ranua then expressed concern over the trucks going down the road which he believes to be what damaged the road. He believes when the cross over to 65 on Main Street was closed, the traffic started coming down Palomino. Ranua believes a better option would be to get the traffic back onto Main Street instead of a residential neighborhood. He would also like to see a flashing light on the speed limit sign at each end of the street.

Mayor Wimmer addressed the concerns explaining that a ten-foot bituminous trail versus what is actually a five-foot sidewalk is typically cheaper. The Mayor explained Palomino is a major road for us and that is why we receive Municipal State Aid and why the State is actually funding a big portion of the project. He stated that having a trail along that road is in the City's Long Term Connectivity Plan to make sure we have trails where we have the most traffic. Mayor Wimmer believes that because there is no place to walk is why there is no one walking currently. The truck traffic is a concern in several areas in the City and is something we are trying to address, as we are conducting traffic studies. However, MN DOT controls the access across 65. City Engineer DeWolf addressed the question of why the trail needs to be ten-feet. He explained it is to meet state aid design standards. The Mayor explained we do have other bituminous trails around the city, however there are some that are eight feet as they are not on State Aid Roads.

Dennis Simpson, 303 Palomino, also addressed the Council. He expressed concern having the trail go to the highway. He is wondering how do we plan to control the young children going to the Highway? The Mayor addressed the concern and explained this is a long-term investment in the future development of the City. It may not be for today but because we are doing this project today, it makes it less expensive. We are at least providing a safer option than walking down the middle of the road. In afterthought, the Mayor realized he had not addressed Mr. Ranua's comment on Railroad Ave. He explained they are working at getting a trail there, it is less safe to just have that line on the road.

Sean Stickley, 301 Palomino Road, approached the Council. He questioned why they are putting no parking on the south side of Palomino Road. Mayor Wimmer replied that it is required by the State and asked Brad DeWolf to further explain. DeWolf explained the width of the road with the current curb dimensions, only permits two driving lanes and one parking lane, that is why the south side is no parking. Stickley also commented he agrees with the comments of the other two residents. He was curious if the city would assist in the clean up after the project is completed as he had just pressure washed the outside of his home and it took over a month to complete. Mayor responded that he hopes Mr. Stickley will appreciate the fact that there is a nice new road to drive on and there will not be as many pot holes damaging his vehicle.

Clint Metz, 210 Palomino, approached the Council and questioned what will happen to his irrigation and also questioned about the driveway entrances. The Mayor explained that the irrigation should not be in the city right-of-way. But if so, it is the homeowner's responsibility to move it. DeWolf explained the sidewalk/trail will go through the driveways and will be matched in behind the trail.

Terry Ranua, 306 Palomino Road, approached the podium for a second time with concern that his concrete driveway would be cut out. He also was in disbelief that concrete is not less expensive than bituminous. He also questioned what happens with the mailboxes, fire hydrants and trees. City Engineer DeWolf explained that the end of the driveway where the trail goes through will have to be removed, unless they meet the exact aid handicapped accessible slopes the State requires. Each driveway will be surveyed and if they can match into it, they will. They will look at each one separately and meet with each property owner. As for the cost of concrete versus bituminous, he did not have exact figures of price per foot on hand. However, Councilor Collison added that there is much more labor involved with concrete. Councilor Lundeen added that when he built his house, the cost was almost double for concrete and with black driveway (bituminous) it also melts off ice

quicker. DeWolf further explained the mailboxes will be behind the curb where they are permitted. The fire hydrants and power poles will have to be moved to the back side of the trail. There are a few isolated trees that will likely have to be removed. Mayor Wimmer explained that when we look at street repairs, the neighborhood does not like it due to the interruptions etc., but we have to look at it from the stand point of long term benefit to that area versus letting the infrastructure decay to such a point the cost would continue to escalate.

Mike Cameron, 206 Palomino Rd, addressed his concerns to the Council. His concern was regarding his concrete driveway being replaced. Mayor reiterated that each driveway would be looked at individually and if they don't have to touch the driveways, if they were to meet specifications, it will be cheaper for the City also. The City is responsible for repair of the sidewalks.

Linda Cameron, 205 Palomino Rd, approached the podium and expressed her concern. She questioned why the trail isn't being located on the other side of the street. She was also concerned about the taxes increasing. Engineer DeWolf explained it connects well with Railroad Avenue trail on that side and that is why it was looked at more on the north side then on the south side. The Mayor explained that it wouldn't raise the tax, but it would add an assessment, which is reflected on the tax statement. He also stated that we can all agree that we don't want taxes to be as high and valuations continue to rise dramatically. However, the City doesn't control the valuation side of it. About 40% of taxes go to the City the rest goes to the County and School District. Also, this is one of the lowest assessments we've had for similar projects. Palomino benefits because it is a Municipal State Aid Road. Further discussion ensued regarding Municipal State Aid.

Kara Merrifield, 208 Palomino Rd, addressed the Council. She expressed her concern over differing explanations of the re-location of the power lines. She stated at the open house meeting they were informed that the power lines would be placed in front of the trail by the mailboxes. DeWolf stated that the private utilities, both the cable boxes and the power poles will be relocated to the North side of the trail, as it is shown on the map.

Clint Metz, 210 Palomino Rd, raised his concern that all trees would be cut down for these power lines, and they are beautiful mature trees. City Engineer DeWolf explained that Mr. Metz' trees are located several feet back from the trail. DeWolf said they will need to meet with the power company to discuss the trimming. Councilor Lorinser asked if the lines could be run underground and the Mayor responded that it would probably double this budget.

Terry Ranua, 306 Palomino Rd, approached the podium again to reiterate his desire for a concrete, smaller sidewalk. He also raised questions on if the snow would be plowed or blown. His concern was in regards to the trail and the trail being so close to the front of his house that if the snow was blown it may hit his windows.

Mike Cameron, 206 Palomino, wanted clarification on a ten or twenty-year plan. The Mayor explained that the pavement management plan is a ten-year management plan to address the street infrastructure in the city. However, that we like to look out for several decades when planning projects and looking at the impact for the city. Isanti has changed so much in the last decade not to mention the last two or three decades. Cameron stated that the South side is swamp and the North is full so he questioned how that area is going to change in twenty years? Councilor Collison added it

is more about where that trail is going to connect in the future. Councilor Lorinser questioned if the corner of Palomino and Hwy 65 is Commercial. Mayor Wimmer replied yes. Cameron questioned why the assessment is for only the people on Palomino, and why it isn't split between all houses around there? The Mayor pointed out that $3,600 is only 25% of the street cost. The 75% is picked up by everyone else in the City. When the streets are done in their neighborhood, they will pick up those costs. Mayor Wimmer added that $3,600 is a very reasonable street assessment.

Kara Merrifield, 208 Palomino Rd, wanted clarification what would be happen if someone were hurt on that trail, in front of their home. Would it go on their homeowner's insurance? The Mayor explained a sidewalk is City infrastructure. She wanted to know with so many unanswered questions and things the City Engineer needs to check into, how can a decision be made tonight? The Mayor explained that they can decide to go ahead with the project to get the ball rolling, but can make change orders as the project moves forward.

The Public Hearing was closed at 7:48 p.m.

Mayor Wimmer summarized the hearing with the main concerns being the ten-foot asphalt versus a five-foot sidewalk, the other was the North or South side location of the trail, and tree preservation. The Mayor questioned would changing from a ten foot to a five-foot sidewalk save any trees and how many? If we don't have the answer, can we move forward and at that point do a change order? City Engineer DeWolf stated he would be happy to come back and do a comparison and how it would affect the trees. Further discussion ensued.

Motion by Collison, second by Lorinser to approve Resolution 2017-081 with the understanding the City Council will review information from the City Engineer at their April 4, 2017 City Council meeting regarding the impact of a 5'foot concrete sidewalk or a 10' bituminous trail, and then make a decision regarding construction of said improvement. Motion carried unanimously.

2. **Resolution 2017-082 Vacation of All Drainage and Utility Easements Lying Within Lots 2 & 3, Block 1, Fairway Greens**

The Public Hearing opened at 8:00p.m. There were no public comments. The Public Hearing was closed at 8:00p.m.

Motion by Lundeen, second by Collison to approve Resolution 2017-082 as presented. Motion carried unanimously.

K. Business Items

1. **Resolution 2017-083 Supporting Local Decision-Making Authority**

The Mayor stated that Cities are having a lot of their authority taken away from them. The most recent proposal is one that would make it illegal for cities to charge planning and review fees. We would still need to do the work and pay our Community Development Director but we couldn't charge the developer for it, it would have to be paid by the taxpayers. This resolution is showing our support for local decision making authority.

Motion by Lundeen, second by Lorinser to approve Resolution 2017-083 as presented. Motion carried unanimously.

City Administrator Don Lorsung

2. **Resolution 2017-084 Approving the Extension of an Agreement with Community Pride Bank for Banking Services**

Motion by Lundeen, second by Bergley to approve Resolution 2017-084 as presented. Motion carried unanimously.

Police Chief Gene Hill

3. **Resolution 2017-085 Declaring 2010 Dodge Charger as Surplus Property**

Motion by Lorinser, second by Bergley to approve Resolution 2017-085 as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $619,440.00 and Payroll in the Amount of $92,593.77
2. Contractor's Pay Request No. 07 Wastewater Treatment Improvements in the Amount of $335,782.00
3. Final Meeting Minutes of the February 7, 2017 Economic Development Authority Meeting
4. **Resolution 2017-086 Approving Donation Box at Liquor Store for Pet Supplies Drive**
5. **Resolution 2017-087 Approving Contract for Interim Community Development Consulting Services with Roxanne Achman**
6. **Resolution 2017-088 Accepting Quote for Fire Extinguisher Services for the City of Isanti and Entering into a Contract for Fire Extinguisher Services**
7. **Resolution 2017-089 Approving Job Descriptions Within the Public Works Department**
8. **Resolution 2017-090 Approving Farmers Market Advertisement in the May Edition of the Courier**
9. **Resolution 2017-091 Extending Vacation Hours for Liquor Store Manager John Jacobi**
10. **Resolution 2017-092 Accepting Proposal Quote for Rug & Uniform Services for All City Departments and Entering into Three-Year Contract with G & K Services**

Motion by Lundeen, second by Bergley to approve Consent Agenda as presented. Motion carried unanimously.

At 8:06p.m. Mayor Wimmer announced that the Council would go into a brief recess to clear out the chambers and that Council would then go into closed session to discuss the Public Services 49er's Labor Negotiations.

N. Closed Session

1. Labor Negotiations

At 8:14 p.m. Council came out of closed session. Mayor Wimmer requested City Attorney Clark Joslin provide a summary of the closed session.

Attorney Joslin explained the council went into closed session for purpose of the discussion on labor negotiations with the labor contract of the Public Works Department workers through the Local 49 Union. There was discussion on the terms of the proposed contract provisions, discussion of the process that was followed in the course of negotiations and various items that were included in the contract. Following that discussion, the Council ended the closed session and came back to open session for purpose of taking any action the Council deems appropriate.

a. **<u>Resolution 2017-093</u> Authorizing the Acceptance of the Labor Agreement Between the City of Isanti and I.U.O.E., Local No. 49, AFL-CIO**

Motion by Bergley, second by Lundeen to approve the I.U.O.E., Local 49 union contract as presented. Motion carried unanimously.

b. **<u>Resolution 2017-094</u> Approving a Cost of Living Adjustment (COLA) for Non-Union Employees**

Motion by Lundeen, second by Bergley to approve Resolution 2017-094 as presented. Motion carried unanimously.

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried unanimously. The meeting was adjourned at 8:17p.m.

Respectfully Submitted,

Lindsey Giese

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

K.1.

Council Discussion

To: Mayor Wimmer
Members of the City Council

From: Alex Conzemius, AICP
Planner

Date: April 4th, 2017

Subject: Notice from Isanti County regarding a proposed lodging retreat and Conditional Use Permit for a property just outside City limits and guided for future low density residential land uses

---

Background

On March 30th, Isanti County provided notice that a conditional use permit to operate a retreat center for overnight private temporary lodging was being pursued. The property is located at 27868 Polk St. NE, is represented by PID #05.031.3300 and is located in the SE ¼ of the SE ¼ of Section 31, Township 35, Range 23 in Isanti Township

2008 Comprehensive Plan, Future Land Use Map:

The Isanti Comprehensive Plan guides this area partially for future low density residential development. The rest of the property that is encumbered by water and wetlands is guided for park/open space uses. City Council must consider the implications of the proposed lodging retreat and the effect that such a development may have on the likelihood that the City of Isanti can realize the vision of the Isanti Comprehensive Plan as shown in the Future Land Use exhibit. State law allows land use planning to extend beyond the boundary of a municipality to include areas that are likely to be developed in future years with more intense land uses. The purpose of this rule is to discourage any improvements, or conveyance of property in such a manner that would make it difficult or more expensive to extend services to such an area at a time in the future when there is development pressure in the area.

The City of Isanti's Comprehensive Plan was reviewed by adjacent jurisdictions prior to approval. Isanti County should be aware of expansion and Land Use plans for the area. City Council is asked to provide guidance to staff on any response to this issue.

County Planning Commission Consideration

The County Planning Commission will review the Conditional Use Permit on April 13, 2017. Any opinion on this issue is requested to be sent to the County in writing by April 6th or by attending the Planning Commission meeting. A more detailed copy of the request may be reviewed in the County Zoning Office prior to the meeting.

Section 18, Subdivision 4 of the County Zoning Ordinance states that "the establishment of the conditional use [must] not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area." It could be argued that the retreat center, if approved, would impede on the orderly development of the area, would be an incompatibility with planned future land uses and would make the extension of utilities for this development and that of adjacent vacant properties less likely. The Isanti County Commissioners would benefit from some response from the City of Isanti on the impacts of the

proposed use on the orderly development of the area in order for them to fully consider the request and whether it could be approved.

Staff Request

To consider the proposed lodging retreat building proposal, and the impacts the development would have on the area and growth of the City of Isanti. To provide guidance to staff on the response, if any, to the County and Township on this matter.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: April 4, 2017

Subject: A Resolution Approving a Special Event Permit Request for Celebrate Isanti on August 12, 2017

Background

City staff has submitted a special event permit application to host the Celebrate Isanti event on August 12, 2017. The event will include free activities open to the public throughout the day. A 5K family bike ride and run/walk will begin at the Park and Ride in Cambridge at 8:30 am. The route for the race will follow the Cambridge-Isanti Bike/Walk Trail into Bluebird Park with the finish line on the southwest corner of the Isanti Soccer Complex. There will be a kids'/wellness fair with local businesses and organizations in the open space at Bluebird Park from 9:00 am to 1:00 pm. Vendors will submit applications to the City for review. They will showcase the resources available in the community for children and families. From 11:00 am to 5:00 pm, the Rum River Rods' Summer Spectacular Car Show will occur on Main Street. The Street Dance featuring Jonah and the Whales will begin at 7:00 pm and end at 11:00 pm (a Special Event Permit has already been issued for this part of the event).

Parking for the 5K and Wellness Fair portions of the event is anticipated to be contained within the Park and Ride and Bluebird Park Lots.

Portions of Main Street Downtown will be closed for the day. Cars entered into the Car Show will be parked on both sides of Main Street. Main Street will be closed from 2nd Ave to just west of the tracks and 1st Ave will be closed from the alley south of City Hall to the alley behind the Post Office. Letters will be sent to area residents and business informing them of the closure.

Should the weather not cooperate for the events, the event will be cancelled. Any cancellations will be posted to the City's website and the Isanti Events and Community Center Facebook page as early as possible.

A Special Event Permit Application including site plan, temporary sign permit application, and proof of written notification, is attached for Council review. The Special Event Permit typically requires a $100 clean up deposit fee; city staff are asking that this fee be waived. The Temporary Sign Permit application typically requires a $50 fee; city staff are asking that this fee be waived.

Staff Request

City staff is requesting approval of the Celebrate Isanti Special Event Permit application and attachments, and waiver of the associated fees.

Attachments

- Resolution No. 2017-XXX
- Special Event Application – Celebrate Isanti
    - Application Form
    - Event Flyer
    - Site Plan
    - Sample Notification Letter
    - Wellness Fair Vendor application
    - Special Event Temporary Sign Permit Application

RESOLUTION NO. 2017-

RESOLUTION APPROVING A SPECIAL EVENT APPLICATION FOR CELEBRATE ISANTI

WHEREAS, City of Isanti staff are planning an event to celebrate the community in and around Isanti; and,

WHEREAS, the event is scheduled to take place August 12, 2017 from 8:00 a.m. until 11:00 pm throughout the City of Isanti at Bluebird Park and Downtown on Main Street, and on the Cambridge-Isanti Bike/Walk Trail; and,

WHEREAS, the event will include a Family Bike Ride, 5K Run/Walk, Kids' Festival, and Street Dance, in conjunction with the Rum River Rods' Summer Spectacular Car Show; and,

WHEREAS, the estimated number of people to be in attendance over that time period is anticipated to be 500-1,500; and,

WHEREAS, parking for the Bluebird Park portion of the event is expected to be contained in the park lots, and parking for the Car Show and Street Dance will be available in the City Hall parking lot, in the lot behind Isanti Custom Meats/Post Office, and some street parking; and,

WHEREAS, Main Street will be closed for the Car Show as requested by Rum River Rods through the Street Dance, and will reopen around midnight; and,

WHEREAS, all event activities are free and open to the public; and,

WHEREAS, the applicant has requested the required $100 clean-up deposit fee be waived, as well as the $50 temporary sign permit fee;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 4th day of April, 2017.

Attest:

George A. Wimmer
Mayor

Lindsey Giese
Human Resources/City Clerk

(SEAL)

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: _____

APPLICANT INFORMATION

Sponsoring Entity (if applicable): City of Isanti

Contact Person: Katie Everett - Community Events and Parks Coordinator

Address: 110 1st Ave NW, PO Box 428

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Fax: 763 - 444 - 5560 Cell: 763 - 772 - 5856

E-mail: isantiparks@cityofisanti.us

Secondary Contact Person: Josi Wood - Public Services Director/Asst. City Administrator

Address: _____

City: _____ State: _____ Zip: _____

Phone: 763 - 444 - 5512 Cell: ___ - ___ - ___ E-mail: jwood@cityofisanti.us

EVENT INFORMATION

Event Name: Celebrate Isanti

Date(s) of Event: August 12, 2017

Hours of Event: 8:00 am - 11:00 pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
5K - family bike ride and run/walk in the morning, kids/wellness fair at Bluebird Park from 9am to 1pm, Car Show Spectacular (hosted by Rum River Rods) 11am to 5pm, and Street Dance from 7pm to 11pm (separate permit filed).

Proposed Location of the Event (be specific, site map also required):
5K will begin at Park and Ride in Cambridge and end in Bluebird Park where the Wellness Fair will take place. The Car Show and Street Dance will occur on Main Street downtown.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
500-1500

Parking Impact – Describe in detail:
Main Street will be closed for the Car Show and Street Dance, parking will be available in the City Hall parking lot, in the lot behind Isanti Custom Meats, and limited street parking. Parking is expected to be contained in the Bluebird and Park and Ride lots for the other events.

Tents, equipment, amusement rides, etc.
Type: Wellness fair booths may have canopies
Size: 10x10
Location: Bluebird Park

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
EMS will be coordinated for the 5K with Isanti PD and Isanti County Sheriff

Are you requesting any street closures? If yes, list streets:
Trail crossings for the 5K will need to be controlled - 299th Ave west of the tracks, 305th Ave west of the tracks, and the area of Main St (Cambridge) S and 40th Ave SW from the Park and Ride to the Cambridge-Isanti Bike Walk Trail. 3rd Ave & Isanti Parkway until race participants have finished.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Additional bathrooms from Absolute Portables will be brought to Bluebird Park for the earlier events and downtown for the Car Show and Street Dance

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
Isanti Police Department will be present at Street Dance

Clean-up Plans – Describe in detail:
Volunteers will clean up Bluebird Park; City Staff/Public Works will clean up and reopen Main Street after the Street Dance.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
Jonah and the Whales will be playing live on a stage at 1st Ave and Main Street from 7:00 to 11:00pm.

Will any other public addressing system or sound amplification be used? If so, describe:
P.A. may be used at Bluebird Park and the Car Show to make announcements. The band will play at allowable levels with equipment they provide.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
All activities are free.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
X Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Police Chief
X Approved _____ Denied _____ N/A Signature: Eric C. Hill

Public Services Director
X Approved _____ Denied _____ N/A Signature: Jon Wood

Community Events & Parks Coordinator
X Approved _____ Denied _____ N/A Signature: Katie Everett

Community Development Director
X Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
X Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, March 28, 2017 1:48 PM
To: Isanti Parks
Subject: RE: Special Event Permit Request

Isanti Fire District approves the Celebrate Isanti special event permit application for August 12, 2017 as presented.

Thanks Katie, sounds fun!

Al

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

---

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Tuesday, March 28, 2017 1:23 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Permit Request

Good afternoon!

I have attached the special event application for the Celebrate Isanti (formerly Two Cities, One Community) event happening August 12. The event will include the 5K family bike ride and run/walk and kids' festival as in previous years. We'll be coordinating with the Isanti County Sheriff for traffic control around the 5K route, and will work with Isanti PD to ensure that the trail is monitored during the race.

As both Isanti Fire and Isanti PD are available, we would like to invite you to participate in the kids' festival as well. Upon Council approval of these materials, the vendor form will go out to potential participants for this part of the event.

Celebrate Isanti will also include the Car Show Spectacular on Main Street – we are expecting a separate application from Rum River Rods for this event and their weekly car shows – and the last Street Dance of the summer. The application for the street dances has already been approved.

Please respond with your comments or approval at your earliest convenience. If I hear back from everyone by the end of the day tomorrow (Wednesday), I should be able to get it on the council agenda for 4/4.

Thanks!

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512
Cell: 763-772-5856
Fax: 763-444-5560

CELEBRATE Isanti

Join us as we celebrate the residents, businesses, and organizations that make Isanti a great Community for Generations!

5K FAMILY BIKE RIDE AND RUN/WALK

CHECK IN 8:00 AM AT CAMBRIDGE PARK AND RIDE
BIKE RIDE - 8:30 AM
5K - 8:45 AM

FIRST 50 REGISTERED IN EACH EVENT GET A FREE GOODIE BAG!
GO TO EVENTBRITE.COM TO PRE-REGISTER

KIDS' FESTIVAL

9:00 AM TO 1:00 PM
BLUEBIRD PARK

CAR SHOW

RUM RIVER RODS SUMMER SPECTACULAR
11:00 AM - 5:00 PM
DOWNTOWN ON MAIN STREET

STREET DANCE

JONAH AND THE WHALES
7:00 PM - 11:00 PM
DOWNTOWN ON MAIN STREET
GRAND PRIZE DRAWING FOR CITY WIDE
SCAVENGER HUNT ENTRIES

August 12

2017

Questions? Call 763-444-5512 or email isantiparks@cityofisanti.us

A Community For Generations
Isanti

CELEBRATE Isanti

August 12, 2017

Vendor Application

Business/Organization : _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Tell us how you'd like to participate (info below):

☐ Item for free goodie bags ☐ Kids' Festival ☐ Both

Kids' Festival Booth

There is no fee for vendors at this event. Instead, we ask that vendors either offer a craft, game, or giveaway at their booths.

Please tell us what you'll be offering:

Game: _____ Extra space needed: _____

Giveaway: _____

Craft: _____

Free Goodie Bags

There will be 100 free goodie bags for the first 50 registered in both the Family Bike Ride and 5K Run/ Walk. These bags are a great place to promote your business! If you would like contribute something for the bags, please plan to have 100 items delivered to Isanti City Hall no later than Friday, August 4.

Waiver of Liability Responsibility Indemnification—to the extent permitted by law, participant hereby agrees to protect, indemnify, defend and hold harmless the City of Isanti, City employees, agencies, insurers and volunteers against all claims, losses or damages to persons or property and costs arising out of or connected with the event Celebrate Isanti, including, but not limited to: set-up, removal, maintenance, occupancy or use of the property, the City of Isanti and its affiliates.

Authorized Signer for Business_____

Title_____ Date_____

VENDOR INFORMATION:

- The vendor fair will be in the grassy area of Bluebird Park in Isanti.
  *A layout map will be sent prior to event.
- Waiver of Liability must be signed (this form).
- Vendor hours are 9:00am to ~1:00pm.
- You must bring your own tent, table , chair
- You will be given a 10'x10' space but there will be extra room to accommodate your game—please notate how much space you will require.
- If you are planning on selling anything, you must get pre-approval.
- If you are not offering a giveaway, game or craft, please contact us to pay a vendor booth fee.
- All vendors must comply with loading/unloading and parking rules. This info will come prior to 1 week of the event.
- This is an outdoor event and will take place rain or shine.
- The vendor fair is part of a larger event. If you would like to get involved in other areas, we would love your extra support.
- **Space is limited, please let us know if you will be participating no later than July 28.**

The City of Isanti reserves the right to accept or deny vendors

Complete forms can be returned to:
City of Isanti, Attn: Katie Everett, PO Box 428, Isanti MN 55040,
isantiparks@cityofisanti.us, or faxed to 763-444-5560.

If you have questions, please contact Katie Everett, Community Events and Parks Coordinator at 763-444-5512 or isantiparks@cityofisanti.us

A Community For Generations.

Isanti

March 24, 2017

Dear Isanti Resident:

The City of Isanti is looking forward to hosting the Celebrate Isanti event on August 12, 2017. This event will be a full day celebration of the things that make our community great! Below is a schedule of events for the day – all activities are free and open to the public, we hope you can join us!

- 5K Family Bike Ride and Run/Walk on the Cambridge-Isanti Bike/Walk Trail
  (The route will begin at the Park and Ride in Cambridge and end in Bluebird Park, free shuttle services will be available)
  - 8:00 am Check in at the Park and Ride in Cambridge
  - 8:30 am Family Bike Ride
  - 8:45 am 5K Run/Walk
- Kids' Festival at Bluebird Park
  - 9:00 am to 1:00 pm
- Rum River Rods Car Show Spectacular on Main Street in Downtown Isanti
  - 11:00 am to 5:00 pm
- Downtown Isanti Street Dance featuring Jonah and the Whales on Main Street and 1st Ave
  - 7:00 pm to 11:00 pm

If you live near the Street Dance location, you may be able to hear the music at your home. Music will be played within allowable limits, and will end at 11:00 pm. Portions of Main Street will be closed downtown for the duration of this event, and parking will not be allowed. Parking will be available at Isanti City Hall, the public lot behind the Post Office, and some street parking on other streets. Main Street will reopen after the Street Dance at approximately midnight.

If you have any questions or concerns, please contact Katie at 763-444-5512.

We hope to see you there!

Katie Everett

Katie Everett
Community Events & Parks Coordinator

110-1st Avenue NW ◆ P.O. Box 428 ◆ Isanti, MN 55040-0428
Phone: (763) 444-5512 ◆ Website: www.cityofisanti.us ◆ Fax: (763) 444-5560

Park and Ride
5K Start/Check In
Cambridge-Isanti Bike/Walk Trail
5K Route
Bluebird Park
5K Finish
Wellness Fair
Car Show
Street Dance

1ST AVE NW
City Parking
ISANTI PKWY NW
3RD AVE NW

A Community For Generations.

Isanti

Fee -- Temporary Sign $50

SPECIAL EVENT TEMPORARY SIGN PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Applicant Name: Katie Everett - City of Isanti Event Name: Celebrate Isanti

Address: 110 1st Ave NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5512 Fax: ___ - ___ - ___ Cell: 763 - 772 - 5856 E-mail: isantiparks@cityof..

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name. I am the party whom the City should contact regarding any matter pertaining to this application.

The documents and information I have submitted are true and correct to the best of my knowledge.

Applicant Signature: Katie Everett Date: 3-24-17

CHECKLIST ITEM	DATE RECEIVED
Site Plan showing the location of the sign(s) on the parcel as well as dimensions from property lines. *Attach separately.*	3-24
Description of the colors, construction materials, and sign dimensions.	3-24
Written authorization from the property owner(s) for the sign to be located on the property. *Attach separately.*	
Other Supplemental Information as requested by Staff	

Application certified as complete by:

Date Received: 3/24/2017 Date application deemed complete: 3/24/2017

Application Fee: N/A

Roxanne M. A.
City Planner

3/24/2017
Date

Section 16 Signs:

Below are a number of rules and regulations pertaining to temporary signs for special events. The full ordinance can be found on the City's website (www.cityofisanti.us) or at City Hall.

- Permission
  Signs placed on property other than your own, require property owner permission.

- Signs on City Property
  Temporary signs are **prohibited** from being placed on City property or within the City right-of-way of any street.

- Sign Setback
  Signs shall be setback a minimum of ten (10) feet from the property line. Signs should not be in locations that would interfere with safe vehicular and pedestrian circulation or public safety signals.

Temporary Signs Requiring a Permit

The following signs require a temporary sign permit in zoning districts and shall meet the requirements as provided within this Section.

- Public interest signs publicizing a charitable or non-profit event of general public interest. Such signs may be erected only on private property with the consent of the owner. Such signs shall be limited to thirty-two (32) square feet. Public interest signs shall be permitted only fourteen (14) days before and must be removed seven (7) days after the event to which it pertains.

- Banners, portable signs, and inflatable figures:
  No more than one (1) banner or portable sign not to exceed thirty-two (32) square feet or one (1) inflatable figure not to exceed ten (10) feet in width or depth shall be permitted in a commercial or industrial district for a special event sponsored and/or run by a commercial enterprise in connection with a seasonal sale or other special offer. Banners, portable signs and inflatable figures for these types of events are permitted, provided they may be allowed for a maximum of thirty (30) consecutive days, no more than four (4) times per year. A minimum of one month is required between events.

Temporary Signs Not Needing a Permit

The following signs are exempt from permit requirements in all zoning districts.

- Directional signs.
  Directional signs not exceeding two (2) square feet in surface area displaying directional information for a special event, or other similar uses provided that such use shall be limited to one such sign per thoroughfare approach. Such signs shall not be illuminated and all shall comply with all applicable regulations of the road authorities.

- Ground Signs (sandwich board).
  So long as they are not located on a sidewalk or trail and are brought inside every night at the completion of business hours.

Celebrate Isanti
Sign Plan

8'x3' Vinyl Banner - Up as early as July 17 through August 14

18" x 24" corrugated plastic sign - August 12

K.3.

A Community For Generations.

Isanti

MEMO

To: **Mayor and City Council**
From: Lindsey Giese, Human Resources/City Clerk
Date: March 30, 2017
Subject: Approval of Consumption & Display Permit for Brushes & Boards, LLC

Background:
Brushes & Boards, LLC (Owner Stacy Upton) has submitted an application for a Consumption & Display permit. Brushes & Boards is located at 401 Dual Blvd. E Suite 102, Isanti, MN 55040. The business operates as an instructor led DIY (Do-It-Yourself) workshop. A background check has been completed by the Chief of Police, and the applicant and business successfully passed the liquor license background.

Consumption & Display Permit:
Per City Code, Chapter 76-14 Types of Licenses, Subdivision G.1, the City may issue a Consumption & Display permit to an applicant who has not, within five years prior to the application, been convicted of a felony or of violating any provisions of this article or rule adopted under this article. The Isanti City Code matches Minnesota State Statute § 340A.414. The State of Minnesota Alcohol and Gambling Enforcement has verified the eligibility, and if the business receives City Council approval, the final approval must be made by the State of Minnesota. This permit would expire March 31 of each year.

Requested City Council Approval:
- Approval of Consumption & Display Permit to Brushes & Boards, LLC effective April 4, 2017 through March 31, 2018.

Attachments:
- Resolution 2017-XXX - Authorizing a Consumption & Display Permit to Brushes & Boards, LLC (Owner Stacy Upton)

RESOLUTION 2017-XXX

RESOLUTION AUTHORIZING A CONSUMPTION & DISPLAY PERMIT TO BRUSHES & BOARDS, LLC

WHEREAS, the City has received an application for a Consumption and Display permit from Brushes & Boards, LLC; and,

WHEREAS, the applicant has provided proof of liability insurance and is not required to obtain workers' compensation insurance as there are no other employees; and,

WHEREAS, Minnesota State Law and City Ordinance have been reviewed and the business meets the criteria in which the applicant is eligible for the permit; and,

WHEREAS, the required fees for the permit and background check have been paid in full; and,

WHEREAS, the City has conducted a background check on the applicant and found no reason to deny the permit; and,

WHEREAS, the effective date of the Consumption & Display permit shall be determined by the State of Minnesota Alcohol and Gambling Enforcement Division per all state requirements being met.

NOW, THEREFORE, IT IS HERBY RESOLVED by the City Council of the City of Isanti, Minnesota that:

1. That the City approves authorization to issue a Consumption and Display permit to Brushes & Boards, LLC (Owner Stacy Upton) in accordance with Isanti City Code.
2. Authorization is contingent upon all local and State requirements being met and receipt of all required documentation.
3. That staff is hereby authorized to sign all required documents to provide for the issuance of the Consumption and Display permit.
4. The Consumption and Display permit is issued by the State, and Brushes & Boards, LLC is not authorized to allow consumption within the business until the state authorizes and issues the appropriate permit.

This resolution was duly adopted by the Isanti City Council this 4th day of April, 2017.

Attested:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR CONSUMPTION & DISPLAY PERMIT

TO THE HONORABLE CITY CONCIL:

I, Stacy Upton , ,
(Name of person making application) First Last Middle Maiden

as Individual owner hereby submit this application for renewal of
(Individual owner, officer, or partner)

the following licenses:

____ On-sale Liquor License - $2,500	____ Sunday Liquor License - $200
____ On-sale 3.2 Malt Liquor License - $250	____ Off-sale 3.2 Malt Liquor License - $150
____ Club License - $500	____ Wine License - $300
X Consumption and Display - $200	____ Strong Beer – No Fee

for the Brushes + Boards, LLC
(Name of the Establishment)

located at 401 Dual Blvd E. Suite 102 for the sale of
(Street address and / or plat and parcel number)

liquor in accordance with the provision of Minnesota Statutes, Chapter 400, and City of Isanti Code, commencing April 1, 2017 and ending March 31, 2018.

Describe Area Where Liquor Will Be Consumed (Licensed Premises) (On Sale Only)

Licensee Residence Address

Licensee Home Phone ____ Business Phone 763. 226.9261

Licensee Date of Birth ____ Licensee Driver's License # ____

In support of said application and in accordance with the requirements as set forth in said Chapter, the following is submitted as part of the license application:

X License Fee

X Certificate of Insurance evidencing liquor liability coverage must cover license period of April 1 to March 31, or Waiver of Insurance if applicable

X Supporting License Documentation

Stacy Dupton
(Signature of Person Making Application)

3.20.2017
(Date)

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR CONSUMPTION AND DISPLAY (SET-UP) PERMIT

TYPE OF BUSINESS: ☐ Corporation ☐ Partnership ☒ Individual

SALES AND USE TAX IDENTIFICATION NUMBER: [illegible]3 (to apply for a sales tax #, call 651-296-6181)
INSURANCE COMPANY: [illegible] PHONE#: [illegible] POLICY #: [illegible]

NAME OF BUSINESS (ATTACH SECRETARY OF STATE CERTIFICATION)

NAME OF BUSINESS: Brushes + Boards, LLC	
DBA OR TRADE NAME:	BUSINESS ADDRESS: 401 Dial Blvd E. Suite 102

NAME OF APPLICANT

(FIRST, FULL MIDDLE, LAST): Stacy Upton		SOCIAL SECURITY #
STREET ADDRESS:	CITY:	STATE/ZIP CODE: MN
MARITAL STATUS: ☐ Divorced (*) ☐ Single ☒ Married (*) ☐ Legally Separated	MAIDEN NAME:	REGISTERED VOTER: ☒ Yes ☐ No
HOME PHONE #: 2 WORK PHONE #: 763.238.9201	DATE OF BIRTH:	PLACE OF BIRTH:

(*) IF MARRIED, SPOUSE'S FULL NAME AND ADDRESS:

(*) IF DIVORCED, FULL NAME AND ADDRESS OF FORMER SPOUSE:

LIST ANY OTHER NAME (ALIASES USED BY APPLICANT):

NAME (FIRST NAME, FULL MIDDLE NAME, LAST NAME):

DATES NAME USED:	NAME USED:	REASON FOR USING ALTERNATE IDENTIFICATION

LIST THE ADDRESSES WHERE APPLICANT HAS LIVED FOR THE PAST TEN YEARS

STREET ADDRESS:	CITY:	STATE/ZIP CODE:	DATES YOU LIVED HERE:
STREET ADDRESS:	CITY:	STATE/ZIP CODE:	DATES YOU LIVED HERE:
STREET ADDRESS:	CITY:	STATE/ZIP CODE:	DATES YOU LIVED HERE:
STREET ADDRESS:	CITY:	STATE/ZIP CODE:	DATES YOU LIVED HERE:

LIST APPLICANT'S OCCUPATIONAL HISTORY FOR THE PAST TEN YEARS	
NAME OF COMPANY:	TYPE OF BUSINESS:
YOUR OCCUPATION:	DATES EMPLOYED HERE:
NAME OF COMPANY:	TYPE OF BUSINESS:
YOUR OCCUPATION:	DATES EMPLOYED HERE:
NAME OF COMPANY:	TYPE OF BUSINESS:
YOUR OCCUPATION:	DATES EMPLOYED HERE:

If business is a partnership, attach partnership agreement; if corporation, attach "Certificate of Incorporation" from the Secretary of State's office.

LIST ALL NAMES OF PARTNERS OR OFFICERS				
FIRST NAME, FULL MIDDLE NAME AND LAST NAME:	TITLE:	RESIDENT PHONE #:	PERCENT OF INTEREST:	
RESIDENT STREET ADDRESS:	CITY:		STATE:	ZIP CODE:
FIRST NAME, FULL MIDDLE NAME AND LAST NAME:	TITLE:	RESIDENT PHONE #:	PERCENT OF INTEREST:	
RESIDENT STREET ADDRESS:	CITY:	STATE:	ZIP CODE:	
FIRST NAME, FULL MIDDLE NAME AND LAST NAME:	TITLE:	RESIDENT PHONE #:	PERCENT OF INTEREST:	
RESIDENT STREET ADDRESS:	CITY:	STATE:	ZIP CODE:	
FIRST NAME, FULL MIDDLE NAME AND LAST NAME:	TITLE:	RESIDENT PHONE #:	PERCENT OF INTEREST:	
RESIDENT STREET ADDRESS:	CITY:		STATE:	ZIP CODE:

ATTACH ADDITIONAL SHEET IF NECESSARY

LIST OCCUPATIONAL HISTORY OF PARTNERS OR OFFICERS FOR THE PAST TEN YEARS		
NAME OF PERSON:		NAME OF BUSINESS:
OCCUPATION:	EMPLOYMENT DATES:	TYPE OF BUSINESS:
NAME OF PERSON:		NAME OF BUSINESS:
OCCUPATION:	EMPLOYMENT DATES:	TYPE OF BUSINESS:
NAME OF PERSON:		NAME OF BUSINESS:
OCCUPATION:	EMPLOYMENT DATES:	TYPE OF BUSINESS:
NAME OF PERSON:		NAME OF BUSINESS:

OCCUPATION:	EMPLOYMENT DATES:	TYPE OF BUSINESS:

PLEASE PROVIDE COMPLETE BANKING INFORMATION FOR THE PAST FIVE YEARS

NAME OF INSTITUTION:	ADDRESS OF INSTITUTION:	PHONE NUMBER OF INSTITUTION:	
CHECKING ACCOUNT NUMBER:	DATE ACCOUNT OPENED:	SAVINGS ACCOUNT NUMBER:	DATE ACCOUNT OPENED:
NAME OF INSTITUTION:	ADDRESS OF INSTITUTION:	PHONE NUMBER OF INSTITUTION:	
CHECKING ACCOUNT NUMBER:	DATE ACCOUNT OPENED:	SAVINGS ACCOUNT NUMBER:	DATE ACCOUNT OPENED:

ATTACH ADDITIONAL SHEET IF NECESSARY

NAME OF MANAGER/PROPRIETOR/AGENT IN CHARGE OF PREMISES TO BE LICENSED

(FIRST, FULL MIDDLE, LAST): Stacy Upton			SOCIAL SECURITY #:
STREET ADDRESS:		CITY:	STATE/ZIP CODE: MN
MARITAL STATUS: ☐ Single ☐ Married ☐ Legally Separated ☐ Divorced		MAIDEN NAME:	REGISTERED VOTER: ☒ Yes ☐ No
HOME PHONE NUMBER:	WORK PHONE NUMBER: 763-238-9261	DATE OF BIRTH:	PLACE OF BIRTH:

ATTACH ADDITIONAL SHEET IF NECESSARY

Checklist of items required:

X Completed Application
X License Investigation Fee - Consent to Release Form & copy of Drivers License
X Certificate of Incorporation if the business is a corporation or Partnership Agreement if the business is a partnership
X Evidence of Liability Insurance on an Accord 25 Certificate of Insurance
X Minnesota Tax Identification number form LIC-003
X Certificate of Compliance – Minnesota workers' compensation Insurance form LIC-007

↑ see attached email from state - not needed I don't have any employees

I hereby submit application for a City of Isanti consumption and display permit and attest that all reported information is true and accurate. I understand the data furnished consists of private data and authorize the City of Isanti to utilize this information to perform a background investigation in determining my eligibility for a permit:

[signature] 3.22.2017

APPLICANT'S SIGNATURE DATE

Subscribed and sworn to before me a Notary Public on this 22nd date of MARCH, 20 17.

[signature]

Notary Signature (Notary Stamp)

SEAN M. SULLIVAN
Notary Public-Minnesota
My Commission Expires Jan 31, 2020

FOR CITY USE ONLY

I certify that to the best of my knowledge the applicant(s) named above are eligible to be licensed: ☐ Yes ☐ No

If no, state reason: _____

License Investigation Conducted By:	Isanti Police Chief (Signature):	Date:

I CERTIFY THAT THIS LICENSE WAS APPROVED IN AN OFFICIAL MEETING BY THE CITY COUNCIL OF THE CITY OF ISANTI:

City Clerk's Signature Date

Minnesota Department Of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
444 Cedar Street - Suite 222
St. Paul, MN 55101-5133
(651) 201-7507 Fax (651) 297-5259 TDD (651) 282-6555

NOTE: ALL CLUB ON-SALE INTOXICATING LIQUOR LICENSEES ARE EXEMPT FROM APPLYING.

APPLICATION FOR CONSUMPTION AND DISPLAY (Set Up) PERMIT
PERMIT FEE $250 (Permits expire March 31st of each year)

WORKERS COMP. INS. CO. N/A
POLICY NO. _____ DATES OF COVERAGE _____
LICENSEE'S MN SALES & USE TAX ID # _____ To apply for MN Tax ID # 651-296-6181
LICENSEE'S FEDERAL TAX ID # _____ **A $30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of $100.00 or 100% of the value of the check, whichever is greater, plus interest and attorney fees.**

Amount received

Applicants Full Name (Business, Partnership, LLC, Corporation)	DOB	SS #	Trade Name or DBA
Brushes + Boards, LLC			
Business Street Address or Box Number: 401 Dual Blvd E. Suite 102			County: Isanti; Business Phone: (763) 238-9261
City: Isanti			State: MN; Zip Code: 55040

PERMIT TYPE
☐ **Private Club** ☒ **Public Business**

Type of Business (Restaurant, Dance Hall, etc.): DIY Craft Workshop

Full Name of Business or Club Manager: Stacy Upton

DOB: _____ Address of Manager: _____

Name of Building Owner: _____

Address of Owner: _____

ARE THE CLUB OR BUSINESS PREMISES SEPARATE FROM ANY OTHER BUSINESS ESTABLISHMENT? ☐Yes ☒No

IS THERE A CURRENT 3.2 BEER LICENSE TO THIS BUSINESS AT THIS LOCATION? ☐Yes ☒No

IS APPLICATION ☒ ORIGINAL ☐ TRANSFER

IF TRANSFER, FORMER LICENSEE'S NAME AND BUSINESS TRADE NAME

If a Partnership, state the name and address of each partner. If a Corporation, state the name and address of each officer. If a Club, state the name and address of each Officer or Director.

Full Name	DOB	SS #	Address
Stacy			
Full Name	DOB	SS #	Address
Full Name	DOB	SS #	Address

FOR A PRIVATE CLUB
A CLUB MUST ATTACH A COPY OF THE CONSTITUTION AND BYLAWS OF THE CLUB AND A CURRENT LIST OF MEMBERS.

Date Club Organized	Number of Members	Amount of Dues	Membership Requirements

Length of Time Club At Present Location	Is Club Building Owned or Rented?	Does Club Store Liquor For Members?
		☐ Yes ☐ No

Has applicant; if partnership, any partner; if corporation, any officer or director; if club, any club officer or director, ever had a license under the Minnesota Liquor Control Act revoked or suspended or been convicted for any violation of State Laws or local ordinances; if so, give date and details. _____

I hereby certify that the answers are true of my own knowledge and understand that the giving of false information or the failure to give pertinent information constitutes cause for revocation of this permit. **THIS PERMIT DOES NOT ALLOW THE SALE OF INTOXICATING LIQUOR.**

Permittee Signature Stacy Upton Date _____
(Signature certifies all above information to be correct and permit has been approved by city/county.)

City Clerk/County Auditor Signature Date
(Signature certifies that a consumption and display permit has been approved by the city/county as stated above.)

PS9007 (12/09)

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/20/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kelli Riebel Agency Inc Po Box 407 Big Lake, MN 55309 (763) 263-2163 (299/077)	CONTACT NAME: PHONE A/C. No. Ext): (763) 263-2163 FAX (A/C. No): (763) 263-7558 E-MAIL ADDRESS:
INSURED Brushes and Boards LLC 28115 Lily St NW Isanti, MN 55040	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A: American Family Mutual Insurance Company 19275 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES | **CERTIFICATE NUMBER:** | **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ ☐						BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) BODILY INJURY $	$ $ $ $ $
A	☒ COMMERCIAL GENERAL LIABILITY ☐ ☐ CLAIMS-MADE ☐ OCCUR ☐ ____ ☐ ____ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC ☐ OTHER ____			22-XJ5935-01	02/22/2017	02/22/2018	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 100,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N / A If yes, describe under DESCRIPTION OF OPERATIONS below						☐ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
City of Isanti 110 1st Ave NW PO Box 428 Isanti, MN 55040	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Kelli Riebel

©1988-2014 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

Office of the Minnesota Secretary of State
Certificate of Organization

I, Steve Simon, Secretary of State of Minnesota, do certify that: The following business entity has duly complied with the relevant provisions of Minnesota Statutes listed below, and is formed or authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.

The business entity is now legally registered under the laws of Minnesota.

Name:	Brushes & Boards LLC
File Number:	929791200024
Minnesota Statutes, Chapter:	322C
This certificate has been issued on:	01/20/2017

Steve Simon
Secretary of State
State of Minnesota

City of Isanti
110 1st Ave NW
PO Box 428
Isanti MN 55040 (763) 444-5512

Receipt No: 1.018875 Mar 22, 2017

Brushes & Boards LLC

LICENSES & PERMITS 401 E Dual Blvd NE Ste 102 Brushes & Boards	200.00
Total:	200.00
POLICE 401 E Dual Blvd NE Ste 102 B & B Upton, Stacy	100.00
Total:	100.00
CHECK Check No: 5006 Payor: Upton, Stacy	200.00
CHECK Check No: 5007 Payor: Upton, Stacy	100.00
Total Paid:	300.00
Total Applied:	300.00
Change Tendered:	.00

03/22/2017 01:06PM

K.4.

A Community For Generations.
Isanti

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman, AICP
Community Development Director

Date: April 4, 2017

Subject: Resolution to Approve a Conveyance Agreement with a supplemental Use and Maintenance Agreement between the City of Isanti and CSDCPC ASA, LLC for the property legally described as Lot 2, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota.

Background

The Final Plat, Rezoning and Site Plan for a park and playground space at 901 6th Ave Ct NE were recommended for approval by the Planning Commission on March 21st, 2017, for the Art and Science Academy (ASA). Part of the agreement to allow ASA to construct such a space in what would otherwise be a commercial district, is the agreement to convey such property to the City upon completion of the park.

An agreement has been drafted that outlines the details of the construction and conveyance of the property. The attached Conveyance Agreement was drafted by Bob Deike and reviewed and revised by Campbell Knutson. CSDCPC ASA LLC (the Art and Science Academy) has had their attorney review the agreement as well. It appears that both parties are at an agreement with the attached version.

A Use and Maintenance Agreement supplements the Conveyance Agreement. The Art and Science Academy would like exclusive use of the playground and soccer field from 7:30am – 4:00pm on school days when classes are in session. The agreement outlines such uses, the responsibilities of each party, the need for comprehensive general limited liability insurance and the events of default. This agreement is very similar to what we have with other entities.

While the City will perform all regular maintenance on the property once it is conveyed, the school will be responsible for a portion of the costs due to their request for exclusive use for a significant portion of the time the park is open. Costs were calculated by Community Events and Parks Coordinator Katie Everett and further approved by the Development and Operations Advisory Committee. The overall cost of maintenance is expected to be roughly $4,400 per year. The Art and Science Academy will be responsible for contributing $2,200 per year to the City for use and maintenance. ASA will be billed by August 31st of each year. The final approval of Schedule D (Use and Maintenance Agreement) has not yet been received from CSDCPC ASA LLC. If any changes are needed, an amendment shall be made.

Attachments

- Resolution No. 2017-XXX
- Conveyance Agreement with supplemental Use and Maintenance Agreement between the City of Isanti and CSDCPC ASA, LLC

RESOLUTION 2017-

A RESOLUTION APPROVING THE CONVEYANCE AGREEMENT FOR LOT 2, BLOCK 1, FAIRWAY GREENS PHASE TEN

WHEREAS, the City Council approved the Final Plat of Fairway Greens Phase Ten on April 4, 2017; and,

WHEREAS, CDSCPC ASA, LLC currently owns Lots 1 and 2, Block 1, Fairway Greens Phase Ten; and,

WHEREAS, CDSCPC ASA, LLC received site plan approval on April 4, 2017 for the development of a park and open space area on Lot 2, Block 1, Fairway Greens Phase Ten as part of the overall growth of the Art and Science Academy on Lot 1, Block 1, Fairway Greens Phase Ten; and,

WHEREAS, the City of Isanti is proposing to enter into an agreement with CDSCPC ASA, LLC for the conveyance of Lot 2, Block 1, Fairway Greens Phase Ten upon the completion of the park and playground space as outlined in the agreement; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The Conveyance Agreement between the City of Isanti and CSDCPC ASA, LLC is approved pending the following conditions:

    a. Signing and recordation of the Final Plat, with mylars placed on file at City Hall.
    b. Final approval received from CSDCPC ASA, LLC of Schedule D of the Conveyance Agreement, Policy of Use and Maintenance
    c. Signing and recordation of the Conveyance Agreement
    d. Submittal of the annual school calendar.

This Resolution hereby approved by the Isanti City Council this 4th day of April 2017.

Attest: _____ Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

3/15/17

AGREEMENT

THIS AGREEMENT, made on or as of the _____ day of _____, 2017, by and between the City of Isanti, a statutory city under the laws of the State of Minnesota (hereinafter referred to as the "City"), and having its principal office at City Hall, 110 First Avenue Northwest, Isanti, Minnesota 55040, and CSDCPC ASA, LLC, a Delaware limited liability company whose sole member is CSDC Property Corporation, a nonprofit corporation organized and existing under the laws of the State of Arizona (hereinafter referred to as "CSDC"), having its principal office at 6731 Columbia Gateway Drive, Suite 220, Columbia, MD 21046 and Art & Science Academy, Inc., a Minnesota nonprofit corporation, having its principal office at _____ ("School[AMP1][AMP2]").

WITNESSETH:

WHEREAS, CSDC is the owner of a parcel of real property located in the City, which real property is legally described on Schedule A attached to this Agreement and is referred to in this Agreement as the "CSDC Property"; and

WHEREAS, CSDC has leased the CSDC Property to the School, which is currently operating a charter school in the City on property adjacent to the vacant CSDC Property pursuant to a conditional use permit approval granted by the City; and

WHEREAS, CSDC has requested that the City make certain changes to the conditional use permit approval to allow CSDC and School to modify their operations in the City; and

WHEREAS, as a condition to the City's approval of the modification to the conditional use permit CSDC has agreed to construct certain recreational improvements on the CSDC Property (the "CSDC Improvements") and upon completion of such construction would deed the CSDC Property and CSDC Improvements to the City to be owned and maintained by the City; and

WHEREAS, the City and CSDC desire by this Agreement to document their understandings regarding the construction of the CSDC Improvements, the conveyance of the CSDC Property and the ownership and maintenance of the CSDC Property and the CSDC Improvements; and

NOW THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, and subject to the limitations set forth below, each of them does hereby covenant and agree with the other as follows:

ARTICLE I

Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, or its successors or assigns.

"Closing" or "Closing Date" shall have the meaning provided in Section 3.6(a).

"Construction Plans" means the plans, specifications and drawings relating to the construction of the CSDC Improvements to be constructed by CSDC, copies of which Construction Plans are attached to this Agreement as Schedule C.

"County" means Isanti County, Minnesota.

"CSDC" is defined in the preamble.

"CSDC Improvements" means the recreational improvements to be constructed by CSDC on the CSDC Property, a depiction of which improvements is shown on Schedule B to this Agreement and which improvements are described in the Construction Plans.

"CSDC Property" means the real property described as such on the attached Schedule A.

"CUP Amendment" means the City's approval on _____, 20__, of an amendment to CSDC's conditional use permit approval governing its operations in the City.

"School' means the Art & Science Academy, Inc., a Minnesota nonprofit corporation.

"State" means the State of Minnesota.

"Unavoidable Delays" means delays which are the direct result of acts of God, unforeseen adverse weather conditions, strikes, other labor troubles, fire or other casualty to the Minimum Improvements, litigation commenced by third parties which, by injunction or other similar judicial action, directly results in delays, or acts of any federal, state or local governmental unit, and which directly results in delays.

ARTICLE II

Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city under the laws of the State. Under the laws of the State, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by CSDC. CSDC represents that:

(a) CSDC is a limited liability company organized under the laws of the State of Delaware and whose sole member is nonprofit corporation organized and existing under the laws of the State of Arizona. CSDC is duly authorized to transact business in the State, is not in violation of any provisions of its articles of organization, operating agreement, or the laws of the State, has the power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its board of directors.

(b) CSDC owns fee title to the CSDC Property.

(c) CSDC will construct the CSDC Improvements in accordance with the terms of this Agreement and all local, state and federal laws and regulations (including, but not limited to, environmental, zoning, building code and public health laws and regulations), except for variances necessary to construct the improvements contemplated in the Construction Plans approved by the City.

(d) CSDC will obtain, in a timely manner, all required permits, licenses and approvals, and will meet, in a timely manner, all requirements of all applicable local, state and federal laws and regulations which must be obtained or met before the CSDC Improvements may be lawfully constructed.

(e) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with or results in a breach of, the terms, conditions or provisions of any restriction or any evidences of indebtedness, agreement or instrument of whatever nature to which CSDC is now a party or by which it is bound, or constitutes a default under any of the foregoing. Notwithstanding the foregoing, CSDC shall obtain prior written approval from CSDC's lender prior to commencing work on any of the CSDC Improvements or the transfer of the CSDC Property and shall take all reasonable steps to obtain lender's approval.

(f) To the best knowledge of CSDC, there is no action, litigation, investigation, condemnation or proceeding of any kind pending or threatened against the CSDC Property.

(g) CSDC represents that it is not aware of any septic systems or wells located on the CSDC Property.

Section 2.3. Representations and Agreements by School. School represents that:

(a) School is a nonprofit corporation organized under the laws of the State of Minnesota. School is duly authorized to transact business in the State, is not in violation of any provisions of its articles of organization, operating agreement, or the laws of the State, has the power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its board of directors.

(b) School holds a leasehold interest in the CSDC Property.

(c) School approves the CSDC Improvements and authorizes CSDC to construct the CSDC Improvements and transfer the CSDC Property in accordance with the terms of this Agreement. School agrees to release its leasehold interest in the CSDC Property at Closing as further described herein provided the Use and Maintenance Agreement provided under Section 3.3(g) of this Agreement is executed at Closing.

ARTICLE III

Conveyance of CSDC Property; City Reimbursements

Section 3.1. Status of CSDC Property. CSDC owns fee title to the CSDC Property. CSDC has proposed to the City that CSDC will construct the CSDC Improvements on the CSDC Property in accordance with this Agreement, and based on such proposal the City approved the CUP Amendment. Upon completion of the CSDC Improvements and acceptance of the CSDC Improvements by the City, CSDC will convey the CSDC Property to the City and the City will own and maintain the CSDC Property and Improvements as part of the City's park system, subject to the release of the lien on the CSDC Property by CSDC's lender.

Section 3.2 Agreement to Sell. (a) The City agrees to purchase the CSDC Property and CSDC agrees to sell the CSDC Property to the City in consideration for the payment of a purchase price of $1.00 and the City's other covenants and agreements contained in this Agreement, subject to the qualifications set forth in Section 3.1.

(b) The purchase price to be paid by the City to acquire the CSDC Property shall be payable by means of cash or certified funds on the date of closing on the sale of the CSDC Property to the City.

Section 3.3. Conditions Precedent to Conveyance. CSDC's obligation to sell and the City's obligation to purchase the CSDC Property shall be subject to satisfaction of all of the following conditions precedent:

(a) CSDC having completed construction of the CSDC Improvements consistent with the City-approved plans for the CSDC Improvements and the City having inspected the CSDC Improvements and found them to be acceptable. CSDC agrees that it will not commence construction of the CSDC Improvements until the CSDC Property has been re-platted.

(b) The City having determined that the environmental and soil conditions on the CSDC Property are acceptable to the City prior to Closing.

(c) CSDC having completed the re-platting of the CSDC Property creating it as a separate lot.

(d) School releasing the CSDC Property from its lease with CSDC at Closing.

(e) CSDC's lender releasing its lien on the CSDC Property at Closing.

(f) City review and acceptance of the title to the CSDC Property at Closing.

(g) Execution by the School and the City of a Use and Maintenance Agreement for the CSDC Property in substantially the form attached as Schedule D[AMP3].

Section 3.4 Title.

(a) Quality of Title. CSDC shall convey marketable fee title to the CSDC Property to the City, subject to no liens, easements, encumbrances, conditions, reservations or restrictions other than encumbrances approved by City in writing ("Permitted Encumbrances").

(b) Title Evidence. Within ten (10) business days after this Agreement is fully executed by the parties, CSDC shall furnish to the City a commitment ("Title Commitment") for an owner's policy of insurance in the amount of the fair market value of the CSDC Property insuring title to the CSDC Property subject only to the Permitted Encumbrances.

(c) City's objections. Within twenty (20) business days after receiving the Title Commitment, the City shall make written objections ("Objections") to the form and/or contents of the Title Commitment. The City's failure to make Objections within such time period will constitute waiver of Objections. Any matter shown on such Title Commitment and not objected to by the City shall be deemed an additional "Permitted Encumbrance" hereunder. CSDC shall have ninety (90) days after receipt of the Objections to cure the Objections, during which period the Closing will be postponed as necessary. CSDC shall use its best efforts to correct any Objections. If the Objections are not cured within such 90-day period, the City will, in addition to any other remedy available at law or under this Agreement, have the option to do either of the following:

(1) Terminate this Agreement; or

(2) Waive the Objections and proceed to close.

Section 3.5 Environmental Assessment. Within _____ (____) days after the date of this Agreement CSDC shall provide to the City all surveys, studies and reports that is has in its possession relating to the soils or environmental conditions existing on the CSDC Property. The City, its contractors and agents shall have the option, but not the obligation, to enter upon the CSDC Property at reasonable times and upon notice to CSDC to undertake such surveying and

testing as the City reasonably determines is necessary to ascertain the soils and environmental conditions existing on the CSDC Property. If the City determines that conditions existing on the CSDC Property are unacceptable it will have the right to notify CSDC upon which, CSDC may elect to remedy the defective conditions or terminate this Agreement which shall be of no further force or effect.

Section 3.6 Closing.

(a) Closing on the conveyance of the CSDC Property to the City shall occur within ten (10) business days after completion of the conditions precedent set forth in Section 3.3 (a) and (c) ("Closing or Closing Date"). The closing shall be conducted by the title company that issued the title commitment and shall occur at a mutually agreeable time and place. CSDC agrees to deliver possession of the CSDC property to the City on the Closing Date. Each party shall provide their tax identification numbers at Closing.

(b) At closing on conveyance of the CSDC Property, CSDC shall deliver to the City: (i) a general warranty deed duly executed and acknowledged, in recordable form, conveying to the City marketable title to the CSDC Property; (ii) a Seller's Affidavit, in customary form, relative to judgments, federal tax liens, mechanic's liens and outstanding interests in the CSDC Property; (iii) such other documents as may be required to effect the conveyance of the CSDC Property to the City; and (iv) an assignment of all warranties provided by contractors engaged to construct the CSDC Improvements which are by their terms assignable.

3.7. Closing Costs and Prorations. The CSDC and the City agree to the following prorations and allocations of costs:

(a) Closing Costs. CSDC shall pay all costs of issuing the title commitment. The City shall be responsible for title insurance premiums required for the issuance of any owner's title insurance policy required by the City. The closing fees charged by the title company shall be split between the City and CSDC. CSDC shall pay for preparation and recording of any document necessary to clear title to the CSDC Property. The City pay the costs for recording of the deed.

(b) State Deed Tax. CSDC shall pay all state deed tax for the warranty deed required under this Agreement.

(c) Real Estate Taxes and Levied and Pending Assessments. General real estate taxes due in in the year of Closing shall be prorated by CSDC and the City as of the Closing Date based upon a calendar fiscal year. CSDC shall be responsible for all special assessments levied or pending against the CSDC Property as of the date of Closing.

(d) Consultant Fees. CSDC and the City will each pay their own attorney's and consultant's fees.

(e) Platting Costs. CSDC shall be responsible for all costs associated with the platting of the CSDC Property.

ARTICLE IV

Construction of Improvements

Section 4.1. Construction of Improvements. CSDC agrees that it will construct the CSDC Improvements on the CSDC Property in accordance with the approved Construction Plans and at all times that it owns the CSDC Property will preserve and keep the CSDC Improvements in good repair and condition and in accordance with all applicable laws and ordinances.

Section 4.2. Construction Plans and Site Plan. As of the date of this Agreement CSDC has submitted to the City and the City has approved Construction for the CSDC Improvements. If CSDC desires to make any material change in any Construction Plans or site plan after their approval by the City, CSDC shall submit the proposed change to the City for its approval prior to making the change.

Section 4.3. Commencement and Completion of Construction. (a) CSDC agrees for itself, its successors and assigns, and every successor in interest to the CSDC Property, or any part thereof, that CSDC, and its successors and assigns, shall promptly begin and diligently prosecute to completion construction of the CSDC Improvements within the period specified in this Section 4.3 of this Agreement.

(b) Subject to Unavoidable Delays, CSDC shall commence construction of the CSDC Improvements by _____, 201__, and shall complete such construction by _____, 201__.

ARTICLE V

Insurance and Condemnation

Section 5.1. Insurance.

(a) CSDC will provide and maintain or cause to be provided and maintained at all times during the process of constructing the CSDC Improvements up to the Closing Date, and, from time to time at the request of the City, furnish the City with proof of payment of premiums on:

(i) Builder's risk insurance, written on the so-called "Builder's Risk -- Completed Value Basis," in an amount equal to one hundred percent (100%) of the insurable value of the CSDC Improvements at the date of completion, and with coverage available in nonreporting form on the so called "all risk" form of policy;

(ii) Comprehensive general liability insurance (including operations, contingent liability, operations of subcontractors, completed operations, Broadening Endorsement including contractual liability insurance) together with an Owner's Contractor's Policy with limits against bodily injury and property damage of not less than $2,000,000 for each

occurrence (to accomplish the above-required limits, an umbrella excess liability policy may be used); and

(iii) Worker's compensation insurance, with statutory coverage and employer's liability protection.

The policies of insurance required pursuant to clauses (i) and (ii) above shall be in form and content satisfactory to the City and shall be placed with financially sound and reputable insurers licensed to transact business in the State, the liability insurer to be rated A or better in Best's Insurance Guide. The policy of insurance delivered pursuant to clause (i) above shall contain an agreement of the insurer to give not less than thirty (30) days' advance written notice to the City in the event of cancellation of such policy or change affecting the coverage thereunder.

ARTICLE VI

[intentionally omitted]

ARTICLE VII

Events of Default

Section 7.1. Events of Default Defined. The term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any failure by either party to substantially observe or perform any material covenant, condition, obligation or agreement on its part to be observed or performed hereunder.

Section 7.2. Remedies on Default. Whenever any Event of Default referred to in Section7.1 of this Agreement occurs, the non-defaulting party may take any one or more of the following actions after providing thirty (30) days written notice to defaulting party of the Event of Default, but only if the Event of Default has not been cured within said thirty (30) days:

(a) In the case of an Event of Default by CSDC, the City may revoke the CUP Amendment;

(b) Take whatever action, including legal, equitable, including an action for specific performance, or administrative action, which may appear necessary or desirable to the non-defaulting party to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the other party under this Agreement.

Section 7.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or CSDC is intended to be exclusive of any other available remedy or remedies, but each and

every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or CSDC to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article VII.

Section 7.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

ARTICLE VIII

Additional Provisions

Section 8.1 Conflict of Interests; City Representatives Not Individually Liable. The City and CSDC, to the best of their respective knowledge, represent and agree that no member, official, or employee of the City shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official, or employee participate in any decision relating to this Agreement which affects his or her personal interests or the interests of any corporation, partnership, or association in which he or she is directly or indirectly interested. No member, official, or employee of the City shall be personally liable to CSDC, or any successor in interest, in the event of any default or breach by the City or for any amount which may become due to CSDC or successor or on any obligations under the terms of this Agreement.

Section 8.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 8.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of CSDC, is addressed to CSDC as set forth in the preamble; and

(b) in the case of the City, is addressed to or delivered personally to the City at City Hall, 110 First Avenue Northwest, P.O. Box 428, Isanti, MN 55040.

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 8.4. Disclaimer of Relationships. Nothing contained in this Agreement nor any act by the City or CSDC shall be deemed or construed by any person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture among the City, CSDC, and/or any third party.

Section 8.5. Modifications. This Agreement may be modified solely through written amendments hereto executed by the CSDC, City and School.

Section 8.6. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 8.7. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of all parties have participated in the preparation hereof.

Section 8.8. Governing Law. This Agreement is made and executed under and in all respects is to be governed and construed under the laws of the State of Minnesota.

Section 8.9. Attorney's Fees. Each party will pay its own attorney's fees, except that a party defaulting under this Agreement or any closing document will pay the reasonable attorney's fees and court costs incurred by the non-defaulting party to enforce its rights regarding such default.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the date first above written.

CITY OF ISANTI

By_____

By_____

STATE OF MINNESOTA)

) SS.

COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____day of _____, 2017, by _____ and _____, the Mayor and City Clerk of the City of Isanti, a statutory City, on behalf of the City.

_____

Notary Public

CSDCPC ASA, LLC, a Delaware limited liability company,

By: CSDC PROPERTY CORPORATION

By_____

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by _____ and _____, the _____ and _____ of CSDC Property Corporation, a nonprofit corporation organized and existing under the laws of the State of Arizona, the sole member of CSDCPC ASA, LLC, on behalf of the corporation.

_____
Notary Public

ART & SCIENCE ACADEMY, a Minnesota nonprofit corporation

By_____

STATE OF MINNESOTA)
) SS.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by _____ and _____, the _____ and _____ of Art & Science Academy, a Minnesota nonprofit corporation, on behalf of the corporation.

_____
Notary Public

SCHEDULE A

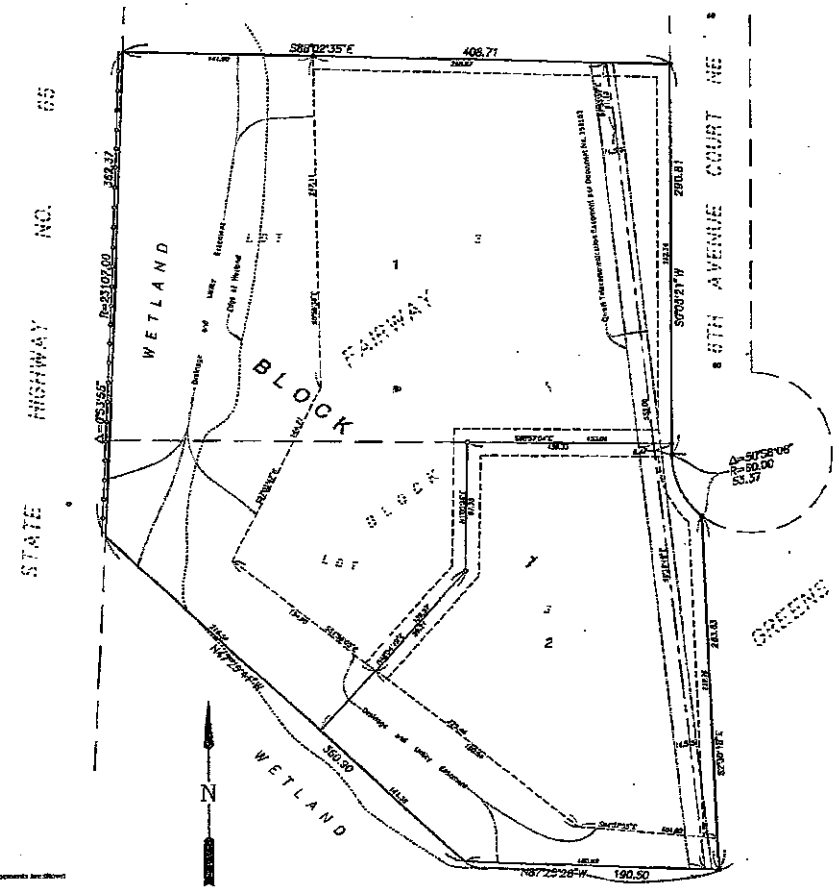
Description of CSDC Property

Description of Premises

All that part of **Lot 2, Block 1 Fairway Greens Phase 10**, Isanti, Minnesota subject to the aforementioned Use and Maintenance agreement currently owned by CSDC and depicted in the attached. Subject property is to be conveyed to the City of Isanti following the completion of the park and playground space as outlined in the agreement.

FAIRWAY GREENS PHASE TEN

SECTION 20, TOWNSHIP 35, RANGE 23
ISANTI COUNTY



Utility Easements are shown

In which and adjoining all lot, survey shown.

For the purpose of this plat the east line of Lot 2, Block 1, FAIRWAY GREENS is assumed to have a bearing of S0°05'21"W.

- Denotes found iron monument
- Denotes 1/2 inch by 14 inch iron monument set and marked by Minnesota License No. 22016.

Denotes right of access dedicated to the State of Minnesota.

KNOW ALL MEN BY THESE PRESENTS: That CSDC Property Corporation, an Arizona corporation, fee owner of the following described property situated in the County of Isanti, State of Minnesota, to wit:

Lots 2 and 3, FAIRWAY GREENS, according to the recorded plat thereof, Isanti County, Minnesota.

Has caused the same to be surveyed and platted as FAIRWAY GREENS PHASE TEN and does hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said CSDC Property Corporation, an Arizona corporation, has caused these presents to be signed by its proper officer this _____ day of _____, 2017.

CSDC PROPERTY CORPORATION

_____
Michelle Liberati, Executive Vice President

State of _____
County of _____

This instrument was acknowledged before me on _____, 2017, by Michelle Liberati, Executive Vice President of CSDC Property Corporation, an Arizona corporation, on behalf of the corporation.

_____ (DO NOT USE STAMP)
PRINTED NAME SIGNATURE

Notary Public _____ County, Minnesota
My Commission Expires _____

I, Gary C. Huber do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wetlands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 2017.

_____
Gary C. Huber, Licensed Land Surveyor
Minnesota License No. 22016

State of _____
County of _____

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 2017, by Gary C. Huber, Land Surveyor, Minnesota License No. 22016.

_____ (DO NOT USE STAMP)
PRINTED NAME SIGNATURE

Notary Public _____ County, Minnesota
My Commission Expires _____

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 2017.

_____
Isanti County Surveyor
Minnesota License No. _____

Approved by the City Council of Isanti, Minnesota, this _____ day of _____, 2017, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

_____, Mayor _____, City Administrator

Approved as to form and execution this _____ day of _____, 2017.

_____
Isanti City Attorney

Recommended for approval this _____ day of _____, 2017.

_____
Isanti City Engineer

Approved by the Planning Commission of the City of Isanti, Minnesota, on this _____ day of _____, 2017.

_____, Chairperson Attest _____, Secretary

I hereby certify that the taxes for the year 2017 for the property described hereon have been paid and that there are no delinquent taxes and transfer entered on this _____ day of _____, 2017.

_____
Isanti City Auditor-Treasurer

By _____, Deputy

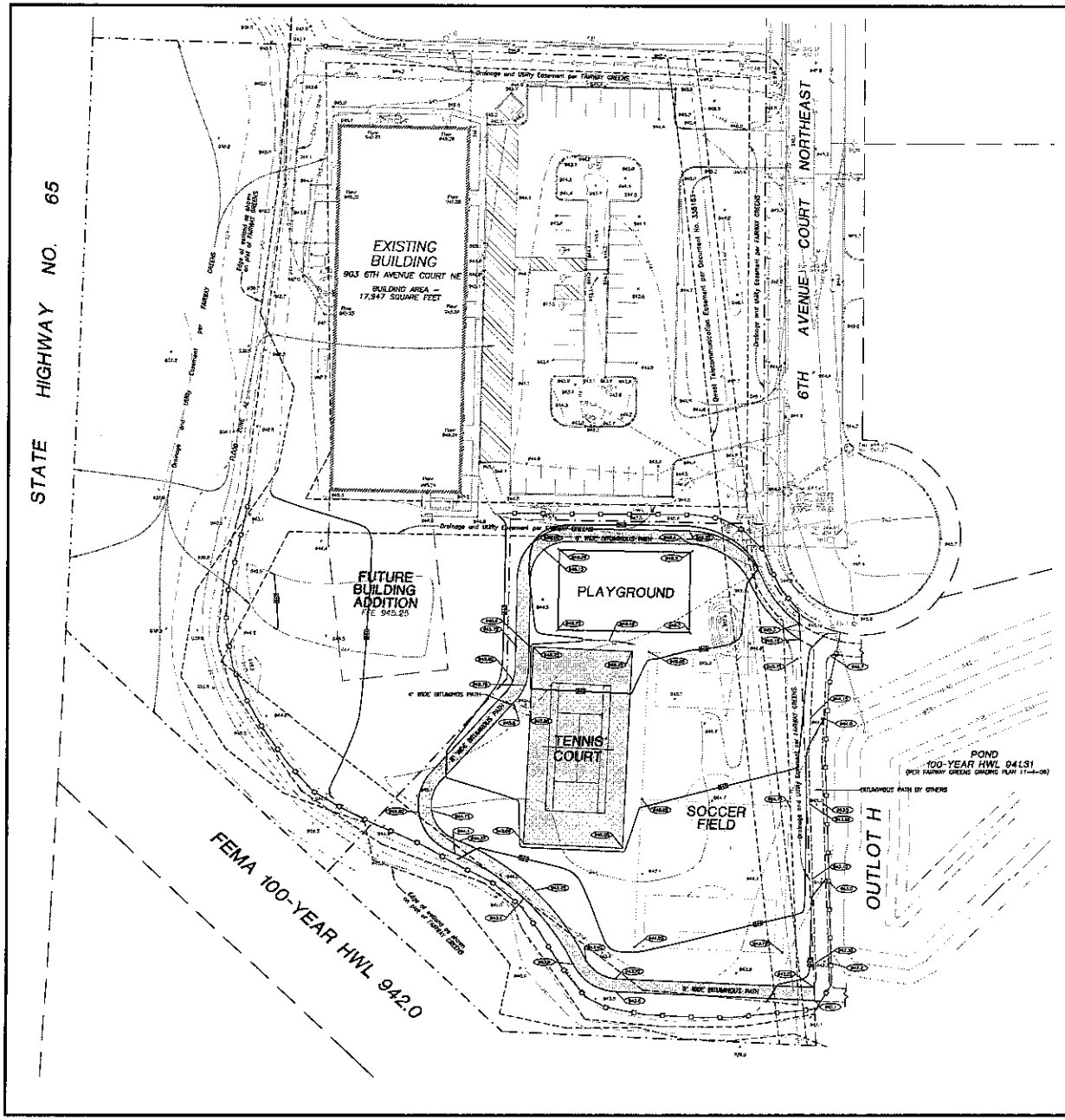
I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 2017 at _____ o'clock __.M., and was duly recorded as Document no. _____.

_____
County Recorder, Isanti County, Minnesota

Rehder and Associates, Inc.

SCHEDULE B

Depiction of CSDC Improvements



GRADING NOTES

1. All elevations shown are to final surfaces.
2. Contractor is responsible for obtaining a National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for Construction Activity before construction begins.

EROSION CONTROL NOTES

1. Contractor is responsible for all modifications and inspections required by General Storm Water Permit.
2. All erosion control measures shown shall be installed prior to grading operations and maintained until all areas disturbed have been restored.
3. Sweep paved public streets as necessary where construction sediment has been deposited.
4. Each area disturbed by construction shall be restored per the specifications within 14 days after the construction activity in that portion of the site has temporarily or permanently ceased.
5. Temporary soil stockpiles must have silt fence around them and cannot be placed in surface waters, including storm water conveyances such as curb and gutter systems, or conduits and ditches.
6. The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from any portion of the construction site, or diverts water around the site, must be stabilized within 200 lineal feet from the property edge, or from the point of discharge into any surface water. Stabilization of the last 200 lineal feet must be completed within 24 hours after connecting to a surface water.
7. Excess concrete/water from concrete trucks shall be disposed of in portable washout concrete basin or disposed of in a contained area.
8. See Specifications for Seed, Fertilizer and Mulch details.

INSPECTION AND MAINTENANCE

- The site must be inspected once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours.
- All inspections and maintenance conducted must be recorded in writing and records retained with the SWPPP.
- Areas of the site that have undergone final stabilization, may have the inspection of these areas reduced to once per month.
- All silt fence must be repaired, replaced, or supplemented within 24 hours when they become nonfunctional or the sediment reaches 1/3 of the height of the fence.
- Surface waters and conveyance systems must be inspected for evidence of sediment being deposited. Removal and stabilization must take place within seven (7) days of discovery unless precluded by legal, regulatory, or physical access constraints.
- Construction site vehicle exit locations must have sediment removed from off-site paved surfaces within 24 hours of discovery.

POLLUTION PREVENTION MANAGEMENT

- All solid waste must be disposed of off-site per the MPCA disposal requirements.
- All hazardous waste must be properly stored with restricted access to storage areas to prevent vandalism. Storage and disposal of hazardous waste must be in compliance with MPCA Regulations.

LEGEND

- PROPOSED STD. DUTY BITUMINOUS
- PROPOSED CONTOUR
- PROPOSED ELEVATION
- SILT FENCE
- INLET PROTECTION DEVICE
- BOUNDARY/ROW/BLOCK LINE
- EASEMENT
- DRAINAGE ARROW
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING BURIED GAS LINE
- EXISTING BURIED ELECTRIC LINE
- EXISTING BURIED CABLE LINE
- EXISTING CONTOUR
- EXISTING ELEVATION

N

0 15 30 60 90
Scale in Feet

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
5161 Thaxton Drive, Suite 110 • Fergus Monterrey 55348
651-464-0501 • Fax: 651-464-0780 • email: info@rehder.com

PROJECT NO: 161-2830.011 DRAWING FILE: 2830011.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

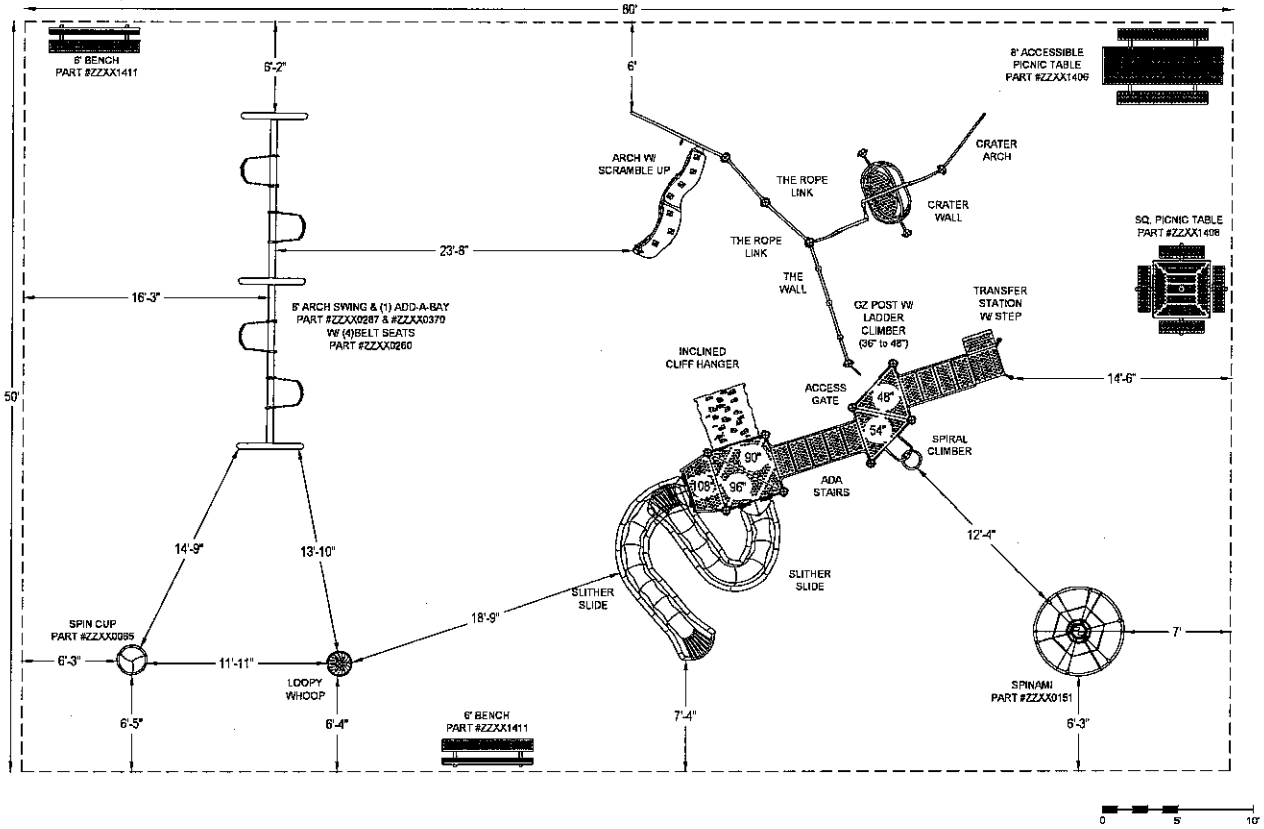
PRELIMINARY

Name _____ Date _____ Reg. No. _____

Issued	
PRELIMINARY PLAT	1-30-17
SITE PLAN REVIEW	2-15-17

SITE DIMENSION, GRADING, DRAINGE & EROSION CONTROL PLAN
CSDCPC ASA, LLC
CITY OF ISANTI

SHEET NUMBER
C1



*PLAYGROUND SUPERVISION REQUIRED

PLAYWORLD

MIDWEST PLAYSCAPES, INC.
8632 Eagle Creek Circle
Savage, MN 55378

EQUIPMENT SIZE:
80' X 50'

USE ZONE:
See Dwg

AREA:
4,000 SqFt.

PERIMETER:
260 Ft.

FALL HEIGHT:
9 Ft.

USER CAPACITY:
56

AGE GROUP:
5-12

ADA SCHEDULE

	Total Elevated Play Activities: 5		
	Total Ground-Level Play Activities: 12		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	3	2	2
Provided	4	12	5

✓ ASTM F1487-11
✓ CPSC #325

PROJECT NO:
17-1050A.MID

SCALE:
1/8"=1'-0"

DRAWN BY:
L.RICE

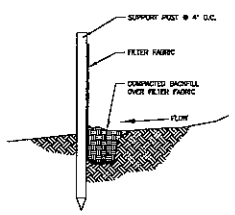
Paper Size
B

DATE:
15-MAR-17

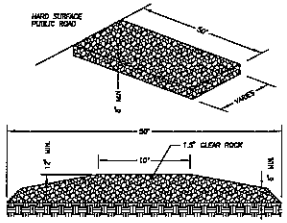
ART & SCIENCE ACADEMY
ISANTI,MN

SCHEDULE C

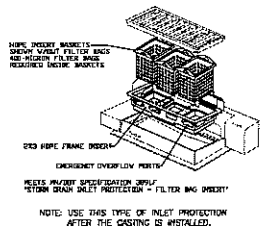
Construction Plans



1 C2 SILT FENCE
NO SCALE

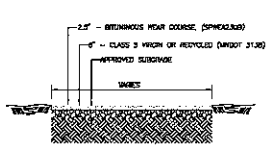


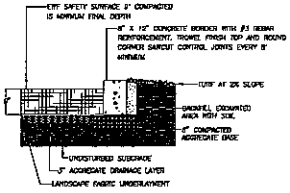
2 C2 ROCK CONSTRUCTION ENTRANCE
NO SCALE



NOTE: USE THIS TYPE OF INLET PROTECTION AFTER THE CASTING IS INSTALLED.

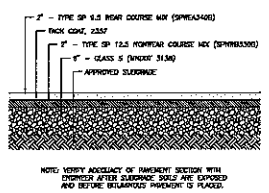
3 C2 INLET PROTECTION (INFRASAFE OR EQUAL)
NO SCALE





4 C2 TYPICAL BITUMINOUS PATH SECTION
NO SCALE

5 C2 PLAYGROUND CONTAINER DETAIL: CONCRETE AND TURF
NO SCALE



NOTE: VERIFY ADEQUACY OF PAVEMENT SECTION WITH ENGINEER AFTER SUBGRADE SOILS ARE EXPOSED AND BEFORE BITUMINOUS PAVEMENT IS PLACED.

6 C2 TENNIS COURT SECTION
NO SCALE

SPECIFICATIONS

GENERAL

I. GENERAL

A. Before commencement begins, the Contractor will contact all utility companies, both public and private and have them locate all utilities within the construction limits.

B. The Contractor shall be responsible for arranging all required inspections with the governing authority that has jurisdiction over the work that is to be performed.

C. The Contractor shall stay within the construction limits unless approved otherwise by the Owner and or Engineer. Construction limits are defined by the property boundary unless shown different on the plan.

D. The Contractor shall be responsible for protection of existing structures, utilities, trees, etc. from damage during construction.

E. The Contractor shall be responsible for correcting any damage (at Contractor's expense).

F. Any discrepancies found on the site that affect the proposed work shall be reported to the Owner and/or Engineer before the commencement of any additional work.

G. No soils report provided. Subgrade soils assumed adequate for the proposed construction.

H. Existing Topography and Boundary Survey provided by Rehder & Associates, Inc.

SITE CLEARING

I. GENERAL

A. Remove trees, shrubs, grass, and other vegetation or obstructions, as required, to permit installation of improvements shown on the Plans.

II. EXECUTION

A. Trees and stumps shall be hauled from the site. Burial on-site or burning of trees and stumps will not be allowed.

B. Where existing trees are indicated to remain, trees suitable beyond to grade within drip lines to prevent damage to root system.

C. Topsoil shall be stripped from disturbed areas and stockpiled in piles not exceeding 8'-feet in depth.

D. Remove all trash, dirt and unsuitable material from under drives and roadways within 3-feet of final pavement subgrade.

E. Remove all waste materials and unsuitable or excess topsoil from Owner's property.

GRADING, EROSION CONTROL, AND TURF ESTABLISHMENT

I. GENERAL

A. All grading, erosion control and turf establishment shall be according to the materials, workmanship, and other applicable requirements of the Minnesota Department of Transportation "Standard Specifications for Construction", latest edition, unless otherwise specified.

B. All erosion control measures shown on the plans must be installed prior to commencement of grading operations and maintained until all areas affected by the site have been restored.

C. All areas disturbed by construction shall be restored with sand and disturbed mulch, sod, seed then blanket, or be hard surfaced within five weeks of substantial completion of construction.

D. Provide approved borrow soil materials from off-site when sufficient approved soil materials are not available from excavations. Remove all unsuitable and unsatisfactory material from the site.

E. Protect structures, utilities, sidewalks, pavements, and other facilities from damage caused by settlement, lateral movement, undermining, washout, and other hazards created by earthwork operations.

F. Compaction shall not be less than the following percentages of maximum dry density according to ASTM D 698:
   1. Under structures, parking slabs, steps, and pavements, compact the top 12 inches below subgrade and each layer of backfill or fill material at 100 percent maximum dry density.
   2. Under walkways, compact the top 6 inches below subgrade and each layer of backfill or fill material at 100 percent maximum dry density.
   3. Under lawn or unpaved areas, compact the top 6 inches below subgrade and each layer of backfill or fill material at 85 percent maximum dry density.

G. Grades are shown on the plan are to finished grade.

H. Backfill boneyfree trenching utilities under building slabs to be designed by Others (per their requirements).

II. PRODUCTS

A. Satisfactory soils include ASTM D 2487 soil classification groups GW, GP, GM, SW, SP, SM, and SC; free of rock or gravel larger than 3-inches in any dimension, debris, waste, frozen materials, vegetation and other deleterious matter.

B. Unsatisfactory soils include ASTM D 2487 soil classification groups GC, SC, ML, MH, CL, CH, OL, OH, and PT.

C. All backfill and fill materials must be satisfactory and available.

D. Topsoil shall be per ASTM D 5268, free of stones 1" or larger.

E. Subbase and base material must be a vertically or artificially graded mixture of natural or crushed gravel, crushed stone, and natural or crushed sand meeting MNDOT Specifications for Class 3 gravel.

F. Turf establishment seed mix shall be as follows - 20% Blue Angel Kentucky Bluegrass, 20% Yell Kentucky Bluegrass, 20% Heather Chewings Fescue, 20% Channel Hard Fescue, 10% Southwinder Perennial Ryegrass @ 220 lbs/acres drilled with a EDELLION type seeder. Fertilizer shall be 10-10-10 (50%) commercial grade, and mulch shall be MNDOT Type 2 hydromulch.

III.EXECUTION

A. Fill under buildings shall be compacted to meet Soil Engineer's recommendations.

B. Place 4-inches of topsoil over all areas to be re-established with turf.

C. Provide erosion control measures to prevent erosion or displacement of soils and discharge of soil-bearing water runoff or airborne dust to adjacent properties and waterways.

D. Place inlet protection devices in catch basins after they are constructed and roadways until all areas disturbed have been restored.

E. Wherever construction vehicles access routes intersect paved public roads, provisions must be made to minimize the transport of sediment (mud) by vehicles tracking onto the paved road surface. Where sediment is transported onto a public road surface, the roads shall be cleaned thoroughly at the end of each day. Sediment shall be removed by shoveling or sweeping and be transported to a sediment control-defined disposal area. Street washing shall be allowed only after sediment is removed in this manner.

BITUMINOUS PAVEMENT

I. GENERAL

A. Provide bituminous asphalt pavement according to the materials, workmanship, and other applicable requirements of the Minnesota Department of Transportation "Standard Specifications for Construction", latest edition, unless otherwise specified.

B. Conform to applicable standards of authorities having jurisdiction for asphalt paving work on public property.

II. PRODUCTS

A. Use coarse and fine aggregate materials and proportions that have performed satisfactorily in previous installations.

B. Provide a base and wear course as indicated on the plan unless otherwise specified.

C. Provide a tack coat as indicated on the plan unless otherwise specified.

III.EXECUTION

A. Verify that the subgrade is dry and in suitable condition to support paving and imposed loads.

B. See Contractor shall furnish a tandem truck loaded with a minimum of 14-tons to check the completed subgrade and/or aggregate base for soft spots prior to placement.

C. Machine place hot-mix asphalt on prepared surface, spread uniformly, and strike off. Place asphalt mix by hand in areas inaccessible to equipment in a manner that prevents segregation of mix. Place each course to required grade, cross section, and thickness when compacted.

D. Begin construction in areas not placed full-wide paving until base roller weight without excessive displacement.

E. Provide an average density of 96 percent of reference laboratory density according to ASTM D 1559, but not less than 94 percent nor greater than 100 percent.

F. Tolerances: Base course thickness shall be plus or minus 0.5-inches and wearing course shall be plus or minus 0.25-inches.

PORTLAND CEMENT CONCRETE PAVEMENT

I. GENERAL

A. Provide Portland cement concrete pavement for roads, curbs, walks and exterior slabs according to the materials, workmanship, and other applicable requirements of the Minnesota Department of Transportation "Standard Specifications for Construction", latest edition, unless otherwise specified.

II. PRODUCTS

A. Portland cement concrete for curb and gutter and sidewalk shall be 4000 psi, 28-day compressive strength, 5.0% air entrainment, and 3-inch slump.

B. Provide Grade-60 reinforcing bars and tie bars where indicated.

C. Curing compound shall be solvent-borne, liquid membrane-forming ASTM C309, Type 1 or approved equal.

III.EXECUTION

A. The Contractor shall furnish a tandem truck loaded with a minimum of 14-tons to check the completed subgrade and/or aggregate base for soft spots prior to placement thereof.

B. Comply with environmental and site act 3846 for excavating, making, transporting, and placing concrete.

C. Comply with the Concrete Reinforcing Steel Institute's recommended practice for "Placing Reinforcing Bars" for placing and supporting reinforcement.

D. Preformed expansion joints using 0.5-inch thickness shall be placed at each end of each radius, at intersections, and approximately every 200-feet.

E. Construction joints shall be placed at minimum 10-foot intervals in the curb and gutter and at 3-feet for walks.

F. Provide a medium to fine broom finish perpendicular to traffic flow.

G. Protect freshly placed concrete from premature drying and excessive cold or hot temperatures using membrane curing, membrane-reinforcing-paper curing, curing compound or a combination of these.

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3180 Federal Drive Suite 110 - Eagan, Minnesota 55122
651-454-0590 - Fax 454-0519 - e-mail info@rehder.com

PROJECT NO.: 181-2830.011 DRAWING FILE: 2830011.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

PRELIMINARY

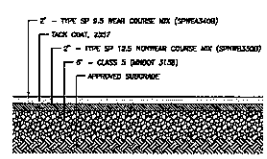
Name _____ Date _____ Reg. No. _____

Issued

PRELIMINARY PLAT	1-22-17
SITE PLAN REVIEW	2-10-17

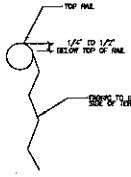
GENERAL DETAILS & SPECIFICATIONS
CSDCPC ASA, LLC
CITY OF ISANTI

SHEET NUMBER
C2

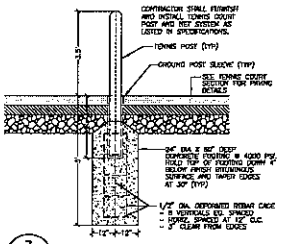


NOTE: VERIFY ADEQUACY OF PAVEMENT SECTION WITH ENGINEER AFTER SUBGRADE SOILS ARE EXPOSED AND BEFORE BITUMINOUS PAVEMENT IS PLACED.

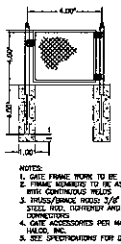
1 C3 TENNIS COURT SECTION
NO SCALE



2 C3 FABRIC PLACEMENT
NO SCALE



3 C3 NET POST
NO SCALE

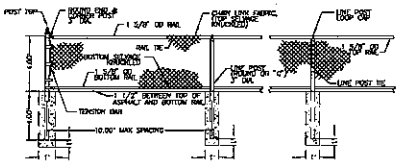


NOTES:
1. GATE FRAME WORK TO BE 2" OD
2. FRAME MEMBERS TO BE ASSEMBLED WITH CONTINUOUS WELDS
3. TRUSS/BRACE RODS 3/8" GALVANIZED, STEEL ROD, TURNBUCKLE AND CONNECTORS
4. GATE ACCESSORIES PER MASTER HALCO, INC.
5. SEE SPECIFICATIONS FOR DETAILS

4 C3 4' CHAIN LINK GATE
NO SCALE

END & CORNER POST TOP OPTIONS	TOP & BOTTOM FABRIC OPTION
STANDARD	KNUCKLE
EAR	

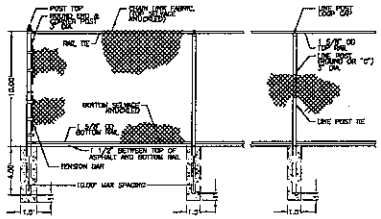
NOTES:
1. FOOTING WIDTH TO BE (42X POST WIDTH).
2. FABRIC SHALL BE 9 GAUGE, GALVANIZED, 2" MESH WITH KNUCKLED SELVAGE TOP AND BOTTOM.
3. SEE SPECIFICATIONS FOR DETAILS.



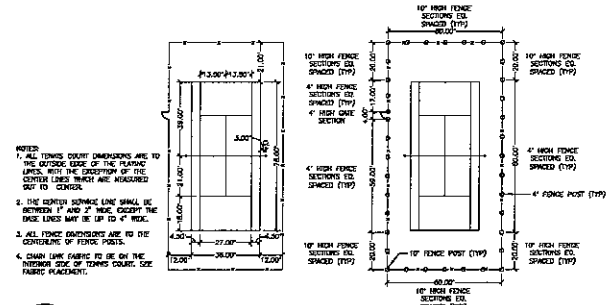
5 C3 4' CHAIN LINK FENCE
NO SCALE

END & CORNER POST TOP OPTIONS	TOP & BOTTOM FABRIC OPTION
STANDARD	KNUCKLE
ARCHE	

NOTES:
1. FOOTING WIDTH TO BE (42X POST WIDTH).
2. FABRIC SHALL BE 9 GAUGE, GALVANIZED, 2" MESH WITH KNUCKLED SELVAGE TOP AND BOTTOM.
3. SEE SPECIFICATIONS FOR DETAILS.



6 C3 10' CHAIN LINK FENCE
NO SCALE



NOTES:
1. ALL TENNIS COURT DIMENSIONS ARE TO THE OUTSIDE EDGE OF THE PLAYING LINES, WITH THE EXCEPTION OF THE CENTER LINES WHICH ARE MEASURED SET TO CENTER.
2. THE CENTER SERVICE LINE SHALL BE BETWEEN 1" AND 2" WIDE, EXCEPT THE BASE LINES MAY BE UP TO 4" WIDE.
3. ALL FENCE DIMENSIONS ARE TO THE CENTERLINE OF FENCE POSTS.
4. CHAIN LINK FABRIC TO BE ON THE INTERIOR SIDE OF TENNIS COURT. SEE FABRIC PLACEMENT.

7 C3 TENNIS COURT & FENCE LAYOUT
NO SCALE

TENNIS COURT NOTES

TENNIS LAYOUT STRIPING:
LINE STRIPING FOR THE TENNIS COURT LAYOUT SHALL BE 2" WIDE WHITE STRIPING IN ACCORDANCE WITH USTA STANDARDS AND AS INDICATED ON PLANS. EACH COURT SHALL BE STRIPED FOR 78' PLAY. DIMENSIONS FOR TENNIS COURT LAYOUT ARE FROM THE OUTSIDE TO OUTSIDE OF THE LINES WITH THE EXCEPTION OF THE DIMENSIONS TO THE COURT CENTERLINES WHICH ARE MEASURED OUTSIDE TO CENTER (TYP.).

TENNIS COURT COLOR COATING:
ALL ASPHALT SHALL BE COLOR COATED IN ACCORDANCE WITH WRITTEN SPECIFICATIONS – REFER TO SPEC SECTION FOR ADDITIONAL INFORMATION. COLOR COAT SHALL CONSIST OF A MAXIMUM OF FOUR COLORS TO BE PICKED BY THE OWNER AT THE TIME OF CONSTRUCTION (TYP.).

TENNIS COURT FENCING:
ALL INSTALLATION SHALL BE IN ACCORDANCE WITH ASTM AND INDUSTRY STANDARDS FOR CHAIN LINK FENCING AND SHALL INCLUDE ALL FITTINGS, TENSTON BANDS/BAR/WIRES, BRACES, CONNECTORS, POST CAPS, AND OTHER APPURTENANCES. ALL METAL MATERIALS SHALL BE GALVANIZED. ALL WELDED JOINTS AND/OR TACK WELDS SHALL BE GROUND SMOOTH, CLEANED W/SOLVENT, AND REFINISHED WITH COLD GALVANIZING SPRAY IN ACCORDANCE WITH ASTM STANDARDS. REFER TO FENCING SPECIFICATION SECTION FOR ADDITIONAL INFORMATION.

TENNIS COURT SPECIFICATIONS

TENNIS NET AND POST

DESCRIPTION
A. The site amenity listed below shall be furnished and installed by the CONTRACTOR. The CONTRACTOR shall be responsible for complete installation of site amenities in accordance with both the construction documents and manufacturer's specifications (supplied by manufacturer's local representative and approved by ENGINEER prior to construction). CONTRACTOR shall be responsible for all labor, equipment, concrete, and miscellaneous expenses associated with installation of the site amenities.

All site amenities listed below shall not be substituted without OWNER and ENGINEER approval of alternate manufacturer and product line. Any request for such a substitution must be in writing and made at not less than seven (7) days prior to bid opening date. The requests must be self-explanatory with all product line, technical drawings and manufacturer information supplied for review by the OWNER and ENGINEER. Requests for substitutions for this equipment subsequent to this date will not be considered.

SUBMITTALS
A. Provide product data

WARRANTY
A. Provide manufacturer's standard limited warranty covering all components against failure resulting from normal use except gates

Tennis Net and Post systems shall be Douglas Sport Nets (or approved equal) including 3" round tennis post system (model DSP-3T, Item #63037) with 3.5" round steel ground sleeves (model GS-24, Item #63424), Premium tennis net (model TN-3636NT, Item #53036TO), with center net tie down anchor (Item #634TO), and net tie down strap (Item #60825).

Local Douglas Sports Product Supplier:
Flanagan Sales, Inc
Attn: Brian Flanagan
1567 East County Road 'C'
St. Paul, MN 55110
Ph. 651-633-0121
Twin Rivers, WI 54241

FENCING

The provisions of 02557 Fencing in the 2005 MNDOT Standard Specifications for Construction shall be supplemented with the following:

REFERENCES
A. ANSI/ASTM A123 – Zinc (Hot Dip Galvanized) Coatings on Iron and Steel Products
B. ANSI/ASTM F567 – Installation of Chain-Link Fence
C. ASTM A120 – Pipe, Steel, Black and Hot-Dipped Zinc Coated (Galvanized) Welded and Seamless, for Ordinary Uses
D. ASTM A153 – Zinc Coating (Hot-Dip) on Iron and Steel Hardware
E. ASTM A392 – Zinc-Coated Steel Chain-Link Fence Fabric
F. ASTM F668 – Class2b – Polyolefin Elastomer Coating
G. ASTM F1043 – Framework and Accessories Polyolefin Coated Finish

10' HIGH CHAIN LINK FENCING MATERIALS LIST:
A. Line, Terminal, Gate & Corner Posts: 3" O.D., 5.79 lbs. galvanized steel
B. Gate and Corner Post Footings: 18" dia. x 3' below grade
C. Top and Bottom Rails: 1 5/8" O.D., 2.27 lbs. galvanized steel
D. Fabric: 9 gauge galvanized steel, 1 3/4" mesh, top and bottom selvage knuckle and closed; fabric placed on frame side closest to court playing surface
E. Tension Bar: 3/4" x 3/4" galvanized steel w/ connectors
F. Tie Wire: 6 gauge aluminum
G. Post Caps: Malleable iron galvanized, sized to fit post with set screw retainer
H. Truss/Brace Rods: 3/8" galvanized steel rod, tightener and connectors

4' HIGH CHAIN LINK FENCING MATERIALS LIST:
A. Line, Terminal, Gate & Corner Posts: 3" O.D., 5.79 lbs. galvanized steel
B. Gate and Corner Post Footings: 12" dia. x 3' below grade
C. Top and Bottom Rails: 1 3/8" O.D., 2.27 lbs. galvanized steel
D. Fabric: 9 gauge galvanized steel, 1 3/4" mesh, top and bottom selvage knuckle and closed; fabric placed on frame side closest to court playing surface
E. Tension Bar: 1/4" x 3/4" galvanized steel w/ connectors
F. Tie Wire: 6 gauge galvanized
G. Post Caps: Malleable iron galvanized, sized to fit post with set screw retainer
H. Truss/Brace Rods: 3/8" galvanized steel rod, tightener and connectors

4' HIGH GATE MATERIALS LIST:
A. All framework to be 2" O.D., 2.72 lbs. Galvanized steel
B. All frame members to be assembled with continuous welds
C. Truss/Brace Rods: 3/8" galvanized, steel rod, tightener and connectors
D. Accessories:
   a. Pressed steel industrial hinges as manufactured by Master Halco, Inc. with adapters and bolts, (2 per gate/post connection for 4' HIGH)
   b. 1 Industrial steel gate latch assembly, complete with gates manufactured by Master Halco, Inc.

FINISHES
A. Components: Framework and Fabric: Galvanized/aluminum coated to ANSI/ASTM A123; coating or industry standard
B. Accessories: Same finish as framework and components

INSTALLATION
A. Install framework, accessories and gates in accordance with ANSI/ASTM F567
B. Set all posts plumb as shown in plans
C. Install bottom brace rail
D. Stretch fabric between terminal posts or at intervals of 100' feet maximum, whichever is less
E. Fasten bottom of fabric 1.5 inches above finished grade
F. Fasten fabric to top rail bottom, line posts, and braces, with tie wire at maximum 12 inches on center
G. Attach fabric to end and corner posts with tension bars and tension bar clips

QUALITY ASSURANCE
A. Manufacturer: Company specializing in manufacturing the products specified in this Section with minimum five (5) years documented experience.

SUBMITTALS
A. Provide shop drawings for gates and fencing.
B. Provide product data on fabric, posts, accessories, fittings and hardware

WARRANTY
A. Provide manufacturer's standard limited warranty covering all components against failure resulting from normal use except gates
B. Provide minimum five (5) year warranty for gates (from date of installation). Failure will be considered any defect that affects operating the gates in a normal manner and cosmetic structural failures associated with finishes/welds

TENNIS COURT COLOR COATING

DESCRIPTION
The acrylic surfacing is to be applied as per manufacturer's recommendation and per Section 11.0. from the ASBA tennis guidelines as modified hereafter. In the case of discrepancy between ASBA tennis guidelines and manufacturer's recommendations, the manufacturer's shall govern.

MATERIALS
The schedule of materials is as follows:
A. Finish Coat: 100% acrylic emulsion formulated with acrylic resins, mineral fillers, color fast pigments and manufacturer's approved silica sand. Finish coat shall be fully pigmented. Finished court color shall be as designated on plan set.
B. Resurfacer: 50/50 blended synthetic emulsion/acrylic resurfacer
C. Patch Mix: Acrylic court patch binder
D. Line Paint: Court lines shall be white, water-based acrylic emulsion
E. Control Joint Caulk: Resilient, nonfoam, silicone based caulk as recommended by color coat supplier

The acrylic surfacing material shall be manufactured by:
A. Monosynthetic Sports
B. California Products
C. Advantage Sport Coatings
D. Laykold
E. Advantage Sport Coatings (Vance Brothers)

CONSTRUCTION REQUIREMENTS

Surface Preparation:
New bituminous surfaces shall be allowed to cure for twenty eight (28) days prior to application of acrylic surfacing. Bituminous surface shall be cleaned and free of dirt, grease, or other foreign matter.

Bituminous surface shall be dry, as well as clean, since moisture on the surface on hot days can turn to steam or vapor. If this is trapped under an application of material, blisters may occur.

Prior to surfacing, the court shall be flooded with clean potable water and allowed to drain for one hour. If there is any remaining water that is deeper than one sixteenth of an inch (1/16"), that area shall be patched with acrylic court patch binder and leveled in accordance with the manufacturer's recommendations. Flooding shall be redone until the surface is sufficiently tolerance as determined by the ENGINEER. After all the acrylic court patch binder has cured, a minimum of two (2) coats of 50/50 blended resurfacer shall be applied at ninety (90) degrees to each other.

Finish Coat:
Bituminous surfaces, acrylic fiber surfaces, acrylic filler surfaces, and blended resurfacer surfaces shall be cleaned and free of dirt, grease, or other foreign matter.

Bituminous surface shall be dry, as well as clean, since moisture on the surface on hot days can turn to steam or vapor. If this is trapped under an application of material, blisters may occur.

The finishing coating materials shall be installed in multiple applications, at least two (2) coats, as per manufacturer's recommendation, so as to form true, uniform texture and color. The base coat shall include sand texture. Contractor shall apply additional coats over entire surface until uniformity is achieved. The top coat shall be one hundred percent (100%) acrylic. Application of the work shall be performed by skilled workers by a manufacturer approved installer. No work shall be performed when rain is imminent. Air temperatures shall be 50 degrees Fahrenheit and rising during installation. Application rates shall be as per manufacturer's recommendation (minimum of 0.06 gallons per square yard per coat for the first two (2) coats).

The finish line stripping shall not be applied until the underlying surface is thoroughly dried as required by sport coatings product manufacturer. Layout court lines as indicated on the drawings. Lines shall be applied without variations in width or alignment.

WARRANTY
Materials shall have a one (1) year limited written warranty supplied by the manufacturer.

Reinder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
31149 Federal Drive, Suite 110 • Eagan, Minnesota 55121
(651) 452-2741 • FAX: (651) 452-2757 • info@reinder.com

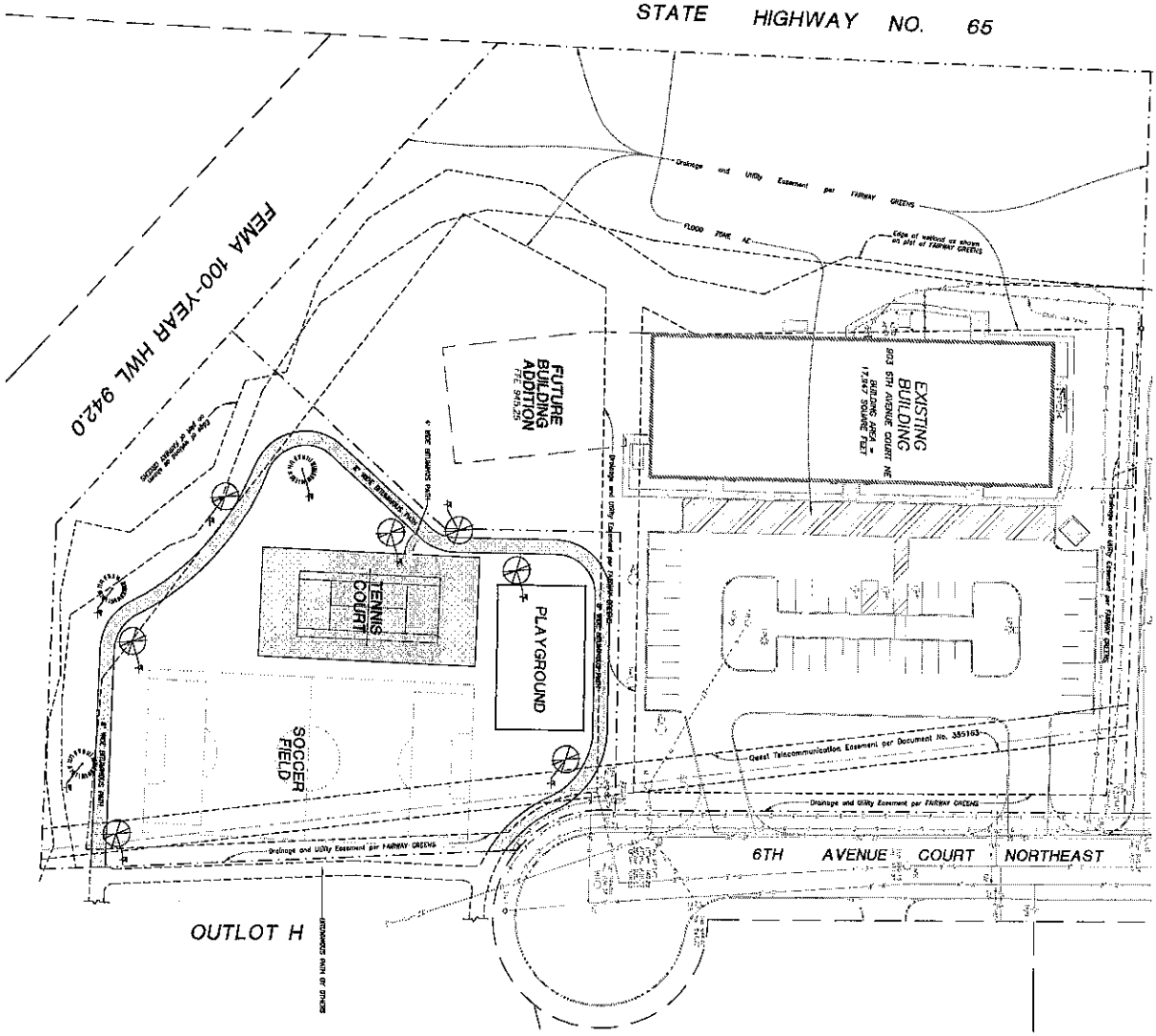
PROJECT NO.: 161-2830.011 DRAWING FILE: 2830011.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
PRELIMINARY
Date
Rep. No.
Name

Issued	
PRELIMINARY PLAT	1-25-17
SITE PLAN REVIEW	4-19-17

TENNIS COURT DETAILS & SPECIFICATIONS
CSDCPC ASA, LLC
CITY OF ISANTI

SHEET NUMBER
C3



TREE LIST

TREES

SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE/ROOT
PE	7	Ulmus 'Patriot'	Patriot Elm	2 - 1/2" B&B
WP	3	Pinus strobus	White Pine	6' B&B

PLANTING SYMBOL LEGEND

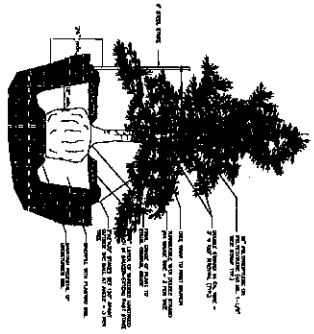
DECIDUOUS TREE

CONIFEROUS TREE

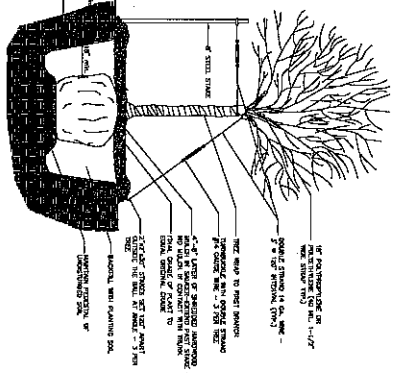
N

Scale in Feet

CONIFEROUS TREE PLANTING DETAIL



DECIDUOUS TREE PLANTING DETAIL



SHEET NUMBER		Issued		
L1	LANDSCAPE PLAN CSDCPC ASA, LLC CITY OF ISANTI	PRELIMINARY PLAT	1-27-17	Rehder & Associates, Inc. Civil Engineers, Planners and Land Surveyors 5140 Federal Drive, Suite 110 • Eagan, Minnesota 55122 651-686-3051 • Fax 651-686-9287 • email: info@rehder.com
		SITE PLAN REVIEW	2-16-17	
				PROJECT NO.: 161-2630.011 DRAWING FILE: 2630011.DWG

Art and Science Academy

Design Number: 17-1050A - Compliance and Technical Data
Reference Document: ASTM F1487

Ref. No.	Part No.	Qty.	Description	Unit ASTM Status	Total Weight (lbs)	Pre-Consumer Recycled Content (lbs)	Post-Consumer Recycled Content (lbs)	CO2e Footprint (kgs)	Users	Install Hours	Concrete (Yds3)	Active Play Events
21	ZZUN3207	4	SLITHER SLIDE 2.0 (STRAIGHT SECTION)	Certified	78.36			512	0	1.00	0.00	0
22	ZZUN3208	2	SLITHER SLIDE 2.0 (RIGHT SECTION)	Certified	39.18			267	0	0.50	0.00	0
23	ZZUN3209	5	SLITHER SLIDE 2.0 (LEFT SECTION)	Certified	97.95			668	0	1.25	0.00	0
24	ZZUN3217	1	SLITHER SLIDE 2.0 (RIGHT 120° SECTION)	Certified	41.68			232	0	0.25	0.00	0
25	ZZUN3247	2	SLITHER SLIDE 2.0 SUPPORT LEG 5ft-6in	Certified	38.82			140	0	0.50	0.06	0
26	ZZUN3256	2	SLITHER SLIDE 2.0 SUPPORT LEG 2ft-6in	Certified	25.62			118	0	0.50	0.06	0
27	ZZPM4288	1	ACCESS GATE	Certified	34.38			92	0	0.50	0.00	0
28	ZZPM6979	1	INCLINED CLIFF HANGER (96in DECK)	Certified	224.60			923	2	3.00	0.06	1
29	ZZPM8160	1	SPIRAL CLIMBER (60in DECK)	Certified	103.67			222	2	1.50	0.04	1
30	ZZPM8449	2	THE ROPE LINK CLIMBER	Certified	76.72			782	4	2.00	0.00	2
31	ZZPM0297	1	POST W/ LADDER CLIMBER (36in OR 48in DECK)	Certified	74.81			131	1	0.50	0.13	1
32	ZZPM8388	1	THE WALL	Certified	87.38			1,832	3	1.25	0.00	1
33	ZZPM8457	1	THE CRATER ARCH	Certified	81.48			413	2	1.00	0.03	1
34	ZZPM8477	1	ARCH CLIMBER W/ SCRAMBLE-UP (LEFT)	N/A	327.70			941	4	2.00	0.12	1
35	ZZPM9070	1	OVAL CRATER JUNCTION	Certified	240.34			1,100	3	3.00	0.06	0
36	ZZUN7096	1	LOOPY WHOOP	Certified	99.15			705	3	2.00	0.18	1
37	ZZPM9177	1	36in ACCESSIBLE STEPPED PLATFORM (DECK TO DECK)	Certified	286.99			640	2	1.50	0.00	0
38	ZZPMGUID	1	PLAYMAKER GUIDELINES	N/A	0.00			1	0	0.25	0.00	0
39	ZZUN9910	1	SURFACING WARNING LABEL KIT	Certified	0.05			1	0	0.25	0.00	0
40	ZZUN9930	1	PIPE SYSTEMS MAINTENANCE KIT W/ AEROSOL	N/A				90				
				Totals:	**5,401.69**	**898**	**1,586**	**19,678**	**56**	**71.00**	**4.57**	**17**
					2,430.76 Kg	**404 Kg**	**714 Kg**	**20 Metric Tons**			**3.47 m3**	

Art and Science Academy

Design Number: 17-1050A - Compliance and Technical Data
Reference Document: ASTM F1487

Ref. No.	Part No.	Qty.	Description	Unit ASTM Status	Total Weight (lbs)	Pre-Consumer Recycled Content (lbs)	Post-Consumer Recycled Content (lbs)	CO2e Footprint (kgs)	Users	Install Hours	Concrete (Yds3)	Active Play Events

ASTM F1487

The lay-out for this custom playscape, design number 17-1050A, has been configured to meet the requirements of the ASTM F1487 standard. In addition, each of the above components listed as "Certified" have been tested and are IPEMA certified. Components listed as "Not Applicable" do not fall within the scope of the ASTM F1487 standard and have not been tested. IPEMA certification can be verified on the IPEMA website, www.ipema.org. In the interest of playground safety, IPEMA provides a Third Party Certification Service which validates compliance.

2010 ADA Standards for Accessible Design

The lay-out was also designed to meet the 2010 Standards published 15-Sep-2010, by the Department of Justice when installed over a properly maintained surfacing material that is in compliance with ASTM F1951 "Accessibility of Surface Systems Under and Around Playground Equipment" as well as ASTM F1292, "Impact Attenuation of Surfacing Materials Within the Use Zone of Playground Equipment", appropriate for the fall height of the structure.

Installation Times

Installation times are based on one experienced installer. A crew of three experienced individuals can perform the installation within the given time, each member working 1/3 of the given hours. [Eg. Installation Time = 30 hours. For a crew of three, each member will work 10 hours on the installation for a total of 30 hours on the project.]

Carbon Footprint

The CO2e (carbon footprint given in Kilograms and Metric Tons) listed above is a measure of the environmental impact this play structure represents from harvesting raw materials to the time it leaves our shipping dock. Playworld Systems nurtures a total corporate culture that is focused on eliminating carbon producing processes and products, reducing our use of precious raw materials, reusing materials whenever possible and recycling materials at every opportunity. Playworld Systems elected to adopt the Publicly Available Specification; PAS 2050 as published by the British Standards Institute and sponsored by Defra and the Carbon Trust. The PAS 2050 has gained international acceptance as a specification that measures the greenhouse gas emissions in services and goods throughout their entire life cycle.

Pre-Consumer Recycle Content

A measurement, in pounds, that qualifies the amount of material that was captured as waste and diverted from landfill during an initial manufacturing process and is being redirected to a separate manufacturing process to become a different product. E.g. 100% of our Aluminum Tubing is made from captured waste material during the manufacturing process of extruded Aluminum products such as rods, flat bars and H-channels.

Post-Consumer Recycle Content

A measurement, in pounds, that qualifies the amount of material that was once another product that has completed its lifecycle and has been diverted from a landfill as a solid waste through recycling and is now being used in a Playworld Systems' product. E.g. **20% to 40% of the steel in our steel tubing and sheet steel have been diverted from landfills. Automobiles are scrapped and recyclable steel is purchased by the steel mill that produces our raw product.

** The amount of Post-Consumer recycled steel fluctuates daily based on the availability of the recycled steel.

SCHEDULE D

Use and Maintenance Agreement

Policy of Use and Maintenance for Academy Park

Intent

The purpose of this policy is for the City of Isanti and Arts and Science Academy, Inc., or, subject to prior approval by the City of Isanti, the process of which shall take no more than 60 days upon request, any substitute, successor, or replacement school (collectively "School") to have an understanding of the use and maintenance responsibilities of the Park at Lot 2, Block 1, Fairway Greens Phase Ten, here after referred to as "Academy Park." This policy will be effective until such time that no approved School is operating at 903 6th Ave Ct NE, provided, however, that the agreement maybe be terminated in the event that the School shall fail to fulfill its obligations under the terms of this agreement following written notice and reasonable opportunity to cure such failure. The policy will be reviewed annually and may be amended at any time, and from time to time, by action of the Isanti City Council. The City shall notify School and CSDCPC ASA, LLC whenever the policy is amended in the future.

School Use

School will have exclusive use of the Academy Park playground and soccer field from 7:30 am-4:00 pm on school days when classes are in session. School will provide a school calendar to the City of Isanti prior to the start of each school year. No exclusive use outside of this time period will be allowed without written approval of reservation from the City of Isanti, and must adhere to all City of Isanti park use regulations. No fee will be assessed for these reservations.

Additionally, prior to hosting any event with more than 300 expected, the School shall be responsible for obtaining the necessary Special Event permit for the City of Isanti, in accordance with Isanti City Code of Ordinances Chapter 278.

City Hours of Use

Outside of the playground and soccer field, Academy Park will be available for public use during park hours, 7:00 am to 10:00 pm every day. The playground and soccer field will be available for public use outside of the hours reserved for School use.

City Additional Agreement

The City of Isanti agrees to erect a sign at the park indicating the hours identified above in an effort to ensure that members of the community understand the agreement.

Maintenance of Park Surfaces and Equipment

School agrees to keep Academy Park free of litter and maintain its condition as is reasonably possible during use at its sole expense.

The City of Isanti agrees to perform all regular maintenance of Academy Park surfaces and equipment. School agrees to contribute up to one half of the maintenance costs. Based on use by both parties, the City has calculated the necessary contribution by School to be $2,200.00 per year. This cost will be billed to the School by August 31st of each year. The maintenance costs will be reviewed annually, and the contribution by School may be adjusted accordingly based on actual costs and inflation.

Insurance

School shall maintain, at its sole expense, a comprehensive general liability insurance, naming the City of Isanti as an additional named insured, with respect to accidents occurring on or about the Premises or arising out of the use of thereof in reasonable amounts, but not less than $1,000,000 for injury or death to any person, $1,000,000 for injuries or deaths arising out of any one accident, and $1,000,000 for property damage, with reasonable deductible clauses, written by companies licensed to do business in the State of Minnesota and will deliver to the City of Isanti a certification of such insurance providing for fifteen (15) days written notice to the City of Isanti prior to cancellation thereof. Said minimum insurance amounts shall be subject to increase for inflation upon written notice by the City of Isanti to School.

The City of Isanti shall add the Academy Park as an insured property under its existing property damage insurance and shall name School and CSDCPC ASA, LLC as additional named insureds. All equipment existing and future structures shall be included in the coverage.

Events of Default

Section 1. Events of Default by School Defined. The term "School Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any failure by School to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed hereunder.

Section 2. City's Remedies on Default. Whenever any School Event of Default by School referred to in Section 1 of this article occurs, the City may immediately suspend its performance under this Agreement until it receives assurances from the School, deemed adequate by the City, that the School will cure its default and continue its performance under this Agreement and may take any one or more of the following actions after providing thirty (30) days written notice to the School of the Event of Default, but only if the Event of Default has not been cured within said thirty (30) days or such longer period of time as reasonably necessary to cure the Default, not to exceed 120 days:

(a) Terminate this Agreement;

(b) Take whatever action, including legal, equitable, including an action for specific performance, or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the School under this Agreement.

Section 3. Events of Default by City Defined. The term "City Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any failure by City to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed hereunder.

Section 4. School's Remedies on Default. Whenever any City Event of Default referred to in Section 3 occurs and is continuing, the School, as specified below, may take any one or more of the following actions after the giving of thirty (30) days written notice to the City, but only if the City Event of Default has not been cured within said thirty (30) days or such longer period of time as reasonably necessary to cure the Default, not to exceed 120 days, provided that the City commences to cure within the thirty (30) day period and diligently pursues the same to completion. The School may take any action, including legal or administrative action, in law or in equity, which may appear necessary or desirable to enforce performance and observance of any obligation, agreement or covenant of the Authority under this Agreement.

Section 5. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or School is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the School to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this article, Events of Default.

Section 6. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 7. Costs of Enforcement. Whenever any School or City Event of Default occurs and the other party shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the other party under this Agreement, the parties agree that the prevailing party shall be entitled to an award of its reasonable fees of such attorneys and such other expenses so incurred by it in its action to compel such performance on the part of the other party.

A Community For Generations.

Isanti

K.5.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Community Development Director

Date: April 4th, 2017

Subject: Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota.

Background

The Art and Science Academy has provided a site plan for Lots 2 and 3, Block 1, Fairway Greens indicating the plan for this area in order to provide themselves with a little additional space on Lot 2 and to provide a park and play space for students and the community on Lot 3. The goal is to ultimately convey Lot 3 with the park, to the City upon completion so that the park will be considered a City Park open to the public. A use and maintenance agreement is currently being drafted that will allow the Art and Science Academy exclusive use during certain times. The full agreements will be reviewed at City Council and approval of the Site Plan will be contingent on their approval by the Council.

The plan indicates an eight (8) foot wide, paved, path around the perimeter of the property, which will eventually connect with the City owned pond lot to the east. There will also be a tennis court with a 4' chain link fence on the sides and 10' chain link fence on each end, a soccer field and a 4,000sf playground space. There will be 10 trees added to the lot; a combination of Patriot Elm and White Pine. This plan is part of a larger plan in which the City will develop the grassy area surrounding the pond with a trail and proposed outdoor exercise equipment.

** The layout of the proposed future gymnasium is not part of this site plan review. An new site plan submittal will be required should the Art and Science Academy decide to move forward with that addition.

Items that need to be addressed:

1. Sod needs to be shown as the type of turf to be installed within the site.
2. Irrigation needs to implemented.

Development and Operations Advisory Committee Recommendations

The Development and Operations Advisory Committee reviewed the item at their regularly scheduled meeting held on January 18th, 2017. The committee members had the following comments/recommendations regarding the proposal:

1. Address comments as outlined by the Community Development Director and the City Engineer.
2. Complete Conveyance Agreement and Use and Maintenance Agreement.

Staff Recommendation:

Staff recommends approval of the site plan subject to successfully addressing the review comments provided by the Community Development Director and the City Engineer.

Comprehensive Plan

Parks and Open Space-The purpose of this category is to identify portions of Isanti that contain existing or planned park and open space uses. Examples of park and open space uses include local and state parks, wildlife areas, and other outdoor recreation facilities, as well as passive open space areas that are prioritized as protected on the natural areas map.

In addition to the parks and open space areas designated as such on the Land Use Plan map, new residential developments should incorporate neighborhood parks as they are developed. The actual location of these parks/open spaces will be determined by the site design of each subdivision.

Public / Semi-Public- The purpose of this category is to identify areas in Isanti that are used for the benefit of the public. This includes publicly owned uses, such as schools, City buildings, county buildings and utility/infrastructure related uses such as sewage treatment plants, power plants, etc. This also includes semi-public private institutional uses such as hospitals, colleges, cemeteries, religious institutions etc.

Both existing and future planned public / semi-public facilities are designated on the Land Use Plan map. Future possible locations of the high school are also shown. Generally, existing community facilities should continue to be maintained and preserved at their current location. If a public facility or institution ceases to exist or moves from its present site, that site should be designated as the same use, other public / semi-public use, or the predominate land use that surrounds it until such time as a comprehensive plan amendment designates it differently. For example, if a school is surrounded by low density residential relocates; the school property should either be a new school or other public use, or be designated for low-density residential development. In addition, new development should incorporate appropriate public/semi-public uses as they are developed. The actual location of these public/semi-public sites will be determined by the site design of each development.

Zoning Ordinance Provisions

The property is being rezoned to "POS" Parks and Open Space Overlay District. The purpose of the "POS" Parks and Open Space Overlay District is to protect and preserve parks, open space, and undevelopable land and areas with valuable environmental qualities from further development and to provide for the recreational use of land and structures within the City.

Site Plan Review Requirements

Prior to the construction of any new building or addition to a building that expands or changes the use of the building or parcel of land or modifies a building, accessory structure or site or land feature in any manner which results in a different intensity of use, including the requirement for additional parking or the enlargement of a building by more than 10% of its gross floor area would require a Site Plan/Building Appearance Review. When evaluating a site and building plan; Section 18, Subdivision 7 of the Zoning Ordinances states that City staff and the City Council must consider its compliance with the following:

A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.
B. Consistency with City Codes.
C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
D. The amount and location of open space and landscaping.
E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

G. Consistency with the City's Engineering Design Standards as adopted by Resolution of the City Council.

Certification of Taxes Paid

Prior to approving an application for Site Plan approval, certification must be provided to the City that there are not any delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County on Tuesday, October 27, 2016; that all taxes associated with the property were current.

Public Notice

Notice was published within the Isanti County News on October 26th, 2016. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

Public Comment

To date, no public comment or questions had been received.

Planning Commission Recommendation:

Motion by Collison, second by Lorinser to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota with the following conditions:

1. Sod is to be used to establish turf within the development.
2. The development must be irrigated.
3. The Final Plat of Fairway Greens Phase 10 must be recorded.
4. The agreement to convey Lot 3, Block 1, Fairway Greens to the City of Isanti must be approved by City Council and executed by both parties.
5. The Use and Maintenance Agreement must be approved by City Council and executed by both parties.
6. This Resolution does not constitute approval of the gymnasium addition onto the existing school. A separate site plan/building appearance application and review will be required.

Motion carried unanimously.

Deadline for City Council Action

The applicant submitted an application for Site Plan approval on February 13, 2017. City staff did verify that the application was complete on March 3, 2017. Pursuant to Minnesota State Statute, the City must act on this request by May 2nd, 2017 (60 days). The only exception to these deadlines provided would be if the City provides the petitioner with written reasons for an additional 60-day review period.

Options & Proposed Motion Language

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota with the following conditions……
3. Recommend Denial: Motion to recommend denial of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on

the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota for the following reasons.....

4. Table: Motion to table the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota. (a specific reason and information request should be included in the motion to table).

Attachments

- Resolution No. 2017 - XXX
- Findings of Fact and Conclusion
- Review Comments from City Engineer DeWolf dated Feb. 15, 2017
- Review Comments from Community Development Director Achman
- Plan set from Rehder and Associates dated Feb. 10, 2017
- Playground Plans by Midwest Playscapes and PlayWorld received March 16, 2017
- Concept Plan for entire area as drafted by staff

RESOLUTION NO. 2017-

A RESOLUTION APPROVING THE SITE PLAN FOR A PARK AND PLAY SPACE TO BE DEVELOPED ON THE PROPERTY LEGALLY DESCRIBED AS LOT 3, BLOCK 1, FAIRWAY GREENS, ISANTI COUNTY, MINNESOTA

WHEREAS, CSDCPC ASA, LLC currently own the property legally described as Lot 3, Block 1, Fairway Greens; and,

WHEREAS, CSDCPC ASA, LLC is requesting Site Plan approval to allow for the development of an park and play space on the property at 901 6th Ave Ct NE; and,

WHEREAS, the property is located within the "H65" Highway 65 Corridor Overlay District; and,

WHEREAS, the property is in the process of being rezoned to "POS" Park and Open Space Overlay District; and,

WHEREAS, following publication, posted and mailed notice thereof, the City of Isanti Planning Commission conducted a public hearing on the proposed Site Plan on March 21st, 2017; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the proposed Site Plan based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City Council reviewed the requested Site Plan at its regularly scheduled meeting on April 4th, 2017; and,

WHEREAS, the City Council of the City of Isanti has determined that the Site Plan meets the ordinance requirements necessary for granting approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Site Plan review for the development of a park and play space to be located on the property at 901 6th Ave Ct NE, legally described as Lot 3, Block 1, Fairway Greens, and is hereby approved with the following conditions:

1. Sod is to be used to establish turf within the development.
2. The development must be irrigated.
3. The Final Plat of Fairway Greens Phase 10 must be recorded.
4. The agreement to convey Lot 3, Block 1, Fairway Greens to the City of Isanti must be approved by City Council and executed by both parties.
5. The Use and Maintenance Agreement must be approved by City Council and executed by both parties.
6. This Resolution does not constitute approval of the gymnasium addition onto the existing school. A separate site plan/building appearance application and review will be required.

Adopted by the Isanti City Council on this 7th day of April 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

FINDINGS OF FACT AND CONCLUSION

Request

Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant CSDCPC ASA, LLC, on behalf of the Art and Science Academy, submitted an application for Site Plan Review of a park and play space to be located at 901 6th Ave Ct NE, legally described as Lot 3, Block 1, Fairway Greens.
2. The property is zoned "H65" Highway 65 Corridor Overlay District. In which, the use is not permitted. A rezoning for the property to Park and Open Space is occurring at this same Planning Commission meeting. The recommendation will be sent to City Council.
3. Any new building or addition to a building that expands or changes the use of the building or parcel of land or modifies a building, accessory structure or site or land feature in any manner which results in a different intensity of use, including the requirement for additional parking or the enlargement of a building by more than 10% of its gross floor area requires a site plan/ building appearance approval.
4. The proposed new use would meet the requirements as noted within the Zoning Ordinance for requiring site plan/building appearance approval prior to construction.
5. The applicant would appear to have met the requirements for approving the construction of a park and play space, as stipulated in Section 11 Overlay Districts, Article 4 Open Space and Parks Overlay District.
6. A complete application was received on March 3, 2017 and a public hearing date before the Planning Commission was scheduled for March 21, 2017.
7. Notice of the Site Plan Review request was published within the Isanti County News on Wednesday, March 8th, 2017. Notices were sent to all property owners located within 350 feet of the subject property.

Conclusions

1. In review of the standards established in Section 18, Subdivision 7, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:
   - A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.
     The proposal would appear to be consistent with the elements and objectives of the City's development guides and the Comprehensive Plan in that the space is contributing to the school and the community as a whole by providing an outdoor space.
   - B. Consistency with City Codes.
     A review of the proposal against zoning ordinance requirement has been completed. The requirements would appear to have been met by the proposal as presented for the site plan review. Any deficiencies or inconsistencies with ordinance requirements have been noted.
   - C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

The site will be preserved to the fullest extent possible. There are no trees on the lot, however, trees will be added. Developing this lot as a park and play space keeps the lot in a natural state than if it were developed into a commercial property.

D. The amount and location of open space and landscaping.
The amount of landscaping will meet code and open space requirements will be met. Sod and irrigation is required on all disturbed areas of the lot. Revisions have been requested.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
Parking is provided within the schools parking lot. An eight (8) foot wide paved path is integrated into the plans.

F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
The drainage/grading have been reviewed by the City Engineer. There will be no additional lighting.

G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.
The plan have been reviewed and approved by the City Engineer.

Decision

The Planning Commission reviewed the request in a public hearing on March 21, 2017. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Collison, second by Lorinser to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota with the following conditions:

1. Sod is to be used to establish turf within the development.
2. The development must be irrigated.
3. The Final Plat of Fairway Greens Phase 10 must be recorded.
4. The agreement to convey Lot 3, Block 1, Fairway Greens to the City of Isanti must be approved by City Council and executed by both parties.
5. The Use and Maintenance Agreement must be approved by City Council and executed by both parties.
6. This Resolution does not constitute approval of the gymnasium addition onto the existing school. A separate site plan/building appearance application and review will be required.

Motion carried unanimously.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 15, 2017

To: Roxanne Achman, Community Development Director

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Art & Science Park –Site Plan Layout Review
City of Isanti, MN
Project No.: R13.113062

We have reviewed the site plan layout created by Rehder & Associates, Inc entitled "Site Dimension, Grading, Drainage & Erosion Control Plan" stamped PRELIMINARY with an Issue Date of 2-10-17.

The sight plan layout includes a grading plan for a proposed playground, tennis court, soccer field and 8' wide bituminous path on the proposed Lot 2 with a future building shown on Lot 1.

We have reviewed the submitted site plan and have no recommended revisions

We recommend approval of the site plan as submitted.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

A Community For Generations.

Isanti

Rehder & Associates, Inc.
c/o Benton Ford
3440 Federal Drive, Suite 110
Eagan, MN 55122

February 27, 2017

RE: Site Plan and Building Appearance Review – Art & Science Academy Park Space

Dear Mr. Ford,

On February 13, 2017; Applications for the following were submitted via email: Conditional Use Permit, Final Plat, and Site Plan for an increase in student enrollment numbers, the platting of Fairway Greens Phase 10, and the constructions of the park space, respectively on the lots legally described as Lots 2 & 3, Block 1, Fairway Greens. City staff has completed a preliminary review of the application materials. Based upon that review the application is considered **incomplete**. Additional information and/or further clarification is required for a number items related to the proposal. The following items must be submitted and/or further clarified for further review.

1. Submit the required fees for each application:
    a. Final Plat – $325 + $10/lot = **$345 plus $1,500 escrow**
    b. Site Plan – **$325 plus $1,000 escrow**
    c. Conditional Use Permit – **$275**
2. Provide details on irrigation for both properties (the new park space and the portion of the lot begin added to the existing school building). Per Zoning Ord. 445, Section 15, Subdivision 5, Paragraph B(6)(a): *Sprinkle systems shall be provided as part of each new development for all landscaped areas, except those areas on the property that will be preserved in their natural state.*
3. Provide details on turf establishment in accordance with Zoning Ord. 445, Section 15, Subdivision 5, Paragraph D (4) and (5). Seeding is not permitted.

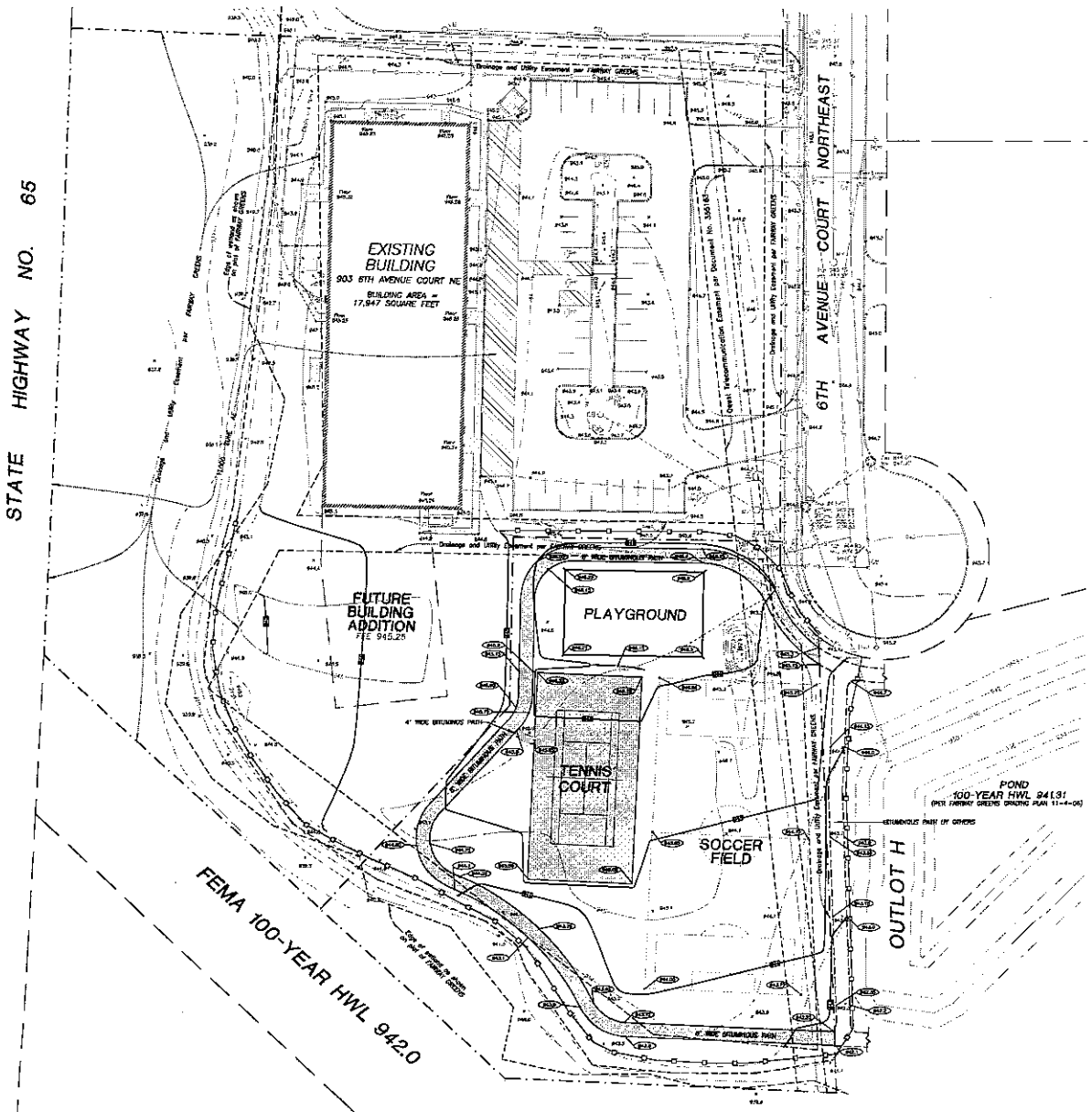
Please note, that in addition to the items listed above, the City is waiting for a response from CSDCPC ASA, LLC on the conveyance agreement and plans for the playground. Staff is drafting the Use and Maintenance Agreement, which cannot be fully completed until all the details of the park space are received.

A response to each of the concerns listed above must be addressed in writing and re-submitted to City staff for further review. Once that information is received, City staff will complete the review of the Conditional Use Permit, Final Plat and Site Plan requests. If you have questions regarding the request for additional information, please let me know and I will be happy to assist. I can be reached at (763) 444-5512 or rachman@cityofisanti.us .

Sincerely,

Roxanne Achman, AICP
Community Development Director

cc: Karl Jentoft, TenSquare, LLC
Development File



GRADING NOTES

1. All elevations shown are to final surfaces.
2. Contractor is responsible for obtaining a National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for Construction Activity before construction begins.

EROSION CONTROL NOTES

1. Contractor is responsible for all notifications and inspections required by General Storm Water Permit.
2. All erosion control measures shown shall be installed prior to grading operations and maintained until all areas disturbed have been restored.
3. Sweep paved public streets as necessary where construction sediment has been deposited.
4. Each area disturbed by construction shall be restored per the specifications within 14 days after the construction activity in that portion of the site has temporarily or permanently ceased.
5. Temporary soil stockpiles must have silt fence around them and cannot be placed in surface waters, including storm water conveyances such as curb and gutter systems, or conduits and ditches.
6. The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from any portion of the construction site, or diverts water around the site, must be stabilized within 200 lineal feet from the property edge, or from the point of discharge into any surface water. Stabilization of the last 200 lineal feet must be completed within 24 hours after connecting to a surface water.
7. Excess concrete/water from concrete trucks shall be disposed of in portable washout concrete basin or disposed of in a contained area.
8. See Specifications for Seed, Fertilizer and Mulch details.

INSPECTION AND MAINTENANCE

- The site must be inspected once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours.
- All inspections and maintenance conducted must be recorded in writing and records retained with the SWPPP.
- Areas of the site that have undergone final stabilization, may have the inspection of these areas reduced to once per month.
- All silt fence must be repaired, replaced, or supplemented within 24 hours when they become nonfunctional or the sediment reaches 1/3 of the height of the fence.
- Surface waters and conveyance systems must be inspected for evidence of sediment being deposited. Removal and stabilization must take place within seven (7) days of discovery unless precluded by legal, regulatory, or physical access constraints.
- Construction site vehicle exit locations must have sediment removed from off-site paved surfaces within 24 hours of discovery.

POLLUTION PREVENTION MANAGEMENT

- All solid waste must be disposed of off-site per the MPCA disposal requirements.
- All hazardous waste must be properly stored with restricted access to storage areas to prevent vandalism. Storage and disposal of hazardous waste must be in compliance with MPCA Regulations.

LEGEND

- PROPOSED STD. DUTY BITUMINOUS
- PROPOSED CONTOUR
- PROPOSED ELEVATION
- SILT FENCE
- INLET PROTECTION DEVICE
- BOUNDARY/ROW/BLOCK LINE
- EASEMENT
- DRAINAGE ARROW
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING BURIED GAS LINE
- EXISTING BURIED ELECTRIC LINE
- EXISTING BURIED CABLE LINE
- EXISTING CONTOUR
- EXISTING ELEVATION

N

0 15 30 60 90
Scale in Feet

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3 1 7 0 Pleasant View Drive North • Lakeville, Minnesota 55044
9 5 2 - 4 3 2 - 2 0 3 0 • Fax 9 5 2 - 4 3 2 - 2 0 8 5 • www.rehder.com

PROJECT NO: 151-2830.001 DRAWING FILE: 2830011.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Name _____ Date _____ Reg. No. _____

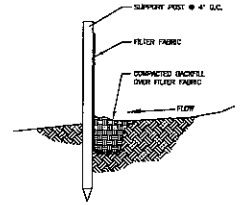
PRELIMINARY

Issued

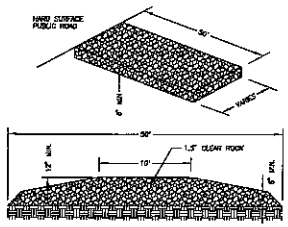
PRELIMINARY PLAT	1-23-17
SITE PLAN REVIEW	2-10-17

SITE DIMENSION, GRADING, DRAINGE & EROSION CONTROL PLAN
CSDCPC ASA, LLC
CITY OF ISANTI

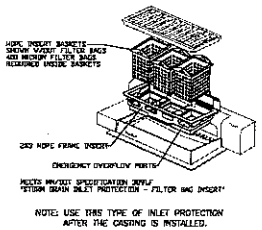
SHEET NUMBER
C1



1 C2 SILT FENCE
NO SCALE

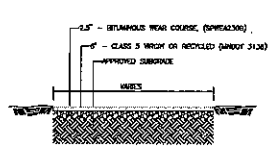


2 C2 ROCK CONSTRUCTION ENTRANCE
NO SCALE

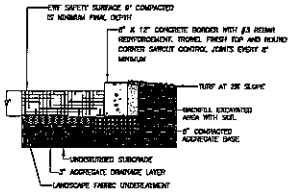


NOTE: USE THIS TYPE OF INLET PROTECTION AFTER THE CASTING IS INSTALLED.

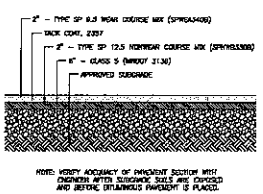
3 C2 INLET PROTECTION (INFRASAFE OR EQUAL)
NO SCALE



4 C2 TYPICAL BITUMINOUS PATH SECTION
NO SCALE



5 C2 PLAYGROUND CONTAINER DETAIL: CONCRETE AND TURF
NO SCALE



NOTE: VERIFY ACCURACY OF PAVEMENT SECTION WITH ENGINEER AFTER SUBGRADE SOILS ARE EXPOSED AND BEFORE BITUMINOUS PAVEMENT IS PLACED.

6 C2 TENNIS COURT SECTION
NO SCALE

SPECIFICATIONS

GENERAL

I. GENERAL

A. Before construction begins, the Contractor will contact all utility companies, both public and private and have them locate all utilities within the construction limits.
B. The Contractor shall be responsible for arranging all required inspections with the governing authority that has jurisdiction over the work that is to be performed.
C. The Contractor shall stay within the construction limits unless approved otherwise by the Owner and or Engineer. Construction limits are defined by the property boundary unless shown different on the plan.
D. The Contractor shall be responsible for protecting all existing structures, utilities, trees, etc. from damage during construction.
E. The Contractor shall be responsible for correcting any damages (at Contractor's expense).
F. Any discrepancies found on the site that affect the proposed work shall be reported to the Owner and/or Engineer before the completion of any additional work.
G. No soils report provided. Subgrade soils assumed adequate for the proposed construction.
H. Existing Topography and Boundary Survey provided by Rehder & Associates, Inc.

SITE CLEARING

I. GENERAL

A. Remove trees, shrubs, grass, and other vegetation or obstructions, as required, to permit installation of improvements shown on the Plans.

II. EXECUTION

A. Trees and stumps shall be hauled from the site. Burial on-site or burning of trees and stumps will not be allowed.
B. Where existing trees are indicated to remain, take suitable lasted to place within duly three to prevent damage to root system.
C. Topsoil shall be stripped from disturbed areas and stockpiled in piles not exceeding 8-feet in depth.
D. Remove all trash and unsuitable material from under piers, and roadways within 3-feet of final pavement subgrade.
E. Remove all stable materials and unsuitable or excess topsoil from Owner's property.

GRADING, EROSION CONTROL, AND TURF ESTABLISHMENT

I. GENERAL

A. All grading, erosion control and turf establishment shall be according to the materials, workmanship, and other applicable requirements of the Minnesota Department of Transportation "Standard Specifications for Construction", latest edition, unless otherwise specified.
B. All existing control monuments shown on the plans must be identified prior to commencement of grading operations and maintained both at all times during and after the site have been restored.
C. All areas disturbed by construction shall be restored with seed and disked mulch, and seed then blanket, or be hard surfaced within two weeks of substantial completion of construction.
D. Provide approved borrow and materials from off-site when sufficient approved soil materials are not available from excavations. Remove all excess and unsatisfactory material from the site.
E. Protect structures, utilities, sidewalks, pavements, and other facilities from damage caused by settlement, lateral movement, undermining, washout, and other hazards created by earthwork operations.
F. Compaction shall not be less than the following percentages of maximum dry density according to ASTM D 698:
   I. Under structures, building slabs, steps, and pavements, compact the top 12 inches below subgrade and each layer of backfill or fill material at 100 percent maximum dry density.
   II. Under walkways, compact the top 6 inches below subgrade and each layer of backfill or fill material at 100 percent maximum dry density.
   III. Under lawn or unpaved areas, compact the top 6 inches below subgrade and each layer of backfill or fill material at 95 percent maximum dry density.
G. Grades as shown on the plan are to finished grade.
H. Backfill trenches inspected within under building slabs to be designed by others (per their requirements).

II. PRODUCTS

A. Satisfactory soils include ASTM D 2487 soil classification groups GW, GP, GM, SW, SP, SM and SW free of rock or gravel larger than 3-inches in any dimension, debris, waste, frozen materials, vegetation and other deleterious matter.
B. Unsatisfactory soils include ASTM D 2487 soil classification groups GC, SC, ML, MH, CL, CH, OL, OH, and PT.
C. All backfill and fill materials must be satisfactory soil materials.
D. Topsoil shall be per MSCV D 3365, free of stones 1" or larger.
E. Subbase and base material must be a naturally or artificially graded mixture of natural or crushed gravel, crushed stone, and natural or crushed sand meeting MNDOT Specifications for Class 3 gravel.
F. Turf establishment: seed mix shall be as follows – 25% Blue Angel Kentucky Bluegrass, 25% Hot Kentucky Bluegrass, 20% Fesdo Elandique Fescue, 20% Shadal Hard Fescue, 10% Pennfine Perennial Ryegrass @ 250 lbs/acre drilled with a GREEN Type seeder, fertilizer shall be 10-10-10 (10%) commercial grade, and mulch shall be MNDOT Type 4 hydromulch.

III.EXECUTION

A. Fill under buildings shall be compacted to meet Soil Engineer's recommendations.
B. Place 4-inches of topsoil over all areas to be re-established with turf.
C. Provide erosion control measures to prevent erosion or displacement of soils and discharge of soil-bearing water runoff or eroded sand to adjacent properties and walkways.
D. Place inlet protection devices in catch basins after they are constructed and maintain until all areas disturbed have been restored.
E. Wherever construction vehicle access routes intersect paved public roads, provisions must be made to minimize the transport of sediment (mud) by vehicle or vehicles tracking onto the paved road surface. Where sediment is transported onto a public road surface, the roads shall be cleaned thoroughly at the end of each day. Sediment shall be removed by shoveling or sweeping and be transported to a sediment controlled disposal area. Street washing shall be allowed only after sediment is removed in this manner.

BITUMINOUS PAVEMENT

I. GENERAL

A. Provide hot-mix asphalt pavement according to the materials, workmanship, and other applicable requirements of the Minnesota Department of Transportation "Standard Specifications for Construction", latest edition, unless otherwise specified.
B. Conform to applicable standards of authorities having jurisdiction for asphalt paving work on public property.

II. PRODUCTS

A. Use asphalt and fine aggregate materials and proportions that have performed satisfactorily in previous installations.
B. Provide a base and wear course as indicated on the plan unless otherwise specified.
C. Provide a base and as indicated on the plan unless otherwise specified.

III.EXECUTION

A. Verify that the subgrade is dry and in suitable condition to support paving and imposed loads.
B. The Contractor shall furnish a tandem truck loaded with a minimum of 14-tons to check the completed subgrade and/or aggregate base for soft spots prior to pavement placement.
C. Machine place hot-mix asphalt on prepared surface, spread uniformly, and prefix off. Place asphalt mix by hand in areas inaccessible to equipment in a manner that prevents segregation of mix. Place each course to required grade, cross section, and thickness when compacted.
D. Begin compaction as soon as placed hot-mix paving will bear roller weight without excessive displacement.
E. Provide an average density of 94 percent of reference laboratory density according to ASTM D 1559, but not less than 94 percent nor greater than 100 percent.
F. Tolerances: Base course thickness shall be plus or minus 0.5-inches and surface course shall be plus or minus 0.25-inches.

PORTLAND CEMENT CONCRETE PAVEMENT

I. GENERAL

A. Provide Portland cement concrete pavement for roads, curbs, walks and exterior slabs according to the materials, workmanship, and other applicable requirements of the Minnesota Department of Transportation "Standard Specifications for Construction", latest edition, unless otherwise specified.

II. PRODUCTS

A. Portland cement concrete for curb and gutter and sidewalk shall be 4000 psi, 28-day compressive strength, 5.0% air entrained, and 3-inch slump.
B. Provide Grade-60 reinforcing bars and tie bars where indicated.
C. Curing compound shall be solvent-borne, liquid membrane-forming ASTM C309, Type 1 or approved equal.

III.EXECUTION

A. The Contractor shall furnish a tandem truck loaded with a minimum of 14-tons to check the completed subgrade and/or aggregate base for soft spots prior to pavement placement.
B. Comply with requirements and with ACI 304R for measuring, mixing, transporting, and placing concrete.
C. Comply with the Concrete Reinforcing Steel Institute's recommended practices for "Placing Reinforcing Bars" for placing and supporting reinforcement.
D. Preformed expansion joints using 0.5-inch thickness shall be placed at each end of each curbline, at intersections, and approximately every 200-feet.
E. Construction joints shall be placed at minimum 10-foot intervals in the curb and gutter and at 5-foot for walks.
F. Provide a medium to fine broom finish perpendicular to traffic flow.
G. Protect freshly placed concrete from premature drying and excessive cold or hot temperatures using moisture curing, moisture-retaining cover curing, curing compound or a combination of these.

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3440 Federal Drive, Suite 100 • Eagan, Minnesota, 55122
651.490.2000 • Fax 651.490.8772 • www.rehder.com

PROJECT NO: 181-263.011 DRAWING FILE: 263011.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

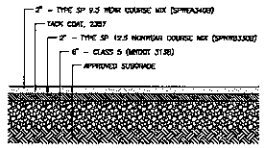
PRELIMINARY

Name _____ Date _____ Reg. No. _____

Issued	
PRELIMINARY PLAT	1-23-17
SITE PLAN REVIEW	2-10-17

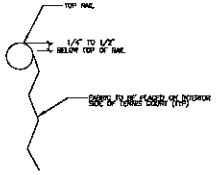
GENERAL DETAILS & SPECIFICATIONS
CSDCPC ASA, LLC
CITY OF ISANTI

SHEET NUMBER
C2

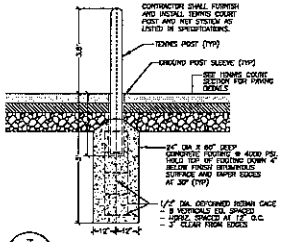


NOTE: VERIFY ADEQUACY OF PAVEMENT SECTION WITH ENGINEER AFTER SUBGRADE SOILS ARE EXPOSED AND BEFORE BITUMINOUS PAVEMENT IS PLACED.

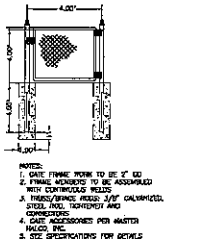
1 C3 TENNIS COURT SECTION
NO SCALE



2 C3 FABRIC PLACEMENT
NO SCALE



3 C3 NET POST
NO SCALE

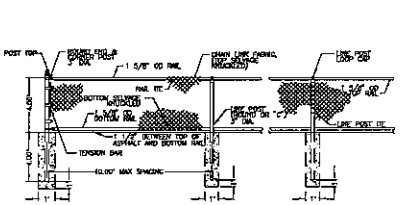


NOTES:
1. GATE FRAME WORK TO BE 2" OD
2. FRAME MEMBERS TO BE ASSEMBLED WITH CONTINUOUS WELDS
3. FABRIC/BRACE RODS: 3/8" GALVANIZED, STEEL ROD, TIGHTENER AND CONNECTORS
4. GATE ACCESSORIES PER MASTER HALCO, INC.
5. SEE SPECIFICATIONS FOR DETAILS

4 C3 4' CHAIN LINK GATE
NO SCALE

END & CORNER POST TOP OPTIONS		TOP & BOTTOM FABRIC OPTION
STANDARD	DOME	KNUCKLE

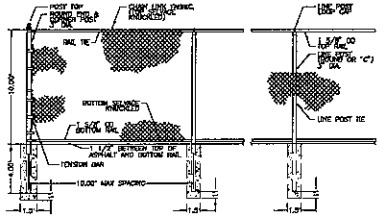
NOTES:
1. FOOTING WIDTH TO BE (42)# POST WIDTH.
2. FABRIC SHALL BE 9 GAUGE, GALVANIZED, 2" MESH WITH KNUCKLED SELVAGE TOP AND BOTTOM.
3. SEE SPECIFICATIONS FOR DETAILS.



5 C3 4' CHAIN LINK FENCE
NO SCALE

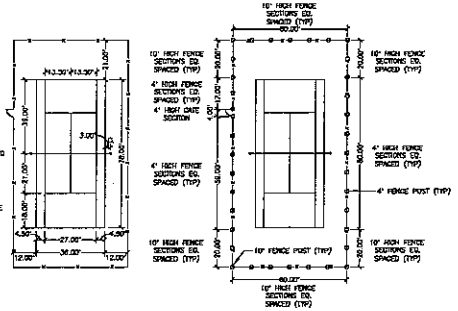
END & CORNER POST TOP OPTIONS		TOP & BOTTOM FABRIC OPTION
STANDARD	DOME	KNUCKLE

NOTES:
1. FOOTING WIDTH TO BE (42)# POST WIDTH.
2. FABRIC SHALL BE 9 GAUGE, GALVANIZED, 2" MESH WITH KNUCKLED SELVAGE TOP AND BOTTOM.
3. SEE SPECIFICATIONS FOR DETAILS.



6 C3 10' CHAIN LINK FENCE
NO SCALE

NOTES:
1. ALL TENNIS COURT DIMENSIONS ARE TO THE OUTSIDE EDGE OF THE PLAYING LINES, WITH THE EXCEPTION OF THE CENTER LINES WHICH ARE MEASURED OUT TO CENTER.
2. THE CENTER SERVICE LINE SHALL BE BISECTED 1' AND 2' WIDE, EXCEPT THE BASE LINES MAY BE UP TO 4" WIDE.
3. ALL FENCE DIMENSIONS ARE TO THE CENTERLINE OF FENCE POSTS.
4. CHAIN LINK FABRIC TO BE ON THE INTERIOR SIDE OF TENNIS COURT. SEE FABRIC PLACEMENT.



7 C3 TENNIS COURT & FENCE LAYOUT
NO SCALE

TENNIS COURT NOTES

TENNIS COURT LAYOUT STRIPING:
LINE STRIPING FOR THE TENNIS COURT LAYOUT SHALL BE 2" WIDE WHITE STRIPING IN ACCORDANCE WITH USTA STANDARDS AND AS INDICATED ON PLANS. EACH COURT SHALL BE STRIPED FOR 78' PLAY. DIMENSIONS FOR TENNIS COURT LAYOUT ARE FROM THE OUTSIDE TO OUTSIDE OF THE LINES WITH THE EXCEPTION OF THE DIMENSIONS TO THE COURT CENTERLINES WHICH ARE MEASURED OUTSIDE TO CENTER (TYP).

TENNIS COURT COLOR COATING:
ALL ASPHALT SHALL BE COLOR COATED IN ACCORDANCE WITH WRITTEN SPECIFICATIONS – REFER TO SPEC SECTION FOR ADDITIONAL INFORMATION. COLOR COAT SHALL CONSIST OF A MAXIMUM OF FOUR COLORS TO BE PICKED BY THE OWNER AT THE TIME OF CONSTRUCTION (TYP).

TENNIS COURT FENCING:
ALL INSTALLATION SHALL BE IN ACCORDANCE WITH ASTM AND INDUSTRY STANDARDS FOR CHAIN LINK FENCING AND SHALL INCLUDE ALL FITTINGS, TENSION BANDS/BAR/WIRES, BRACES, CONNECTORS, POST CAPS, AND OTHER APPURTENANCES. ALL METAL MATERIALS SHALL BE GALVANIZED. ALL WELDED JOINTS AND/OR FACE WELDS SHALL BE GROUND SMOOTH, CLEANED W/SOLVENT, AND REFINISHED WITH COLD GALVANIZING SPRAY IN ACCORDANCE WITH ASTM STANDARDS. REFER TO FENCING SPECIFICATION SECTION FOR ADDITIONAL INFORMATION.

TENNIS COURT SPECIFICATIONS

TENNIS NET AND POST

DESCRIPTION
The site amenity listed below shall be furnished and installed by the CONTRACTOR. The CONTRACTOR shall be responsible for complete installation of site amenities in accordance with both the construction documents and manufacturer's specifications (supplied by manufacturer's local representative and approved by ENGINEER prior to construction). CONTRACTOR shall be responsible for all labor, equipment, concrete, and miscellaneous expenses associated with installation of the site amenities.

All site amenities listed below shall not be substituted without OWNER and ENGINEER approval of alternate manufacturer and product line. Any request for such a substitution must be in writing and made at not less than seven (7) days prior to bid opening date. The requests must be self-substantiated with all product line, technical drawings and manufacturer information supplied for review by the OWNER and ENGINEER. Requests for substitutions for this equipment subsequent to this date will not be considered.

SUBMITTALS
A. Provide product data

WARRANTY
A. Provide manufacturer's standard limited warranty covering all components against failure resulting from normal use except gates

Tennis Net and Post systems shall be Douglas Sport Mate (or approved equal) including 3" round tennis post system (model DTP-3T, Item #630097) with 3.5" round steel ground sleeve (model GS-3H, Item #630424), Premium tennis net (model DY-3NDMT, Item #3002870), with center net tie down anchor (Item #634320), and net tie down strap (Item #206625).

Local Douglas Sports Product Supplier:
Flanagan Sales, Inc
Attn: Brian Flanagan
1567 East County Road "E"
St. Paul, MN 55110
Ph. 651-633-0122
Tony Strack, MI 24241

FENCING

The provisions of 02557 Fencing in the 2005 MNDOT Standard Specifications for Construction shall be supplemented with the following:

REFERENCES
A. AWS/ASTM A123 – Zinc (Hot Dip Galvanized) Coatings on Iron and Steel Products
B. AWS/ASTM F567 – Installation of Chain-Link Fence
C. ASTM A120 – Pipe, Steel, Black and Hot-Dipped Zinc Coated (Galvanized) Welded and Seamless, for Ordinary Uses
D. ASTM A153 – Zinc Coating (Hot-Dip) on Iron and Steel Hardware
E. ASTM A392 – Zinc-Coated Steel Chain-Link Fence Fabric
F. ASTM F626 – Gaskets – Polyolefin Elastomer Bushing
G. ASTM F1043 – Framework and Accessories Polyolefin Coated Finish

10' HIGH CHAIN LINK FENCING MATERIALS LIST:
A. Line, Terminal, Gate & Corner Posts: 3" O.D., 5.79 lbs. galvanized steel
B. Gate and Corner Post Footings: 12" dia. x 3' below grade
C. Top and Bottom Rails: 1 5/8" O.D., 2.27 lbs. galvanized steel
D. Fabric: 9 gauge galvanized steel, 1 3/4" mesh, top and bottom selvage knuckle and closed; fabric placed on frame side closest to court playing surface
E. Tension Bar: 3/4" x 3/4" galvanized steel w/ connectors
F. Tie Wire: 9 gauge aluminum
G. Post Caps: Malleable iron galvanized steel to fit post with set screw retainer
H. Truss/Brace Rods: 3/8" galvanized steel rod, tightener and connectors

4' HIGH CHAIN LINK FENCING MATERIALS LIST:
A. Line, Terminal, Gate & Corner Posts: 3" O.D., 5.79 lbs. galvanized steel
B. Gate and Corner Post Footings: 12" dia. x 3' below grade
C. Top and Bottom Rails: 1 5/8" O.D., 2.27 lbs. galvanized steel
D. Fabric: 9 gauge galvanized steel, 1 3/4" mesh, top and bottom selvage knuckle and closed; fabric placed on frame side closest to court playing surface
E. Tension Bar: 1/4" x 3/4" galvanized steel w/ connectors
F. Tie Wire: 9 gauge aluminum
G. Post Caps: Malleable iron galvanized steel to fit post with set screw retainer
H. Truss/Brace Rods: 3/8" galvanized steel rod, tightener and connectors

4' HIGH GATE MATERIALS LIST:
A. All frameworks to be 2" O.D., 2.72 lbs. Galvanized steel
B. All frame members to be assembled with continuous welds
C. Truss/Brace Rods: 3/8" galvanized, steel rod, tightener and connectors
D. Accessories:
   a. Pressed steel industrial hinges as manufactured by Master Halco, Inc, with adapters and bolts, (2 per gate/post connection for 4' HIGH)
   b. 1 Industrial steel gate latch assembly, complete with guides manufactured by Master Halco, Inc.

FINISHES
A. Components: Framework and Fabric Galvanized/aluminum coated to ANSI/ASTM A123; coating or industry standard
B. Accessories: Same finish as framework and components

INSTALLATION
A. Install framework, accessories and gates in accordance with ANSI/ASTM F567
B. Set all posts plumb as shown in plans
C. Install bottom brace rail
D. Stretch fabric between terminal posts or at intervals of 100 feet maximum, whichever is less
E. Position bottom of fabric 1.5 inches above finished grade
F. Fasten fabric to top rail bottom, line posts, and braces, with tie wire at maximum 12 inches on center
G. Attach fabric to end and corner posts with tension bars and tension bar clips

QUALITY ASSURANCE
A. Manufacturer: Company specializing in manufacturing the products specified in this Section with minimum five (5) years documented experience.

SUBMITTALS
A. Provide shop drawings for gates and fencing
B. Provide product data on fabric, posts, accessories, fittings and hardware

WARRANTY
A. Provide manufacturer's standard limited warranty covering all components against failure resulting from normal use except gates
B. Provide minimum five (5) year warranty for gates (from date of installation). Failure will be considered any defect that affects operating the gate in a normal manner and normally structural failures associated with finishes/welds

TENNIS COURT COLOR COATING

DESCRIPTION
The acrylic surfacing is to be applied as per manufacturer's recommendation and per Section 11.G. from the ASBA tennis guidelines as modified hereafter. In the case of discrepancy between ASBA tennis guidelines and manufacturer's recommendation, the manufacturer's shall govern.

MATERIALS
The schedule of materials is as follows:
A. Finish Coat: 100% acrylic emulsion formulated with acrylic resins, mineral fillers, color fast pigments and manufacturer's approved silica sand. Finish coat shall be fully pigmented. Polished sand color shall be as designated on plan set
B. Resurfacer: 50/50 blended asphalt emulsion/acrylic resurfacer
C. Patch Mix: Acrylic court patch binder
D. Line Paint: Paint lines shall be white, water-based acrylic emulsion
E. Control Joint Caulk: Resilient, outdoor, latex based caulk as recommended by color coat supplier

The acrylic surfacing material shall be manufactured by:
A. Sportexrylic Sports
B. California Products
C. Advantage Sport Coatings
D. Laykold
E. Advantage Sport Coatings (Vonce Brothers)

CONSTRUCTION REQUIREMENTS

Surface Preparation:
New bituminous surfaces shall be allowed to cure for twenty eight (28) days prior to application of acrylic surfacing. Bituminous surface shall be cleaned and free of dirt, grease, or other foreign matter.

Bituminous surface shall be dry, as well as clean, since moisture on the surface on hot days can turn to steam or vapor. If this is trapped under an application of material, blisters may occur.

Prior to surfacing, the court shall be flooded with clean potable water and allowed to drain for one hour. If there is any remaining water that is deeper than one sixteenth of an inch (1/16"), that area shall be patched with acrylic court patch binder and leveled in accordance with the manufacturer's recommendations. Flooding shall be redone until the surface is sufficiently laitance or determined by the ENGINEER. After all the acrylic court patch binder has cured, a minimum of two (2) coats of 50/50 blended resurfacer shall be applied at ninety (90) degrees to each other.

Finish Coat:
Bituminous surfaces, acrylic filler surfaces, acrylic filler surfaces, and blended resurfacer surfaces shall be cleaned and free of dirt, grease, or other foreign matter.

Bituminous surfaces shall be dry, as well as clean, since moisture on the surface on hot days can turn to steam or vapor. If this is trapped under an application of material, blisters may occur.

The finishing coating materials shall be installed in multiple applications, at least two (2) coats, as per manufacturer's recommendation, so as to form true, uniform texture and color. The base coat shall include sand texture. Contractor shall apply additional coats over entire surface until uniformity is achieved. The top coat shall be one hundred percent (100%) acrylic. Application of the work shall be performed by skilled workers by a manufacturer approved installer. No work shall be performed when rain is imminent. Air temperatures shall be 50 degrees Fahrenheit and rising during installation. Application rates shall be as per manufacturer's recommendation (minimum of 0.05 gallons per square yard per coat for the first two (2) coats).

The finish line striping shall not be applied until the underlying surface is thoroughly dried as required by sport coatings product manufacturer. Layout court lines as indicated on the Drawings. Lines shall be applied without variations in width or alignment.

WARRANTY
Materials shall have a one (1) year limited written warranty supplied by the manufacturer.

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
31 in Federal Drive, Suite 110 - Eagan, Minnesota 55122
651-454-0814 - Fax 651-454-0901 - email info@rehder.com

PROJECT NO.: 161-2830.011 DRAWING FILE: 2830011.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

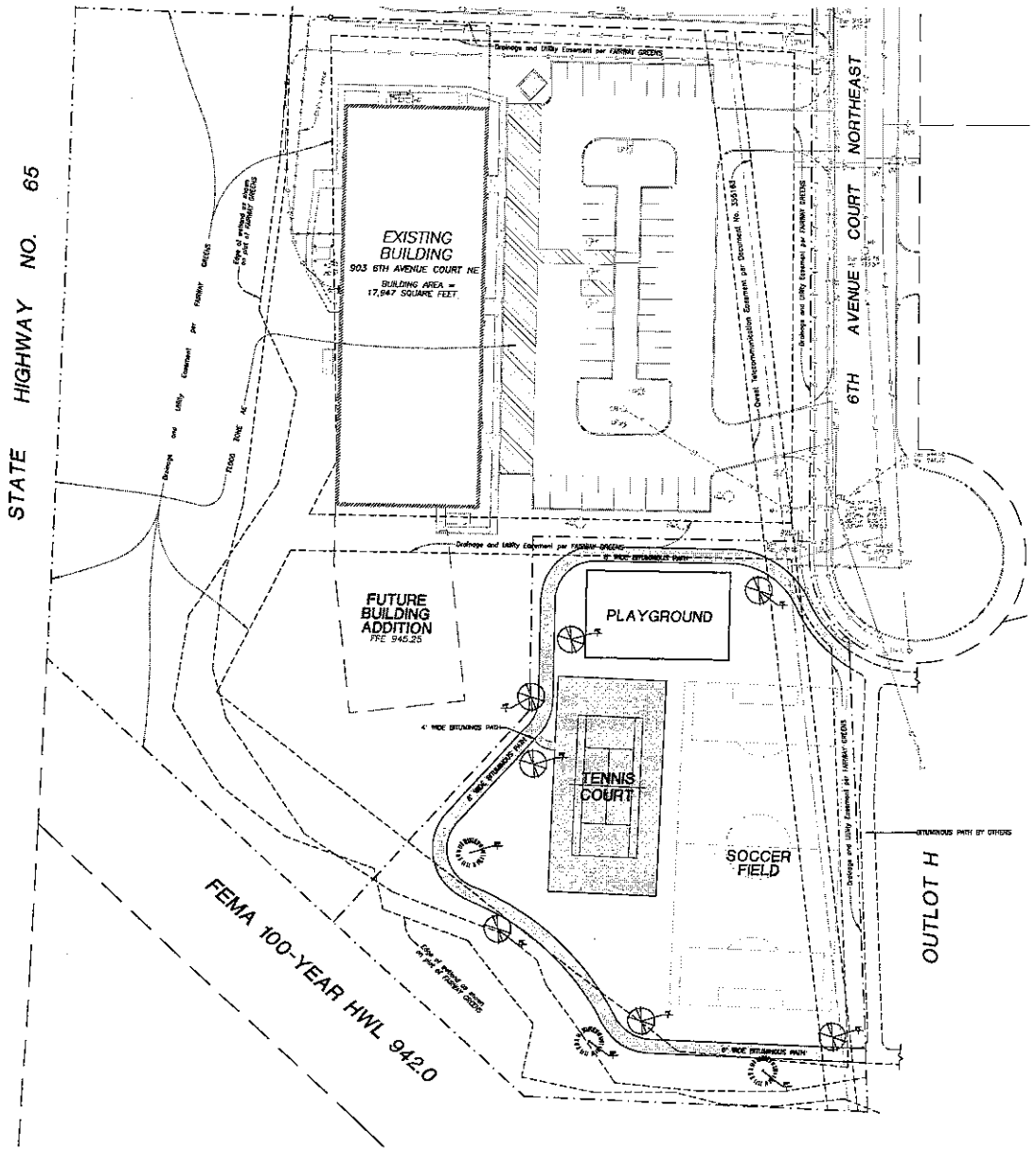
PRELIMINARY

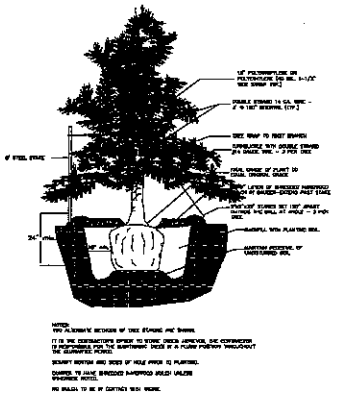
Name _____ Date _____ Reg. No. _____

Issued	
PRELIMINARY PLAT	1-25-17
SITE PLAN REVIEW	2-15-17

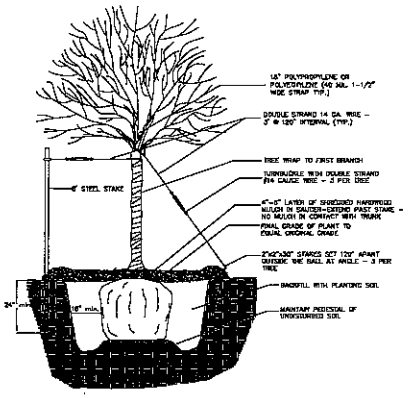
TENNIS COURT DETAILS & SPECIFICATIONS
CSDCPC ASA, LLC
CITY OF ISANTI

SHEET NUMBER
C3





CONIFEROUS TREE PLANTING DETAIL



DECIDUOUS TREE PLANTING DETAIL

TREE LIST

TREES

SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE/ROOT
PE	7	Ulmus 'Patriot'	Patriot Elm	2 - 1/2" B&B
WP	3	Pinus strobus	White Pine	8' B&B

PLANTING SYMBOL LEGEND

DECIDUOUS TREE

CONIFEROUS TREE

N

0 15 30 60 90

Scale in Feet

Reinder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3110 Fairfield Drive, Suite 110 • Fergus Falls, Minnesota 56537
(218) 736-5150 • Fax: (218) 736-5293 • email: info@reinder.com

PROJECT NO.: 161-2830011 DRAWING FILE: 2830011.DWG

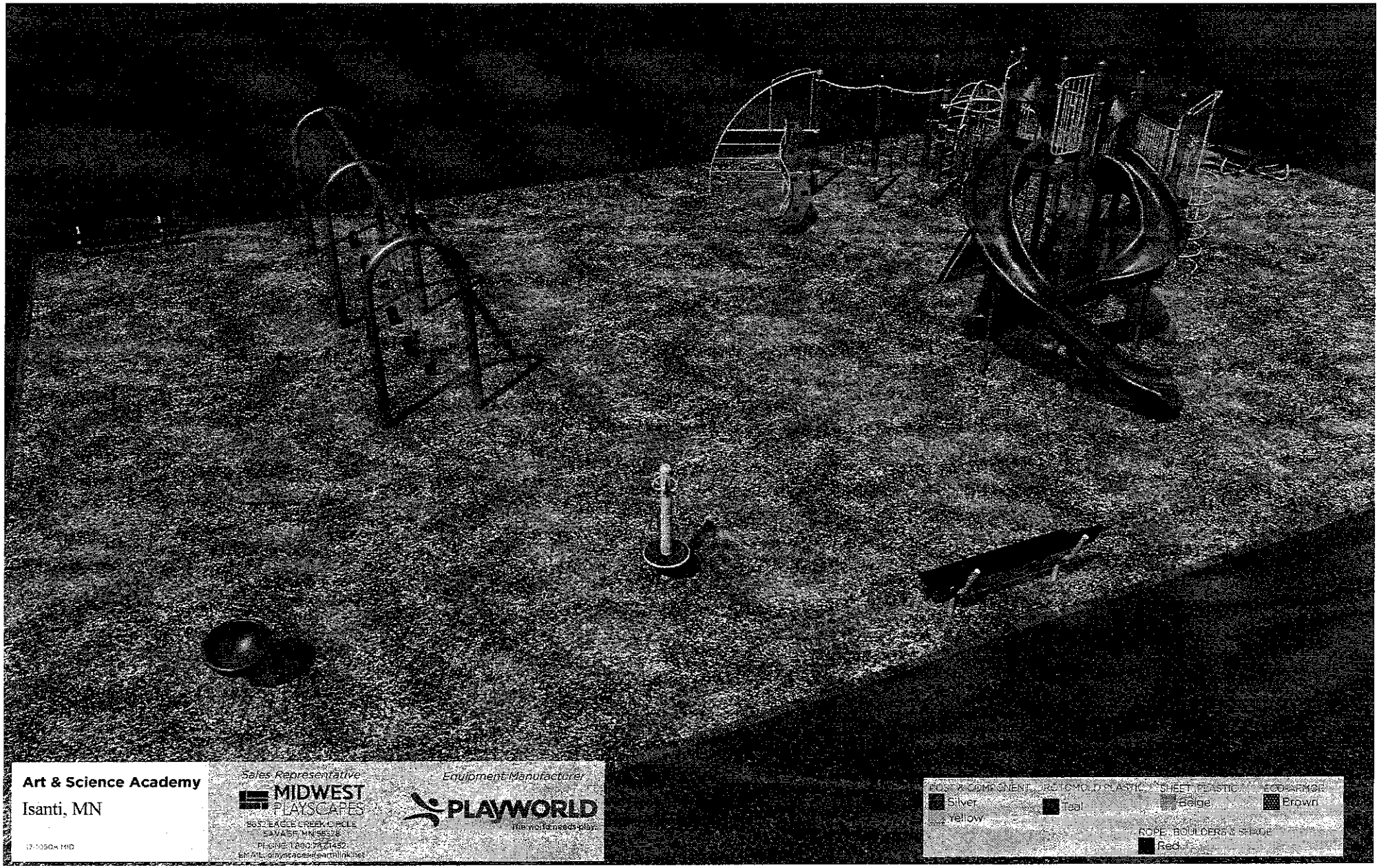
Issued

PRELIMINARY PLAT	1-23-17
SITE PLAN REVIEW	2-16-17

LANDSCAPE PLAN
CSDCPC ASA, LLC
CITY OF ISANTI

SHEET NUMBER

L1


Art & Science Academy
Isanti, MN
Sales Representative
MIDWEST PLAYSCAPES
Equipment Manufacturer
PLAYWORLD
Silver
Yellow
Teal
Beige
Brown
Red

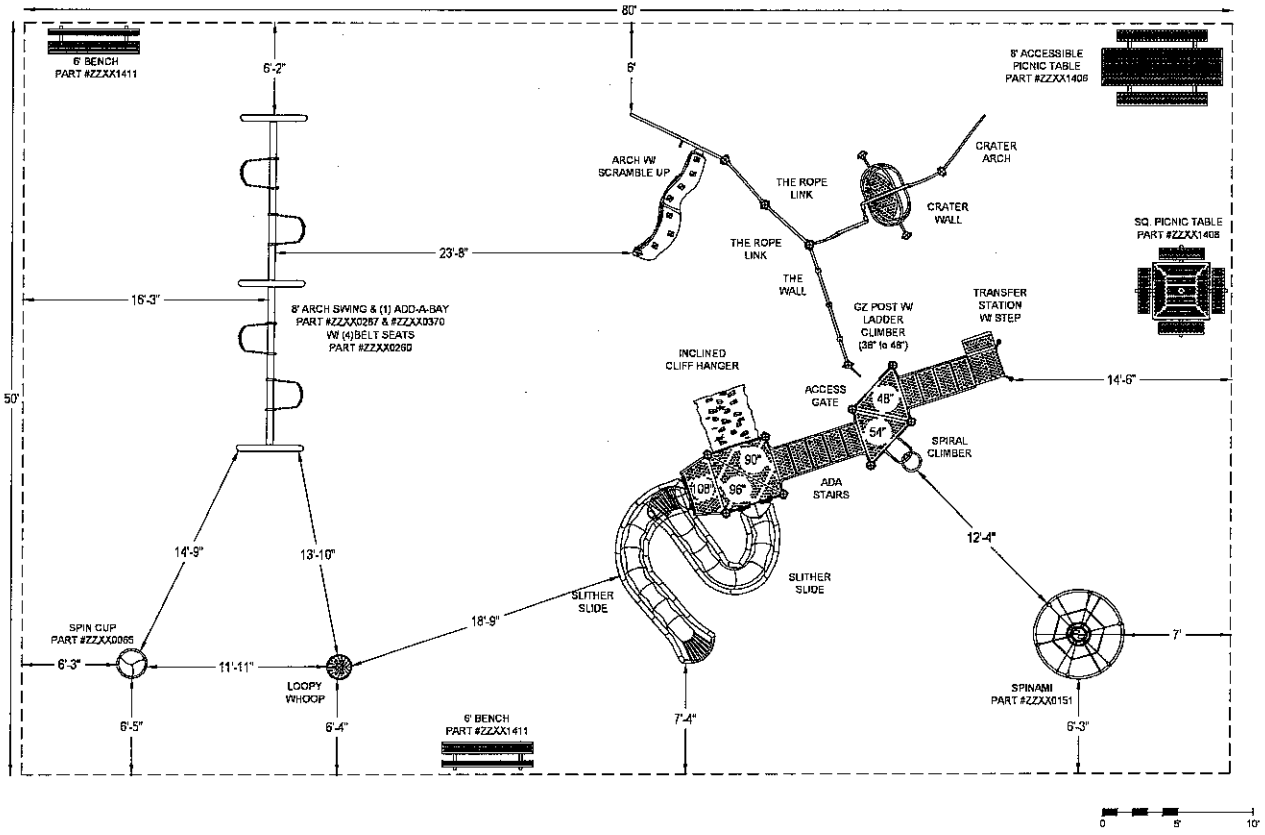
Art & Science Academy
Isanti, MN
Sales Representative
MIDWEST PLAYSCAPES
Equipment Manufacturer
PLAYWORLD
The world needs play.

Art & Science Academy
Isanti, MN

17-1050A MID

Sales Representative
MIDWEST PLAYSCAPES
8012 EAGLE CREEK CIRCLE
SAVAGE, MN 55378
PHONE: 1.800.247.1452
EMAIL: playscapes@earthlink.net

Equipment Manufacturer
PLAYWORLD
The world needs play.



*PLAYGROUND SUPERVISION REQUIRED

PLAYWORLD

MIDWEST PLAYSCAPES, INC.
8632 Eagle Creek Circle
Savage, MN 55378

EQUIPMENT SIZE:
80' X 50'

USE ZONE:
See Dwg

AREA:
4,000 SqFt.

PERIMETER:
260 Ft.

FALL HEIGHT:
9 Ft.

USER CAPACITY:
56

AGE GROUP:
5-12

ADA SCHEDULE	Total Elevated Play Activities: 5		
	Total Ground-Level Play Activities: 12		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	3	2	2
Provided	4	12	5

✓ ASTM F1487-11
✓ CPSC #325

PROJECT NO:
17-1050A.MID

SCALE:
1/8"=1'-0"

DRAWN BY:
L.RICE

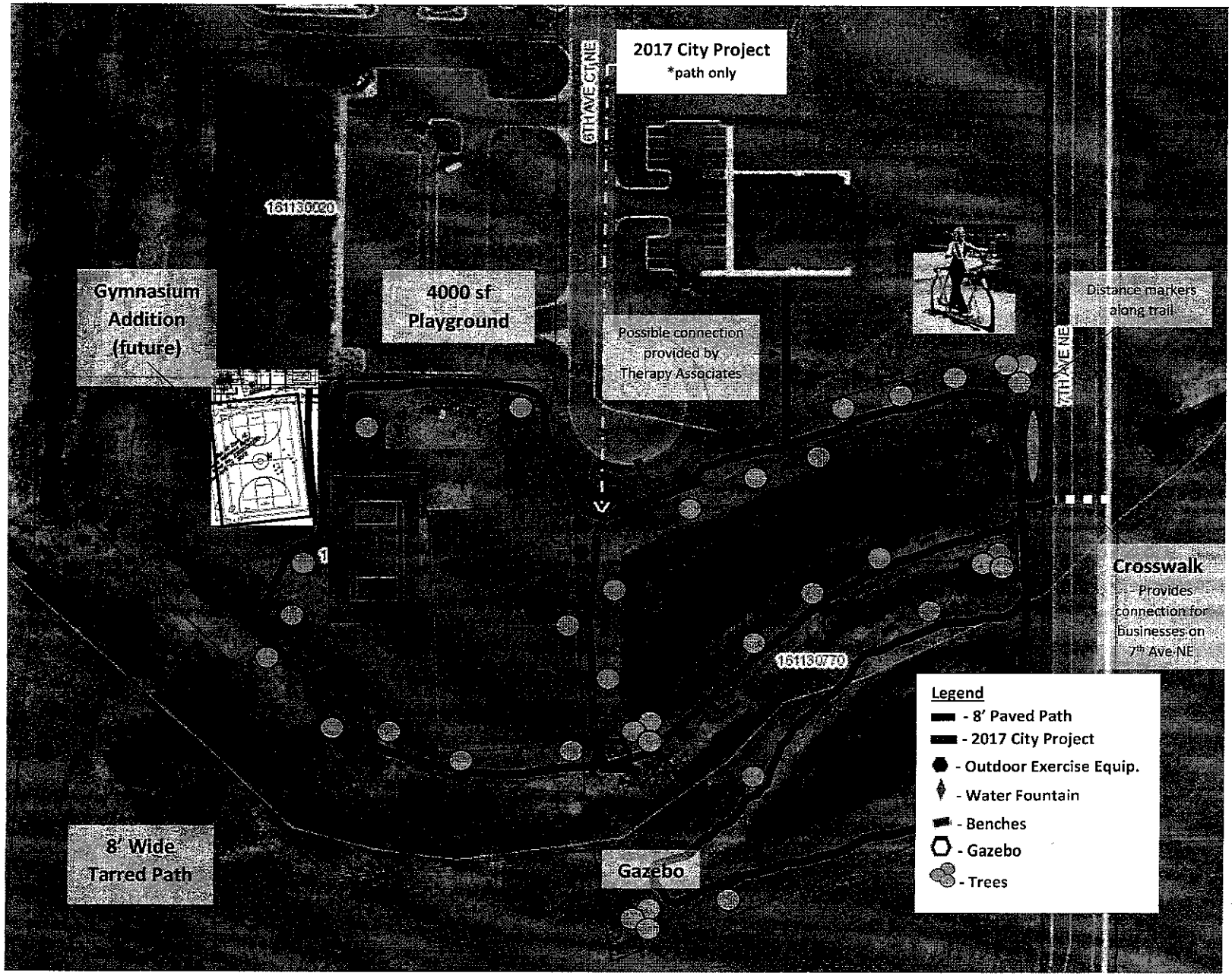
DATE:
15-MAR-17

Paper Size
B

ART & SCIENCE ACADEMY

ISANTI,MN

Park Concept



A Community For Generations.

Isanti

K.6.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Community Development Director

Date: April 4, 2017

Subject: Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.

Background

Charter Schools Development Corporation Development Corporation, Art and Science Academy (CSDCPC ASA, LLC), is requesting Final Plat approval of Fairway Greens Phase 10.

The City Engineer has reviewed the final plat and recommends approval.

Information from Preliminary Plat approval by the City Council on March 7th, 2017:
Charter Schools Development Corporation Development Corporation, Art and Science Academy (CSDCPC ASA, LLC), currently owns Lots 2 and 3, Block 1, Fairway Greens. Lot 2 contains the existing Art and Science Academy. Lot 3 is vacant and planned to become park and open space.

The request is to shift the lot line between lots 2 and 3 in order to potentially accommodate a future gymnasium addition on to the existing Art and Science Academy building. Due to these lots being part of a Planned Unit Development, the lot line shift is required to go through the full platting approval process.

A request to vacate all drainage and utility easements within Lots 2 and 3, Block 1, Fairway Greens will be heard at a public hearing scheduled for the March 21st City Council meeting. All easement will be reestablished on the Final Plat of Fairway Greens Phase 10.

The plat of Fairway Greens Phase 10 is part of an even bigger project. Staff will be bringing forward information and plans for a park space on existing Lot 3 and an agreement to covey the property to the City, in addition to a use and maintenance agreement. The Art and Science Academy will also be requesting an amendment to their Conditional Use Permit for an increase in the number of students permitted to be enrolled at the school.

Certification of Taxes Paid

Prior to approving an application for Preliminary Plat, certification must be provided to the City that there are no delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County on Monday, February 13th, 2017; that all taxes associated with the property were current.

Public Notice

Notice was published within the Isanti County News on March 8th, 2017. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

Public Comments
No public comments had been received regarding the proposed amendment prior to the release of the staff memo.

Deadline for City Council Action
The applicant submitted an application for Final Plat approval on February 13, 2017. City staff did verify that the application was complete on March 3, 2017. Pursuant to Minnesota State Statute, the City must act on this request by May 2, 2017 (60-days); unless an extension of the review period has been agreed to by the applicant.

Development and Operations Advisory Committee Comments
The Development and Operations Advisory Committee reviewed the request at their meeting held on Thursday, February 23rd, 2017. The Committee recommended approval.

Planning Commission Recommendation:
Motion by Lundeen, second by Bergley to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.
2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

Options & Proposed Motion Language

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota with the following conditions……
3. Recommend Denial: Motion to recommend denial of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota for the following reasons……
4. Table: Motion to table the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3,

Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

Attachments

- Resolution No. 2017-XXX
- Findings of Fact and Conclusions
- City Engineers Review Comments dated 2.22.2017
- Final Plat for Fairway Greens Phase 10 as prepared by Rehder and Associates

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING THE FINAL PLAT OF FAIRWAY GREENS PHASE TEN, LEGALLY DESCRIBED AS LOTS 2 AND 3, BLOCK 1, FAIRWAY GREENS ADDITION

WHEREAS, CSDCPC ASA, LLC has made application for Final Plat Approval for Fairway Greens Phase Ten; which is legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Minnesota; and,

WHEREAS, the Isanti Planning Commission conducted a public hearing on the Final Plat on March 21st, 2017; and,

WHEREAS, all required public notices regarding the public hearing were posted and sent; and,

WHEREAS, the Isanti Planning Commission had recommended approval of the requested Final Plat based upon the Findings of Fact and Conclusion as presented with conditions; and,

WHEREAS, the City Council reviewed the Final Plat request at its meeting on April 4th, 2017; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat and **BE IT FURTHER RESOLVED** that the requested Final Plat Approval from CSDCPC ASA, LLC., be approved with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Adopted by the Isanti City Council on this 4th day of April 2017.

Attest: _____ Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

FINDINGS OF FACT AND CONCLUSION

Request

Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant, CSDCPC ASA, LLC ('the applicant'), has made application for Final Plat Approval of Fairway Greens Phase Ten, Isanti County, Minnesota.
2. The property is legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Minnesota.
3. The Applicant is requesting Final Plat Approval in an effort to adjust a lot line within a plat that is part of a Planned Unit Development in order to create space for the possibility of a future gymnasium expansion to the building on Lot 2, Block 1, Fairway Greens.
4. The property is zoned "H65" Highway 65 Corridor Overlay District.
5. A final plat is considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval by the City Council.
6. The Applicant submitted an application for Final Plat Approval on February 13th, 2017. It was deemed complete on March 3rd, 2017.
7. A public hearing date before the Planning Commission was scheduled for Tuesday, March 21st, 2017 immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
8. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

Conclusions

1. The platting of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "H65" Highway 65 Corridor Overlay District.
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

The Planning Commission held a public hearing on the item at the **March 21st, 2017** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.

Planning Commission Recommendation:

Motion by Lundeen, second by Bergley to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 22, 2017

To: Roxanne Achman, Community Development Director

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Fairway Greens Phase Ten – Final Plat Review
City of Isanti, MN
Project No.: R13.113062

We have reviewed the Final Plat created by Rehder and Associates, Inc entitled "Fairway Greens Phase Ten" submitted to the City on 2/22/2017.

The final plat includes re-platting Block 1 Lots 2 and 3 of Fairway Greens into two revised Lots 1 and 2 as Fairway Greens Phase Ten.

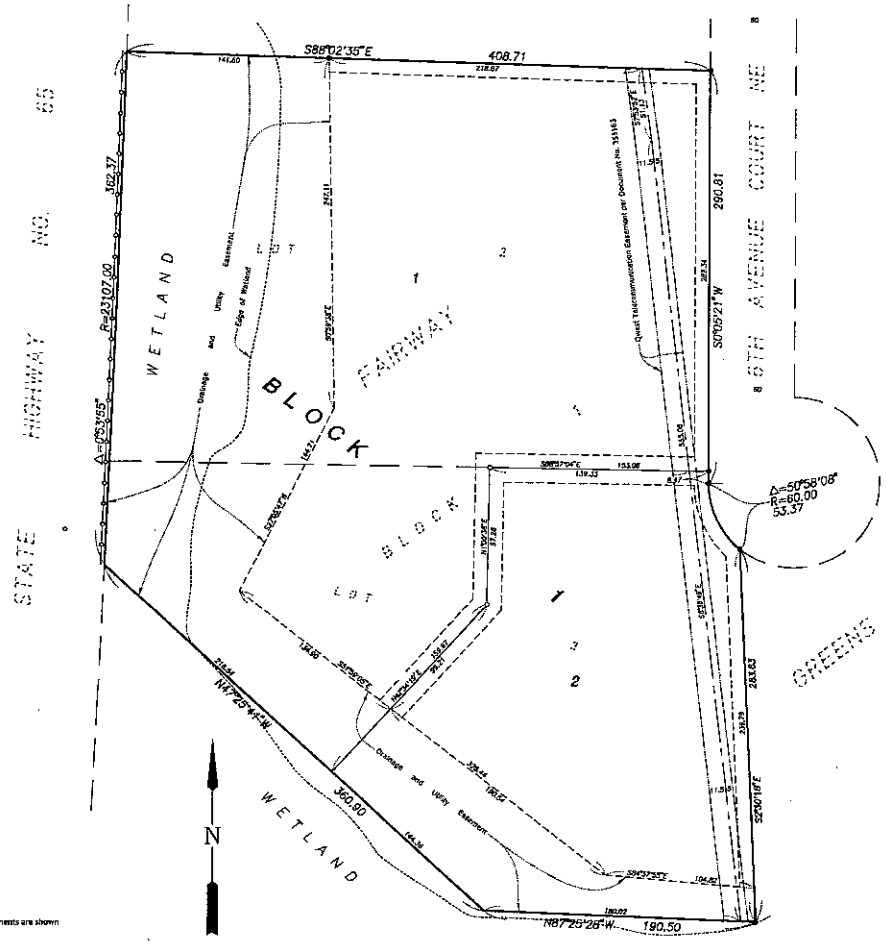
We have reviewed the submitted document and recommend approval of the final plat as submitted.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

FAIRWAY GREENS PHASE TEN

SECTION 20, TOWNSHIP 35, RANGE 23
ISANTI COUNTY



Drainage and Utility Easements are shown thus:

Being 10 feet in width and adjoining all lot lines unless otherwise shown.

For the purpose of this plat the east line of Lot 2, Block 1, FAIRWAY GREENS is assumed to have a bearing of S0°05'21"W.

- Denotes found iron monument
- Denotes 1/2 inch by 14 inch iron monument set and marked by Minnesota License No. 22036.

—o—o— Denotes right of access dedicated to the State of Minnesota.

KNOW ALL MEN BY THESE PRESENTS: That CSDC Property Corporation, an Arizona corporation, fee owner of the following described property situated in the County of Isanti, State of Minnesota, to wit:

Lots 2 and 3, FAIRWAY GREENS, according to the recorded plat thereof, Isanti County, Minnesota.

Has caused the same to be surveyed and platted as FAIRWAY GREENS PHASE TEN and does hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said CSDC Property Corporation, an Arizona corporation, has caused these presents to be signed by its proper officer this _____ day of _____, 2017.

CSDC PROPERTY CORPORATION

_____
Michelle Liberati, Executive Vice President

State of _____
County of _____

This instrument was acknowledged before me on _____, 2017, by Michelle Liberati, Executive Vice President of CSDC Property Corporation, an Arizona corporation, on behalf of the corporation.

_____ _____ (DO NOT USE STAMP)
PRINTED NAME SIGNATURE

Notary Public, _____ County, Minnesota
My Commission Expires _____

I, Gary C. Huber do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____day of _____, 2017.

_____
Gary C. Huber, Licensed Land Surveyor
Minnesota License No. 22036

State of _____
County of _____

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 2017, by Gary C. Huber, Land Surveyor, Minnesota License No. 22036.

_____ _____ (DO NOT USE STAMP)
PRINTED NAME SIGNATURE

Notary Public, _____ County, Minnesota
My Commission Expires _____

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this _____ day of _____, 2017.

_____
Isanti County Surveyor
Minnesota License No. _____

Approved by the City Council of Isanti, Minnesota, this _____ day of _____, 2017, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

_____, Mayor _____, City Administrator

Approved as to form and execution this _____ day of _____, 2017.

_____
Isanti City Attorney

Recommended for approval this _____ day of _____, 2017.

_____
Isanti City Engineer

Approved by the Planning Commission of the City of Isanti, Minnesota, on this _____ day of _____, 2017.

_____, Chairperson Attest _____, Secretary

I hereby certify that the taxes for the year 2017 for the property described herein have been paid and that there are no delinquent taxes and transfer entered on this _____ day of _____, 2017.

_____
Isanti City Auditor-Treasurer

By _____, Deputy

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 2017 at _____ o'clock __.M., and was duly recorded as Document No. _____.

_____
County Recorder, Isanti County, Minnesota

Rehder and Associates, Inc.

A Community For Generations.

Isanti

K.7.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman, AICP
Community Development Director

Date: April 4th, 2017

Subject: Request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District.

Background

The request to rezone this parcel from "H65" Highway 65 Corridor Overlay District to "POS" Park and Open Space is due to the combined efforts of the Art and Science Academy's need for additional outdoor play space and the City's need for a park space in that quadrant of the City according to the 2011 Comprehensive Parks, Trails and Open Space Plan.

The next item on the agenda explains the layout of the park. The park is to benefit not only the Art and Science Academy, but the community as a whole. This park will also be unique in that it will also be a great amenity to the business area to the east as that area develops.

Zoning Ordinance Requirements

The purpose of the "POS" Parks and Open Space Overlay District is to protect and preserve parks, open space, and undevelopable land and areas with valuable environmental qualities from further development and to provide for the recreational use of land and structures within the City.

The Planning Commission shall conduct a public hearing, and report its findings and make recommendations to the City Council. The Planning Commission shall consider possible adverse effects of the proposed amendment. The judgment of the Planning Commission with regard to the application shall be based upon, but is not limited to, the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.
2. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.
3. There is adequate infrastructure available to service the proposed action.
4. There is an adequate buffer or transition provided between potentially incompatible districts.

Comprehensive Plan

The purpose of this category is to identify portions of Isanti that contain existing or planned park and open space uses. Examples of park and open space uses include local and state parks, wildlife areas, and other outdoor recreation facilities, as well as passive open space areas that are prioritized as protected on the natural areas map.

Public Notice
Notice of the Map Amendment was published in the official City newspaper, Isanti County News; on Wednesday, March 8th, 2017. Mailed notice was provided to property owners within 350' of the subject property.

Public Comments
No public comments had been received regarding the proposed text amendment prior to the release of the staff memo.

Deadline for City Council Action
The City of Isanti requested this action on March 3rd, 2017. Pursuant to Minnesota State Statute, the City must act on this request by May 2nd, 2017 (60-days); unless an extension of the review period has been agreed to by the applicant.

Planning Commission Recommendation:
Motion by Kennedy, second by Collison to recommend approval of the request from City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District. Motion carried unanimously.

Options and Proposed Motion Language
1. Recommend Approval with No Conditions: Motion to recommend approval of the request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District with the following changes….
3. Recommend Denial: Motion to recommend denial of the request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District for the following reasons….
4. Table: Motion to table the request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District. (a specific reason and information request should be included in the motion to table).

Attachments
- Ordinance No. XXX
- Findings of Fact and Conclusions
- Map of parcel

ORDINANCE NO.

AN ORDINANCE APPROVING AN AMENDMENT TO ORDINANCE NO.445 (ZONING): THE OFFICIAL ZONING MAP

THE CITY OF ISANTI DOES ORDAIN:

WHEREAS, the Lot 3, Block 1, Fairway Greens is currently zoned for "H65" Highway 65 Corridor Overlay District uses; and,

WHEREAS, to meet the needs of both the Art and Science Academy and the community, the parcel is to be developed into a park and open space; and,

WHEREAS, the City is requesting to amend the zoning map to reflect Lot 3, Block 1, Fairway Greens as "POS" Park and Open Space; and,

WHEREAS, at their regular meeting on March 21, 2017, the City of Isanti Planning Commission held a public hearing to take public comments; and

WHEREAS, the Planning Commission voted unanimously to recommend approval of the rezone request; and

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Isanti that Lot 3, Block 1, Fairway Greens in the City of Isanti, Minnesota, subject to easements, restrictions and reservations of record, is approved the re-zone request from "H65" Highway 65 Corridor Overlay District to "POS" Park and Open Space.

EFFECTIVE DATE
This Ordinance shall take effect the day following its publication in the City's Official Newspaper.

Adopted by the City Council this 4th day of April 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Lindsey Giese, Human Resources/City Clerk

(SEAL)

FINDINGS OF FACT AND CONCLUSION

Request

Request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District.

Findings of Fact

1. CSDCPC ASA LLC, owns Lot 3, Block 1, Fairway Greens.
2. CSDCPC ASA LLC has requested approval of a final plat and site plan in order to construct a playground and park space on the subject property.
3. Lot 3, Block 1, Fairway Greens is on a separate lot from the Art and Science Academy.
4. The property is zoned "H65" Highway 65 Corridor Overlay District, which does not permit park space as a primary use.
5. CSDCPC ASA LLC and the City of Isanti are in the process of completing an agreement that would convey Lot 3, Block 1, Fairway Greens to the City of Isanti upon completion of the playground and park space.
6. The City of Isanti, is requesting to rezone Parcel No. 16.113.0030 from "H65" Highway 65 Corridor Overlay District to "POS" Park and Open Space District.
2. The property is legally described as follows: Lot 3, Block 1 of Fairway Greens.
3. The rezoning of the property would permit the property to be slated for park and open space uses.
4. The Comprehensive Plan has a land use encourages the incorporation of parks.
   The 2011 Comprehensive Parks, Trails and Open Space Plan describes a need for outdoor play space in the northeast quadrant of the City.
5. The request to rezone this property was received on March 3rd, 2017. Pursuant to Minnesota State Statute, the City must act on this request by May 2nd, 2017 (60-day rule).
6. A public hearing date before the Planning Commission was scheduled for Tuesday, March 21st, 2017 immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
8. Notice of the Rezoning request was published within the Isanti County News on Wednesday, March 8th, 2017. Notices were sent to all property owners located within 350 feet of the subject property.
9. Section 21, Article 1: Amendments (Text and Map), Subdivision 4 (D) of the Zoning Ordinance establishes criteria in which the judgment of the Planning Commission and City Council shall be based upon when reviewing a Rezoning request.

Conclusions

A. In review of the factors established in Section 21, Article 1 Amendments (Text and Map), Subdivision 4 (D) the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

   1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Comprehensive Plan, including public facilities and capital improvement plans.
      The identified parcels fit within the concept of enhancing natural areas and wetlands located in and around the community. This park will be a part of the natural wetland area to the east and south of the property. The park will provide a space for all generations to enjoy as it will incorporate play spaces and a workout area for nearby businesses as the area develops.

2. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.
The rezoning of the parcel would meet the purpose and intent of the district in which the property is located. Park and open space is suitable and beneficial to the school and future business and residential developments in that area.

3. There is adequate infrastructure available to service the proposed action.
Any necessary infrastructure is already in place in this area should the City need connect to it.

4. There is an adequate buffer or transition provided between potentially incompatible districts.
Parks and open space are compatible with schools and will be inviting to surrounding businesses.

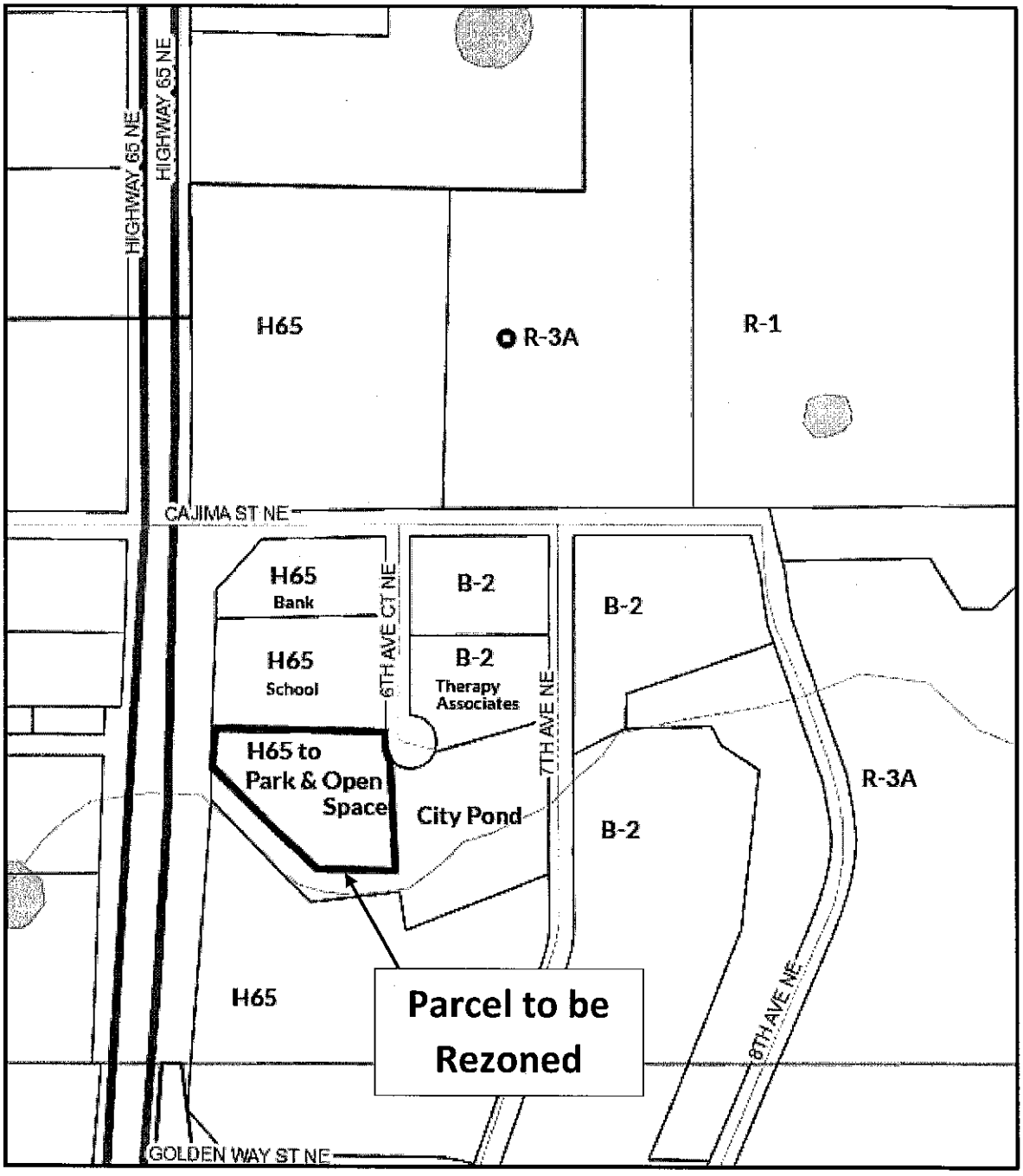
Decision

The Planning Commission reviewed the request in a public hearing on **March 21st, 2017**. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Kennedy, second by Collison to recommend approval of the request from City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District. Motion carried unanimously.

Rezoning Exhibit



A Community For Generations.

Isanti

K.8.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman, AICP
Community Development Director

Date: April 4th, 2017

Subject: Request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota.

Background

The City has been operating the Isanti Family Farmer's Market within Eagle Park for the past 4 years. While the Farmer's Market has been successful, there have been several requests to locate the Market on a more heavily traveled and visible roadway. City Staff and Officials proposed the idea of locating the Farmer's Market in the grassy area just north of the Isanti Municipal Liquor Store at 400 West Dual Blvd NE. The Liquor Store lot has a large grassy area that maintained and available at this time.

The idea of relocating the Isanti Family Farmer's Market to this location was presented to the City Council on March 7th, 2017 at their regularly scheduled meeting to get preliminary approval. There was no opposition to the location change. The Farmer's Market would operate during the same time period as it did when it was located in Eagle Park: Beginning the last Friday in May to the last Friday in September from 2 p.m.-6 p.m.

Zoning Ordinance Provisions

The property is zoned "B-2" General Business District. In which, Farmer's Markets are considered an Interim Use. While the City had been granted approval to host a Farmer's Market on this parcel in May 2013 (Resolution No. 2013-092); the permit was granted to a specific location (Eagle Park). As a result, a new permit to establish the use would be required.

In general, all Interim Uses are subject to criteria, which must be reviewed as part of the Interim Use process. The Criteria and Conditions of Approval, as stipulated within the Zoning Ordinance are provided below.

Section 21 Administration and Enforcement, Article 3 Interim Uses, Subdivision 5: Criteria for Granting an Interim Use Permit

The Planning Commission and City Council shall consider the effect of the proposed use upon the health, safety, and general welfare of occupants of surrounding properties. The Planning Commission and City Council shall consider and make findings regarding the following factors:

A. The proposed use shall meet the applicable zoning regulations; and
B. The proposed use will not adversely impact implementation of the Comprehensive Plan; and
C. The proposed use will terminate upon a date or event that can be identified with certainty; and
D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and
E. The applicant has signed a consent agreement agreeing with the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit; and

F. The proposed use will be subject to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.

Section 21 Administration and Enforcement, Article 3 Interim Uses, Subdivision 6: Conditions of Approval

In permitting a new interim use permit or amending an existing interim use permit, the Planning Commission may recommend and the City Council may impose, in addition to the standards and requirements expressly specified by this section, additional conditions which the Planning Commission and/or City Council consider necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to, the following:

A. Increasing the required lot size or yard dimensions;
B. Limiting the height, size, or location of buildings;
C. Controlling the location and number of vehicles access points;
D. Increasing the street width;
E. Increasing the number of required off-street parking spaces;
F. Limiting the number, size, location or lighting of signs;
G. Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property;
H. Designation of open space;
I. Obtaining the necessary licenses as required by the City of Isanti, Isanti County or State of Minnesota;
J. Restrictions on the hours of operation;
K. Exterior lighting is limited to protect adjacent or nearby property;
L. Controlling architectural appearance and functional design of the building or site;
M. Applicable performance standards of the zoning district in which such use is located are met and non-conformities are eliminated;
N. Annual review, if deemed appropriate by the City Council.
O. Any additional stipulations, pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public, health, safety, and welfare, can be served as well or better by modifying or expanding upon the conditions set forth herein.

Public Notice

Notice was published within the Isanti County News on March 8th, 2017. Written notification was provided to property owners located within 350' of the subject site as required by City Code.

Public Comment

No public comments had been received at the time the staff memo had been printed.

Planning Commission Recommendation:

Motion by Lundeen, second by Collison to recommend approval of the request from City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota with the following conditions:

1. The music that is provided on-site during the event shall be amplified within reason and shall not disturb the neighboring parcels.
2. All garbage and excess produce/waste shall be removed after the event, unless an incident arises that shows just cause for earlier pick-up.
3. All tables, carts, or flat beds used as display area shall be portable and shall be removed from the site at the end of the event.

4. Such event shall take place on Friday's only beginning in May through September from 2 p.m. to 6 p.m.
5. Should issues arise and negative impacts be experienced in the surrounding neighborhood, the City Council may re-evaluate and re-examine any site constraints.
6. Once the number of vendors provided on-site exceeds 20; a restroom facility must be provided on-site.
7. Any temporary signage placed to market and coordinate traffic to the event cannot be placed within the public right-of-way and must not limit visibility of motorists at intersections.
8. The Interim Use Permit is granted until such time as the use would discontinue for a period of one year or City of Isanti was to choose to terminate the event, whichever would occur first.

Motion carried unanimously.

Deadline for City Council Action

The City of Isanti received the application materials and deemed said application complete on March 3rd, 2017. Pursuant to Minnesota State Statute, the City must act on this request by May 2nd, 2017 (60 days), unless the City provides the petitioner with written reasons for an additional 60-day review period.

City Staff Comments

The proposal as presented by the City of Isanti is similar in nature to that originally proposed and approved by the City Council in May 2013 for the Isanti Family Farmer's Market. City staff would recommend the following conditions be considered for granting of the request:

1. The music that is provided on-site during the event shall be amplified within reason and shall not disturb the neighboring parcels.
2. All garbage and excess produce/waste shall be removed after the event, unless an incident arises that shows just cause for earlier pick-up.
3. All tables, carts, or flat beds used as display area shall be portable and shall be removed from the site at the end of the event.
4. Such event shall take place on Friday's only beginning in May through September from 2 p.m. to 6 p.m.
5. Should issues arise and negative impacts be experienced in the surrounding neighborhood, the City Council may re-evaluate and re-examine any site constraints.
6. Once the number of vendors provided on-site exceeds 20; a restroom facility must be provided on-site.
7. Any temporary signage placed to market and coordinate traffic to the event cannot be placed within the public right-of-way and must not limit visibility of motorists at intersections.
8. The Interim Use Permit is granted until such time as the use would discontinue for a period of one year or City of Isanti was to choose to terminate the event, whichever would occur first.

City Staff Request

City staff is requesting action on this item.

Options & Proposed Motion Language

1. Approve with No Conditions: Motion to approve the request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota.
2. Approve with Conditions: Motion to approve the request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota with the following conditions……

3. Deny: Motion to deny the request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota; for the following reasons.....
4. Table: Motion to table the request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

Attachments

- Resolution No. 2017-XXX
- Findings of Fact and Conclusion
- Aerial Photo of Area

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING THE INTERIM USE PERMIT AS REQUESTED BY THE CITY OF ISANTI TO PERMIT A FARMER'S MARKET TO LOCATE ON PROPERTY LEGALLY DESCRIBED AS LOT 5, BLOCK 2, DUAL INDUSTRIAL PARK (ISANTI MUNICIPAL LIQUOR STORE)

WHEREAS, the City of Isanti has applied for an Interim Use Permit to allow for the Isanti Family Farmer's Market to located on property owned by the City of Isanti; legally described as Lot 5, Block 2, Dual Industrial Park (Isanti Municipal Liquor Store); and,

WHEREAS, the property is located within the "B-2" General Business District, in which an Interim Use Permit is required for Farmer's Markets; and,

WHEREAS, the Planning Commission conducted a public hearing on the proposed Interim Use Permit on March 21st, 2017 and reviewed the proposal against the performance standards established by Ordinance No. 445 Zoning as they pertain to Farmer's Markets and recommended approval of the Interim Use Permit subject to conditions based upon the Findings of Fact and Conclusion; and,

WHEREAS, the City Council reviewed the requested Interim Use Permit at its regularly scheduled meeting on April 4th, 2017; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Interim Use Permit and **BE IT FURTHER RESOLVED** by the City Council of the City of Isanti, Minnesota that the requested Interim Use Permit for the Isanti Family Farmer's Market to be located on the property legally described as Lot 5, Block 2, Dual Industrial Park (Isanti Municipal Liquor Store) be approved, with the following conditions:

1. The music that is provided on-site during the event shall be amplified within reason and shall not disturb the neighboring parcels.
2. All garbage and excess produce/waste shall be removed after the event, unless an incident arises that shows just cause for earlier pick-up.
3. All tables, carts, or flat beds used as display area shall be portable and shall be removed from the site at the end of the event.
4. Such event shall take place on Friday's only beginning in May through September from 2 p.m. to 6 p.m.
5. Should issues arise and negative impacts be experienced in the surrounding neighborhood, the City Council may re-evaluate and re-examine any site constraints.
6. Once the number of vendors provided on-site exceeds 20; a restroom facility must be provided on-site.
7. Any temporary signage placed to market and coordinate traffic to the event cannot be placed within the public right-of-way and must not limit visibility of motorists at intersections.
8. The Interim Use Permit is granted until such time as the use would discontinue for a period of one year or City of Isanti was to choose to terminate the event, whichever would occur first.

Adopted by the Isanti City Council on this 4th day of April 2017.

Attest: _____ Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

FINDINGS OF FACT AND CONCLUSION

Request

Request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant owns the property, on which the Farmer's Market would be located.
2. The property is legally described as Lot 5, Block 2, Dual Industrial Park. The property is more generally known as the Isanti Municipal Liquor Store.
3. The property is zoned "B-2" General Business District, in which an Interim Use Permit is required for Farmer's Markets.
4. The City of Isanti had originally issued an Interim Use Permit to the Isanti Chamber of Commerce to hold such an event upon this same property/area in February 2010 (Resolution No. 2010-032). Later another IUP was issued to the City for a Farmer's Market in the same location in May 2013 (Resolution 2013-092).
5. The applicant (City of Isanti) submitted an Interim Use Permit Application on March 3rd, 2017. Pursuant to Minnesota State Statute, the City must act on this request by May 2nd, 2017 (60-day rule).
6. A public hearing date before the Planning Commission was scheduled for Tuesday, March 21st immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
7. Notice of the Interim Use Permit request was published within the Isanti County News on Wednesday, March 8th, 2017. Notices were sent to all property owners located within 350 feet of the subject property.
8. Section 21, Article 3: Interim Uses, Subdivision 5 of the Zoning Ordinance establishes criteria in which the judgment of the Planning Commission and City Council shall be based upon when reviewing an Interim Use Permit request. In addition, the Planning Commission may recommend and the City Council may require additional items so as to protect the best interest of the surrounding properties or the community as a whole and may include, but are not limited to the items listed within Section 21, Article 3: Interim Uses, Subdivision 6 of the Zoning Ordinance.
9. Section 13, Subdivision 5 of the Zoning Ordinance establishes additional performance standards, which specifically relate to Farmer's Markets.
10. The Planning Commission held a public hearing on the item on March 21st, 2017; and all property owners within 350' were invited to attend and provide public comment.

Conclusions

1. In review of the factors established in Section 21, Article 3: Interim Uses, Subdivision 5, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:
   - A. The proposed use shall meet the applicable zoning regulations.
     The proposed use has been identified as an Interim Use within the "B-2" General Business District.
   - B. The proposed use will not adversely impact implementation of the Comprehensive Plan.
     The proposed use was previously determined to be acceptable as an Interim Use within the General Business District. The proposed use is an interim use and will only continue on the property until such time as the City of Isanti would either choose to terminate the use or the use would discontinue for a period of one year; whichever would come first. Should the use terminate; future development on the property could occur in accordance with the goals and policies of the Comprehensive Plan.
   - C. The proposed use will terminate upon a date or event that can be identified with certainty.

The proposed use could be conducted on the property until such time as the City of Isanti or would choose to terminate the use/event or the use would discontinue for a period of one year, whichever were to occur first.

D. The proposed use will not impose additional costs on the public if it is necessary for the public to take the property in the future.
At this time, the City owns the property. All items associated with the proposed use shall be portable and must be removed from the site after each event.

E. The applicant has signed a consent agreement agreeing with the applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the Interim Use Permit.
The applicant is the property owner. The applicant is also aware of the terms of the Interim Use Permit and that a new permit would be necessary should a different group or entity decide to take over the event in the future.

F. The proposed use will be subject to, by agreement with the property owner, any conditions that the City Council deems appropriate for permission of the proposed interim use, including a condition that the owner may be required to provide an appropriate surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use.
Additional conditions have been added to the approval and have been provided for within this Findings of Fact and Conclusion, which the City Council have determined are necessary to protect the best interest of the surrounding area and the community as a whole.

2. In review of the additional performance standards established in Section 13, Subdivision 5 for Farmer's Markets; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

A. When more than twenty (20) vendors are anticipated, trash receptacles and screened dumpsters shall be provided on site. Such dumpsters shall be picked up the day following the close of the market.
The number of vendors at this time is less than 20. As a condition of the approval, all waste is to be removed after the event. If an incident arises that shows just cause for an earlier pick-up date; such arrangements will be made.

B. The site shall be maintained and cleaned on a nightly basis to eliminate debris and rodent activity.
The petitioner has indicated that the area will be cleaned and the dumpsters will be removed. If an incident arises that shows just cause for an earlier pick-up date; such arrangements will be made.

C. The site shall be accessible via a collector or an arterial roadway.
West Dual Boulevard NE has direct access to Heritage Blvd NE / County Road 5 (Major Collector).

D. Sales hours will only be permitted from sunrise to sunset.
The hours will be from 2 p.m. to 6 p.m.

E. A parking plan shall be submitted for City Council review and approval.
Given that the vendors will be unable to have vehicles within the farmer's market area, a designated vendor parking area or plan would need to be submitted and reviewed prior to the opening day of the market.

F. When more than twenty (20) vendors are anticipated, restroom facilities shall be provided on or adjacent to the property. When provided on adjacent property, written approval from the neighboring property owner, authorizing the use of restroom facilities from the neighboring property shall be filed with the City.
At this time, the total number of vendors anticipated is less than 20. If over twenty (20) vendors are booked for the event, a portable toilet will be provided.

Decision

The Planning Commission reviewed the request in a public hearing on **March 21st, 2017**. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

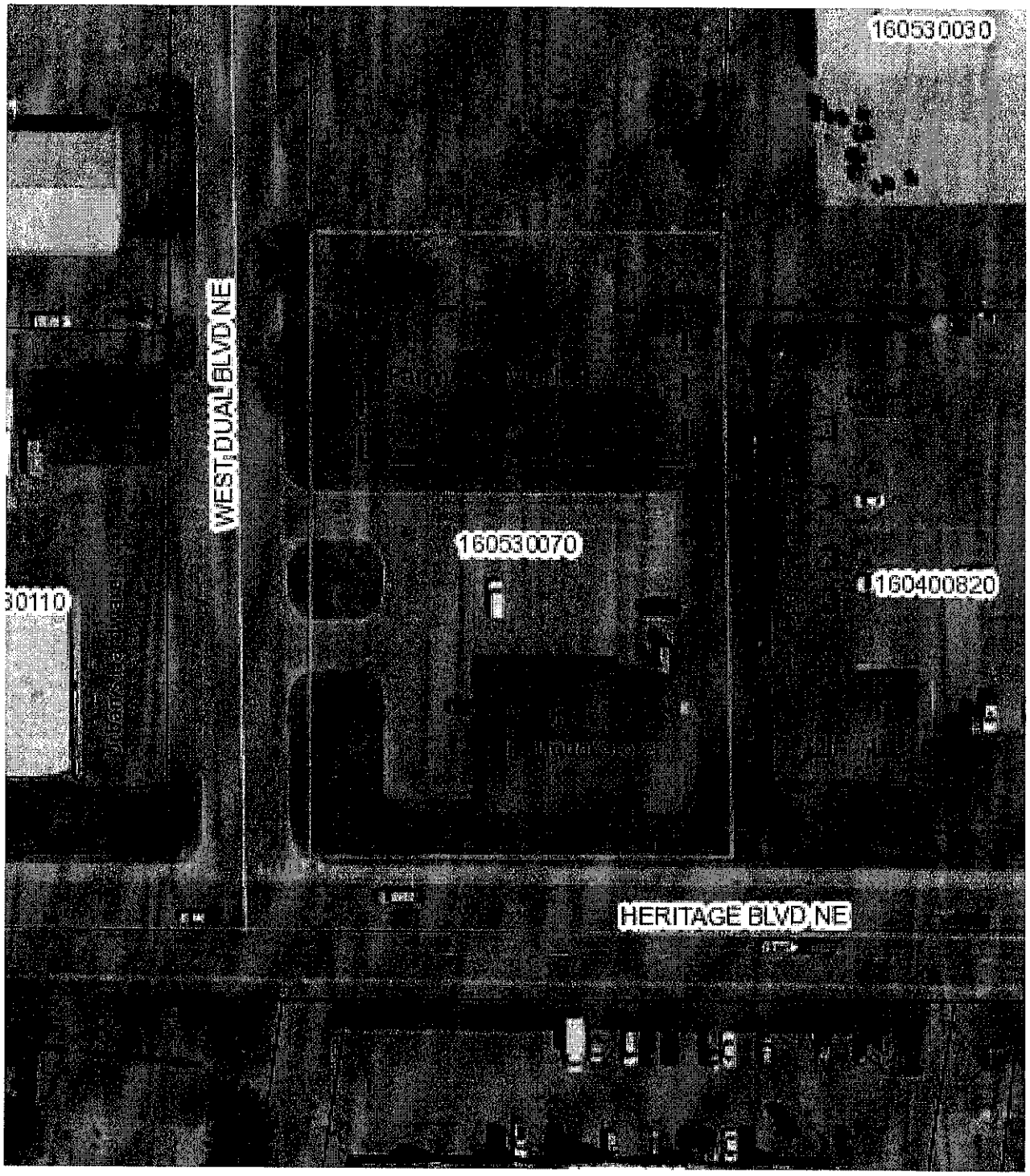
Planning Commission Recommendation:

Motion by Lundeen, second by Collison to recommend approval of the request from City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota with the following conditions:

1. The music that is provided on-site during the event shall be amplified within reason and shall not disturb the neighboring parcels.
2. All garbage and excess produce/waste shall be removed after the event, unless an incident arises that shows just cause for earlier pick-up.
3. All tables, carts, or flat beds used as display area shall be portable and shall be removed from the site at the end of the event.
4. Such event shall take place on Friday's only beginning in May through September from 2 p.m. to 6 p.m.
5. Should issues arise and negative impacts be experienced in the surrounding neighborhood, the City Council may re-evaluate and re-examine any site constraints.
6. Once the number of vendors provided on-site exceeds 20; a restroom facility must be provided on-site.
7. Any temporary signage placed to market and coordinate traffic to the event cannot be placed within the public right-of-way and must not limit visibility of motorists at intersections.
8. The Interim Use Permit is granted until such time as the use would discontinue for a period of one year or City of Isanti was to choose to terminate the event, whichever would occur first.

Motion carried unanimously.

Proposed Isanti Family Farmer's Market Location



A Community For Generations

Isanti

K.9.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Community Development Director

Date: April 4th, 2017

Subject: Request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 10, Article 1 "RC" Recreational Commercial District and Section 2 Definition of Terms.

Background

In 2008, Zoning Ordinance No. 445 was adopted which included a new district; the Recreational Commercial District. This district was created in part due to the 2008 Comprehensive Plan in which the district is described. The City designated its first Recreational Commercial parcel within the City with the annexation of roughly 42 acres of Athens Township in December 2016. In light of the first parcel being designated as Recreational Commercial "RC", City staff and officials felt it was appropriate to review the uses within the district.

2008 Comprehensive Plan, Chapter 7 Land Use and Growth, page 7-13:

> **Recreational Commercial-** The intent of the Recreational Commercial designation is to include recreation and supporting businesses, such as hotel/conference facilities, water parks, athletic clubs, restaurants, golf courses and other forms of outdoor recreation. An additional intent of the Recreational Commercial is to promote high quality, large-scale recreational uses that preserve the natural character of woodlands, steep slopes, wetlands and other conditions that hinder development. Recreational Commercial developments are to be designed to fit within the topography and physical features of the site, and must have low profiles so as not to detract from their natural settings.

The Development and Operations Advisory Committee reviewed the uses and regulations for this district during several meetings. The uses proposed for Brennan and Rebecca Cox's property were also reviewed in order to make a determination on what uses were appropriate and expected for the RC District and which were not. The Committee felt the below uses and regulations fit well with Isanti's vision of having many draws and activities, and would further enhance the district.

The following were added to Permitted Uses:

- Community Garden
- Farmers Market

The following were added to Conditional Uses:

- Bed and Breakfast
- Hobby Farm
- Retreat Center

The following was added to the Exterior Building Materials:

- Design Standard Flexibility. The City Council may approve an alternative approach to meeting any of the design standards in this Section if an applicant demonstrates such modification is necessary to respond to site conditions, will result in better integration of uses, or provide significant site amenities, buffers, and other elements to offset any potential harmful effect that could be caused by the use and will further the intent of this Section.
  ** This statement was added due to the possibility of new concepts and uses that do not fit squarely within the regulations.*

Definitions were added for the following:

Hobby Farm

The incidental use of land for the production and/or cultivation of farm crops and the keeping of animals generally raised on a farm. The keeping of animals is subject to MN State Statute 343.

Retreat Center

A semipublic use oriented to using the natural features and outdoor character of the area for short-term stays and featuring educational, contemplative and human development workshop and related training activities, which may include the following: passive recreation (non-motorized) oriented to appreciating the outdoor and natural character of the area; a nature center, conservatory, interpretive center, exhibit, museum or library space; residential buildings (cabins) for short-term occupancy by a single family or unrelated individuals attending an educational or similar event or workshop at the retreat (but not designed or intended for use as a residence); and/or having limited communal facilities for dining, sanitation, meeting, educational or worship purposes.

Staff Request

To consider recommending approval of the attached ordinance amending Section 2 Definitions and Section 10, Article 1 "RC" Recreational Commercial District.

Planning Commission Recommendation:

Motion by Kennedy, second by Bergley to recommend approval of the request from City of Isanti to Amend Ordinance No. 445 Zoning, Section 10, Article 1 "RC" Recreational Commercial District. Motion carried unanimously.

Attachments

- Ordinance No. XXX
- Findings of Fact and Conclusions

ORDINANCE NO.

AN ORDINANCE AMENDING ORDINANCE NO 445 ZONING; SECTION 2 DEFINITION OF TERMS AND SECTION 10 SPECIAL PURPOSE DISTRICT, ARTICLE 1 "RC" RECREATIONAL COMMERCIAL DISTRICT

THE CITY OF ISANTI DOES ORDAIN:

I. AMENDMENTS

Section 2: Definition of Terms is hereby amended to include and read as follows:

Hobby Farm
The incidental use of land for the production and/or cultivation of farm crops and the keeping of animals generally raised on a farm. The keeping of animals is subject to MN State Statute 343.

Retreat Center
A semipublic use oriented to using the natural features and outdoor character of the area for short-term stays and featuring educational, contemplative and human development workshop and related training activities, which may include the following: passive recreation (non-motorized) oriented to appreciating the outdoor and natural character of the area; a nature center, conservatory, interpretive center, exhibit, museum or library space; residential buildings (cabins) for short-term occupancy by a single family or unrelated individuals attending an educational or similar event or workshop at the retreat (but not designed or intended for use as a residence); and/or having limited communal facilities for dining, sanitation, meeting, educational or worship purposes.

II. AMENDMENTS

Section 10: Special Purpose Districts, Article 1 "RC" Recreational Commercial Districts is hereby amended to read and include the following:

Subdivision 2: Permitted Uses
The following are considered permitted uses within the "RC" Recreational Commercial District:

A. Athletic clubs and facilities.

B. Community centers.

C. Community garden.

D. Farmers Market

~~C~~E. Golf course.

~~D~~F. Health club or spa.

~~E~~G. Motel / Hotel.

~~F~~H. Public open space.

~~G~~I. Tennis club.

Subdivision 3: Conditional Uses
The following are conditional uses within the "RC" Recreational Commercial District and shall require a Conditional Use Permit based upon the procedures set forth and regulated by Section 21 of this

Ordinance. Additional specific standards and criteria may be cited for respective conditional uses and a request shall be evaluated based upon those additional standards and criteria.

A. Bed and Breakfast.

~~A~~B. Commercial recreation.

~~B~~C. Gas station w/ convenience store, subject to the standards as provided within Section 13 of this Ordinance.

~~C~~D. Hobby Farm.

~~D~~E. Motorized go-carts (indoor only and not discernable beyond the walls of the facility (*perimeter of property*)).

~~E~~F. Parking facilities, when not accessory to a principal use.

~~F~~G. Restaurants may be allowed by a conditional use permit only as an accessory use to a community center, hotel/motel, health or athletic club, or golf course.

H. Retreat Center.

Subdivision 8: Exterior Building Materials

A. Buildings within the Recreational Commercial District shall be designed so as to be compatible with the surrounding uses. Exterior building wall finishes shall be comprised of one (1) or a combination of the following materials.

1. Face brick.
2. Natural stone.
3. Glass.
4. Decorative concrete block as approved by the City Council.
5. Specifically designed pre-cast concrete units; if the surfaces have been integrally treated with an applied decorative material or texture.
6. Masonry stucco.
7. Other comparable or superior material as recommended by the Planning Commission and approved by the City Council.

B. Design Standard Flexibility. The City Council may approve an alternative approach to meeting any of the design standards in this Section if an applicant demonstrates such modification is necessary to respond to site conditions, will result in better integration of uses, or provide significant site amenities, buffers, and other elements to offset any potential harmful effect that could be caused by the use and will further the intent of this Section.

C. All subsequent additions and accessory buildings constructed after the erection of the original building or buildings, shall be constructed with exterior finishes comprised of the same materials as the original structure(s).

III. EFFECTIVE DATE

This ordinance shall take effect upon its adoption and publication in the City's Official Newspaper.

Adopted by the City Council this 4th day of April 2017.

_____

Mayor George A. Wimmer

ATTEST:

Lindsey Giese
Human Resources / City Clerk

(SEAL)

FINDINGS OF FACT AND CONCLUSION

Request

Request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 10, Article 1 "RC" Recreational Commercial District and Section 2 Definition of Terms.

Findings of Fact

1. In 2008, both the Comprehensive Plan and Zoning Ordinance No. 445 added the "RC" Recreational Commercial District.
2. Until December 2016, there was not a parcel designated as "RC".
3. With the "RC" District not being used since it was created, it makes it difficult to determine all uses and performance standards that are appropriate.
4. A project was presented to City staff and officials that fit within the intent of the Recreational Commercial District as described within the 2008 Comprehensive Plan.
5. While the intent of the Ordinance remains intact, amendments must be made to the Ordinance regulations to ensure that the appropriate requirements are being used.
6. Notification of the public hearing was provided for within the City's official newspaper on Wednesday, March 8th, 2017.

Conclusions

1. In review of the Ordinance requirements provided for within Section 21, Article 1 Amendments (Text and Map), Subdivision 4 (D), the following conclusions have been made *(conclusions to each requirement have been shown in underlined italics):*
   a. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.
   The updates to the Recreational Commercial District allow it more closely align with the intended purpose of the district as defined in the 2008 Comprehensive Plan.
   b. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.
   The ordinance amendment helps further define the existing ordinance.
   c. There is adequate infrastructure available to service the proposed action.
   Not applicable.
   d. There is an adequate buffer or transition provided between potentially incompatible districts.
   Not applicable.

Decision

The Planning Commission held a public hearing on the item at the **March 21st, 2017** meeting. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusions.

Planning Commission Recommendation:

Motion by Kennedy, second by Bergley to recommend approval of the request from City of Isanti to Amend Ordinance No. 445 Zoning, Section 10, Article 1 "RC" Recreational Commercial District. Motion carried unanimously.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events & Parks Coordinator

Date: April 4, 2017

Subject: A Resolution Approving Acceptance of Grant from Partners in Healthy Living for Additional Community Garden Equipment

---

Background

Staff have worked closely with Partners in Healthy Living for grant funding in the past. An application was submitted to Partners in Healthy Living to purchase additional raised beds for the community garden as well as new hoses. The total cost for these purchases is estimated to be $1,101.58. The maximum award through the grant program is $1000, and requires a 10% in-kind contribution. The City of Isanti's contribution is budgeted through Parks, Recreation, and Culture in 2017 and will include the cost above $1000 for materials, contribution of City compost for the raised beds, and Public Works time.

On March 20, 2017, the award letter for $1000 was received from Partners in Healthy Living.

Staff Request

City staff is requesting that council approve acceptance of the grant.

Attachments

- Resolution No. 2017-XXX
- Partners in Healthy Living Approval Letter

Partners in Healthy Living
Isanti, Kanabec, Mille Lacs, Pine

ship
statewide health improvement partnership

March 20, 2017

City of Isanti
Attn: Katie Everett
110 1st Ave NW, PO Box 428
Isanti, MN 55040

RE: **Isanti Community Raised Beds**

Thank you for your grant application submission for the Partners in Healthy Living mini-grant. Your project has been approved. Your mini-grant is awarded for the amount of **$1000.00**.

As a reminder, the financial transaction will be on a reimbursement basis only. A cost reimbursement payment is a type of grant payment in which the grantee incurs the expenses before requesting repayment from Partners in Healthy Living. This means the cost must be paid by the grantee before it can be reimbursed.

Attached you will find a final report form and W-9 form that must be submitted along with all supporting documents upon project completion and emailed to partnersinhealthyliving@gmail.com or by mail to Kanabec-Pine Community Health, Attn.: Partners in Healthy Living, 905 Forest Avenue East, Suite 127, Mora, MN 55051.

Sincerely,

Lori Swanson-Kanabec County Community Health	(320) 679-6316
Hailey Freedlund- Pine County Public Health	(320) 591-1595
Melissa Carstensen- Isanti County	(763) 689-8265
Alisha Fussy-Mille Lacs County	(320) 983-8299

RESOLUTION NO. 2017-

A RESOLUTION APPROVING ACCEPTANCE OF GRANT FROM PARTNERS IN HEALTHY LIVING FOR ADDITIONAL COMMUNITY GARDEN EQUIPMENT

WHEREAS, the City of Isanti remains dedicated to increasing awareness of an active lifestyle in the Community; and,

WHEREAS, city staff received approval from the City Council on January 5, 2016, Resolution 2016-005 to apply for grants pertaining to the community events and parks; and,

WHEREAS, city staff applied FOR a mini grant through Partners in Healthy living for $1000.00 to help pay for additional raised beds and new hoses for the Isanti Community Garden; and,

WHEREAS, city staff received a letter awarding the grant in the amount of $1000.00 on March 20, 2017; and,

WHEREAS, the funds received will be a reimbursement upon receiving receipts and other required documentation; and,

WHEREAS, City of Isanti in-kind contributions for these items is budgeted through Parks, Recreation, and Culture in 2017;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the acceptance of a grant from Partners in Healthy Living in the amount of $1000.00.

Adopted by the Isanti City Council on this 4th day of April 2017.

Attest: _____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: April 4, 2017

Subject: **Consider Resolution Authorizing Isanti Bucks and City Promotional Bag Marketing Program**

Background:

Collaboration and cooperation between the City of Isanti and business community is important to our success. The City currently hosts events that provide opportunities for businesses to market themselves to residents and visitors. In an effort to increase collaboration and to improve commerce an "Isanti Bucks" program is being considered. This program would consist of printing vouchers (Isanti Bucks) with cash denominations that can be redeemed only at participating Isanti businesses. Once used the "Isanti Bucks" would be returned to the City by businesses for reimbursement. In addition, the City would also purchase "Isanti" promotional bags to be used at community event for the distribution of marketing materials for the City and Isanti businesses. Staff contemplates that this program would be funded by the EDA as this is a marketing program. In order to get this program going Staff is asking the City Council to allocate $5000 to the EDA for these purposes. BMX National in May, District Soccer Tournament in July and the BMX State Event in August will be the test market for the program in 2017. The goal is to create a "proof the concept" and based upon what is learned, a more defined program will be developed for 2018. City Staff and Officials will engage Isanti businesses to work on developing a program that is beneficial to both parties.

The details of the program are yet to be determined but in order to meet the goal set forth by Mayor Wimmer of having this program in place by Mid May Staff is requesting that the City Council approve a budget and provide Staff the opportunity to put together an operational plan for an Isanti Bucks program which include a city promotional bag. In order to meet deadlines Staff is also asking for permission to spend funds on the printing of Isanti Bucks vouchers without additional City Council approvals. It is anticipated that the printing of vouchers will be less than $500. Staff will consult with legal counsel to ensure that the program can be operated by the City.

Potential Funding Source:

EDA Marketing 495. This is not a budgeted item but the City Council can amend the budget to allow for this expense which would include allocation of $5000 to the EDA for these purposes.

City Council Action Requested:

Consider adoption of Resolution 2017-_____ Authorizing Isanti Bucks and City Promotional Bag Marketing Program

Attachment:

1) Resolution 2017-_____ Authorizing Isanti Bucks and City Promotional Bag Marketing Program

RESOLUTION 2017-___

AUTHORIZING ISANTI BUCKS AND CITY PROMOTIONAL BAG MARKETING PROGRAM

WHEREAS, collaboration and cooperation between the City of Isanti and its businesses has a positive impact on the business climate for the city; and

WHEREAS, creating incentive programs that increase commerce in the city limits of Isanti are beneficial to the success of businesses and the community; and

WHEREAS, the Isanti Bucks and City Promotional Bag program would be funded and operated by the City of Isanti Economic Development Authority; and

WHEREAS, Staff estimates that it will need $5000 to establish and operate this program and that it should be funded through EDA 495.

WHEREAS, Staff recommends that legal counsel review this program to ensure that it is permitted to be operated by the City of Isanti EDA or City of Isanti.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorize:

1) $5000 reallocated to Fund EDA 495 to be spent on implementing and operating an Isanti Bucks Program and to Authorize Staff to purchase items necessary to roll out program on May 11, 2017
2) Staff develop a policy for the use and operation of the Isanti Bucks Program
3) Staff obtain a legal opinion confirming that this program can legally be operated by the City of Isanti EDA or City of Isanti.

This Resolution hereby approved by the Isanti City Council this 4th day of April 2017.

Attest: _____ Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: March 29, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: 2017 Palomino Road SE Improvements – Pedestrian Alternatives
City of Isanti, MN

As requested at the March 21, 2017 Council Meeting, we have created a 5-foot concrete walk alternative to the proposed 10-foot bituminous trail along the north side of Palomino Road SE from Railroad Avenue SE to Highway 65.

Attached are the typical sections and layouts of the two alternatives. The power lines are overhead in both options as it was found to not significantly reduce the number of poles along the project that are required for services to houses and to provide street lighting.

The following is a summary of each alternative:

10-foot Bituminous Trail:

This option places a 10-foot wide bituminous trail against the existing back of curb.

1. This section matches the trail along Railroad Avenue SE.
2. Provides more room for two way use and bicycles.
3. Requires driveway regrading.
4. Requires three retaining walls to meet grading requirements and one safety fence.
5. Requires power poles and signs to be located further back into yards.
6. Requires 8 trees to be removed. The power company would need to trim additional trees to clear the new powerline alignment.
7. Mailboxes will be installed in the bituminous trail.

5-foot Concrete Walk:

This option places a 5-foot wide concrete walk with a 5-foot grass boulevard behind the existing back of curb.

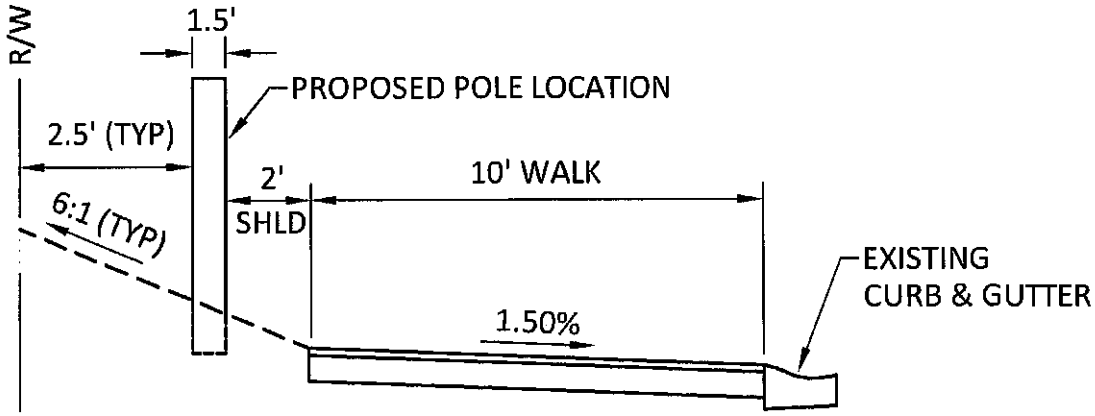
1. This section matches the City standard sidewalk.
2. Is narrow for two way traffic and would not be recommended for bike use.
3. Matches driveway grades well.
4. Requires one short retaining wall to meet grading requirements and match landscaping.
5. Power poles and signs could be located in the boulevard.
6. Requires three trees to be removed.
7. Mailboxes would not be impacted.

Both alternatives are feasible from an engineering standpoint and essentially the same cost. Both projects are also eligible for State Aid funding.

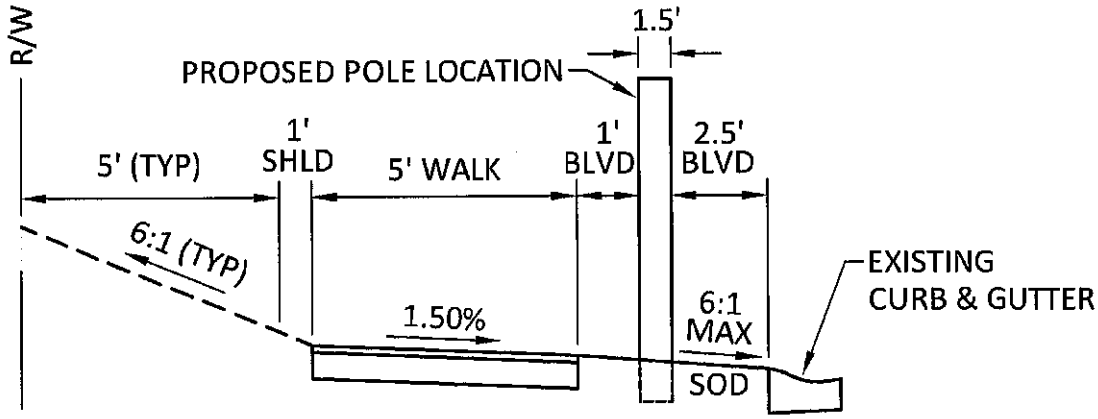
Please contact me with any questions or if you would like any additional information.

Bolton & Menk is an equal opportunity employer.

10-FT BITUMINOUS WALK



5-FT CONCRETE WALK



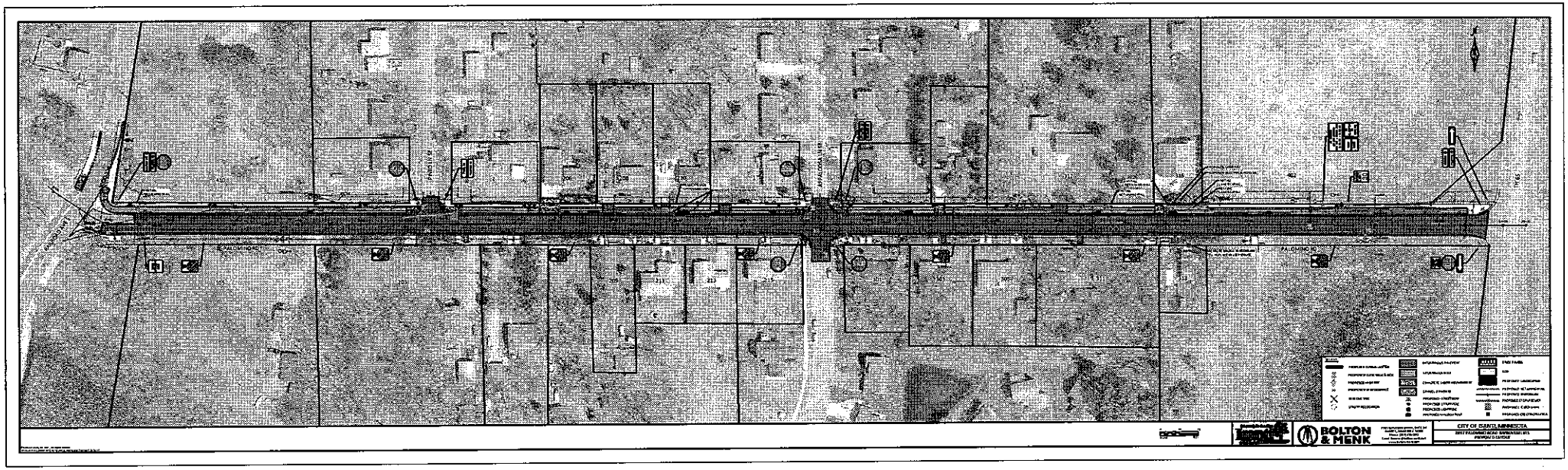
BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com

CITY OF ISANTI, MINNESOTA
2017 PALOMINO ROAD IMPROVEMENTS
TYPICAL SECTIONS

MARCH, 2017

H:\ISAN\R13112450\CAD\C3O\Figures\112450FIG.dwg 3/29/2017 8:50 AM

© Bolton & Menk, Inc. 2017, All Rights Reserved


CITY OF SAINT MINNESOTA
BOLTON & MENK

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: March 29, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
Bryan Nemeth, P.E., PTOE

Subject: TH 65 at Cajima Street NE Intersection Analysis: Preliminary Results

As directed by the City Council, Bolton & Menk has completed a preliminary analysis of the intersection of Trunk Highway (TH) 65 and Cajima Street. The preliminary analysis included a high-level review of the intersection location and the existing and forecasted conditions to understand if the location is a viable candidate for a change in traffic control.

Based on the preliminary analysis, the intersection meets many of the conditions that indicate that a change in traffic control may be needed and the location is appropriate based on its spacing to other intersections.

Preliminary Analysis Results

- The intersection of TH 65 and Cajima Street NE is located 3/4 miles north of the signalized intersection of TH 65 and Heritage Blvd (CSAH 5). The intersection location is in compliance with public street spacing and signal spacing on TH 65, according to MnDOT's Access Management Manual.
- Ten crashes were recorded at this intersection from 2013 to 2015. There were zero observed fatal & serious injury crashes over the time period.
- The intersection currently meets the MnMUTCD 4-hour warrant to consider a change in traffic control, but a signal is currently not justified by MnDOT based on 8-hour volumes.
- The intersection currently operates acceptably overall but the side-street left turns onto TH 65 operate at unacceptable levels (Level of Service F and average delay of greater than one minute per vehicle) during the AM and PM peak hours.
- The westbound left delay is anticipated to increase from below 90 seconds to over 1100 seconds per vehicle over the next 20 years with the current stop control in the AM and PM peak hours.

We met with MnDOT and they recommended completing an Intersection Control Evaluation (ICE) Report to verify the location suitability and determine the intersection improvements needed with detailed analysis and intersection concepts.

As stated in the previous Traffic Signal Justification Study Proposal, We proposed to complete the ICE for an hourly, not to exceed fee of $12,970.

The Finance Committee recommends approval of this proposal now that MnDOT has determined an ICE is warranted.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

City of Isanti

Gross Payroll	82,742.62
Social Security & Medicare	4,473.99
Public Employees Retirement	8,585.78
Total City Expense	95,802.39

Pay Date 3/24/2017

Pay Period 6 (3/5/17-3/18/17)

City of Isanti

Gross Payroll	10,694.25
Social Security & Medicare	818.13
Total City Expense	11,512.38

Pay Date 3/31/2017

Pay Period: Q1CCPay17 (1/1-3/31/17)

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 3/30/2017 - 3/30/2017 | Mar 30, 2017 02:33PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/17	03/30/2017	46127	2343	ADVANTAGE SIGNS	101-20200	45.00
03/17	03/30/2017	46128	9	BERNICKS PEPSI-COLA	609-20200	781.95
03/17	03/30/2017	46129	1500	BOLTON & MENK INC	214-20200	52,793.18
03/17	03/30/2017	46130	2013	CASTERTON TITLE & CLOSING CO	601-20200	28.88
03/17	03/30/2017	46131	1629	CITY OF ISANTI	101-20200	196.57
03/17	03/30/2017	46132	918	CRYSTAL SPRINGS ICE	609-20200	96.88
03/17	03/30/2017	46133	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,901.40
03/17	03/30/2017	46134	257	EARL F. ANDERSEN	101-20200	272.00
03/17	03/30/2017	46135	55	ECM PUBLISHERS INC	609-20200	350.00
03/17	03/30/2017	46136	1866	EDINA REALTY TITLE	601-20200	76.35
03/17	03/30/2017	46137	2483	Grams Electric Inc	101-20200	151.00
03/17	03/30/2017	46138	2357	GRONOMICS	101-20200	863.98
03/17	03/30/2017	46139	2484	Group C Media Inc.	108-20200	1,850.00
03/17	03/30/2017	46140	739	HACH COMPANY	601-20200	412.62
03/17	03/30/2017	46141	2481	Home Depot Store 2808	101-20200	2,048.70
03/17	03/30/2017	46142	1786	HOME TITLE INC	601-20200	109.06
03/17	03/30/2017	46143	1684	ISANTI COUNTY AUDITOR-	603-20200	1,038.93
03/17	03/30/2017	46144	496	JOHN HIRSCHS	101-20200	822.92
03/17	03/30/2017	46145	136	LEAGUE OF MN CITIES	101-20200	61.20
03/17	03/30/2017	46146	1975	LIBERTY TITLE	601-20200	76.25
03/17	03/30/2017	46147	17	MCDONALD DISTRIBUTING CO	609-20200	11,589.25
03/17	03/30/2017	46148	616	MENARDS - CAMBRIDGE	601-20200	107.33
03/17	03/30/2017	46149	1290	NAPA AUTO PARTS	101-20200	138.31
03/17	03/30/2017	46150	617	PAUSTIS & SONS	609-20200	1,293.50
03/17	03/30/2017	46151	2028	SELECTACCOUNT	861-20200	327.82
03/17	03/30/2017	46152	273	STRANDLUND REFRIGERATION	101-20200	220.00
03/17	03/30/2017	46153	2156	SUMMIT COMPANIES	101-20200	6.00
03/17	03/30/2017	46154	2485	ULINE	602-20200	513.73
03/17	03/30/2017	46155	42	VIKING COCA-COLA BOTTLING CO	609-20200	220.21
03/17	03/30/2017	46156	1286	VINOCOPIA INC	609-20200	174.75
Grand Totals:						88,567.77

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/17	03/27/2017	46079	1503	7-UP BOTTLING	609-20200	208.92
03/17	03/27/2017	46080	384	AKERS HOME SECURITY	101-20200	222.00
03/17	03/27/2017	46081	2378	APWA	602-20200	400.00
03/17	03/27/2017	46082	598	ASPEN MILLS	101-20200	56.95
03/17	03/27/2017	46083	53	BELLBOY CORPORATION	609-20200	3,497.00
03/17	03/27/2017	46084	9	BERNICKS PEPSI-COLA	609-20200	532.55
03/17	03/27/2017	46085	1629	CITY OF ISANTI	108-20200	8.65
03/17	03/27/2017	46086	2003	CLARK EQUIPMENT CO	101-20200	3,800.00
03/17	03/27/2017	46087	2161	COMPASS MINERALS	101-20200	7,489.21
03/17	03/27/2017	46088	918	CRYSTAL SPRINGS ICE	609-20200	154.24
03/17	03/27/2017	46089	8	DAHLHEIMER DISTRIBUTING CO	609-20200	7,060.95
03/17	03/27/2017	46090	257	EARL F. ANDERSEN	101-20200	74.20
03/17	03/27/2017	46091	2478	East Central Energy	101-20200	511.25
03/17	03/27/2017	46092	55	ECM PUBLISHERS INC	101-20200	546.40
03/17	03/27/2017	46093	16	ELECTRO WATCHMAN INC	609-20200	272.53
03/17	03/27/2017	46094	912	FASTENAL COMPANY	101-20200	9.06
03/17	03/27/2017	46095	385	FEDERATED CO-OPS INC	101-20200	119.98
03/17	03/27/2017	46096	2118	FRANSEN, LINDA	101-20200	290.00
03/17	03/27/2017	46097	2449	GIESE, LINDSEY	101-20200	240.30
03/17	03/27/2017	46098	921	GRANITE ELECTRONICS	101-20200	29.36
03/17	03/27/2017	46099	739	HACH COMPANY	601-20200	98.75
03/17	03/27/2017	46100	114	ISANTI COUNTY RECORDER	505-20200	46.00
03/17	03/27/2017	46101	114	ISANTI COUNTY RECORDER	438-20200	46.00
03/17	03/27/2017	46102	1563	ISANTI ELECTRIC INC	101-20200	903.50
03/17	03/27/2017	46103	162	ISANTI RENTAL	101-20200	16.14
03/17	03/27/2017	46104	1534	J. J. TAYLOR	609-20200	804.80
03/17	03/27/2017	46105	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,350.18
03/17	03/27/2017	46106	5	KAWALEK TRUCKING	609-20200	330.00
03/17	03/27/2017	46107	1393	LAW ENFORCEMENT TECHNOLOGY	101-20200	7,050.05
03/17	03/27/2017	46108	17	MCDONALD DISTRIBUTING CO	609-20200	3,332.10
03/17	03/27/2017	46109	616	MENARDS - CAMBRIDGE	601-20200	783.13
03/17	03/27/2017	46110	1044	MINNEAPOLIS FINANCE	101-20200	139.50
03/17	03/27/2017	46111	2116	MINUTEMAN PRESS	108-20200	1,900.00
03/17	03/27/2017	46112	194	MN DEPT OF HEALTH	601-20200	23.00
03/17	03/27/2017	46113	1407	MORRIS ELECTRONICS INC	101-20200	131.25
03/17	03/27/2017	46114	2055	MRPA	101-20200	257.00
03/17	03/27/2017	46115	2080	MVTL LABORATORIES INC	601-20200	115.20
03/17	03/27/2017	46116	1290	NAPA AUTO PARTS	101-20200	15.04
03/17	03/27/2017	46117	1989	NEW HOPE COMMUNITY CHURCH	101-20200	8.36
03/17	03/27/2017	46118	2231	NORTH 65 CHAMBER OF COMMERCE	108-20200	45.00
03/17	03/27/2017	46119	44	PHILLIPS WINE & SPIRITS INC	609-20200	7,647.64
03/17	03/27/2017	46120	1113	RJM DISTRIBUTING INC	609-20200	219.80
03/17	03/27/2017	46121	2028	SELECTACCOUNT	861-20200	279.80
03/17	03/27/2017	46122	2396	SOUTHERN GLAZERS OF MN	609-20200	4,529.81
03/17	03/27/2017	46123	2462	ST. CROIX RECREATION FUN PLAYGROUNDS INC	101-20200	301.00
03/17	03/27/2017	46124	42	VIKING COCA-COLA BOTTLING CO	609-20200	200.74
03/17	03/27/2017	46125	4	WATSON CO INC	609-20200	1,124.30
03/17	03/27/2017	46126	1863	XEROX CORPORATION	101-20200	79.28
Grand Totals:						66,300.92

M = Manual Check, V = Void Check

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
February 28, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, Mayor Wimmer, James Witte, and Aaron Zdon
Staff Present: Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Zdon asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Garvey to approve the February 28, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from January 24, 2017 Parks, Recreation and Culture Board Meeting.
Motion by Garvey. Second by Wimmer. Vote was unanimously approved.

3. Bench and Table Update
Everett stated that the board will talk more about this on the parks tour, but thought she would give a baseline of what we have to look at for Mattson and Isanti Hills. The memo attachment shows what we currently have; the price doesn't include freight, so depending on how many tables we get she would guess about $1000 per table. We have $5000 budgeted, so depending on if we decide we also want to get benches or whatever we decide to do, we have a little bit of room to get more than one table for each park. The aluminum benches at Mattson down by the tennis courts seem to be okay. There is an aluminum bench at Isanti Hills that is almost buried in the sand, and Everett said they have talked about that one before and it might just be a matter of moving that bench and it's really okay. We will evaluate those things more, but at least we have some prices to work from. For the most part, different vendors all kind of wash out with prices – some of the more expensive ones then have free shipping. Zdon confirmed that on the park tour we will firm this up. His current recommendation would be to stick with the same that we have, but we can look at it. Everett stated that it looks like some different vendors sell exactly the same table, too. Zdon stated that it also doesn't hurt to ask when we're ordering if we can get free shipping because the competitors do.

4. 2017 Parks Brochure Review
Everett stated that board members all have a color version updated this afternoon, and there are a couple of key things that have changed since the version they saw. Everett asked Mayor Wimmer if he would like to give the update. Wimmer stated that we are going to move the farmers' market from where it had been located because we aren't getting the numbers that we want from vendors or people going through, and the reason Council had decided to have it there was to bring people to the downtown area. We've gotten basically zero response from the businesses along there trying to take advantage of it, even as simple as leaving information at the City table that's there. So, in order to make sure we have a farmers

market that is viable long term, we're looking to move it out by the Isanti Liquor Store. We own the lot to the north. Wimmer has spoken with the manager there as well as Urban's Hardware, and it's very positive. If you look at the parking lot [at the liquor store], the open space to the north of that is also owned by the city. We'd put vendors there, customer parking would be at the liquor store parking. There may be some cross benefit there. Obviously we'll get a lot more traffic at the farmers market. Wimmer thinks it will make it a lot easier to get vendors. As we talked about it, it will take a little while, next year will be much better as they see the outcome from this year, but hopefully it'll get some more vendors in there. Everett has brought up vendor parking, which is something we'll have to figure out how we get that if we do end up with twenty/twenty-five vendors, we'll need places to put them. That's a great problem to have.

Wimmer stated that additionally we no longer have the Two Cities, One Community event. So we're going to take that, and on August 12th we'll take those activities and meld them in with the last Street Dance and that is also the car show spectacular event. So we'll have activities starting at 8:00 am running all the way through the end of the Street Dance at 11:00 pm. We're going to work with some other groups to get some volunteers to help out with that, as well as some possible internship type things for the summer. We'll have a lot of great events throughout that whole day. For those who have done the 5K or bike ride, the lot where it starts in Cambridge is actually owned by the state, so we'll work with them to use that lot for the event. It will be another great full day kind of thing, kind of like what they work during Rodeo/Jubilee days with stuff going all day. It will be a nice end of summer event. We don't have a name yet for it, but we're working on it, then we can cross market everything as well.

Mayor Wimmer also explained that the scavenger hunt will be the best part. It has morphed from a medallion hunt into a scavenger hunt, Everett has some good stuff put together. We are looking at announcing it at the June Street Dance or Jubilee Days so we have a number of weeks. The goal is to get everybody into all of our parks, to get them into other potential spots within the city that we want them to become accustomed with. The first 100 people that complete the scavenger hunt would get a prize and then they would be entered in a drawing for a grand prize. We're looking at starting with about $100 for a grand prize, but hopefully we can boost it up by then. Zdon asked if Park Board members can participate, Wimmer stated everyone can participate. Everett stated they could as long as they didn't write the clues. Everett stated the basic idea is that the clues are selected by parks or other places we want people to visit; you go to the place and answer a question that you can only answer by going there. Wimmer gave the example of looking for the number of bolts on a certain table at Legacy Park.

Zdon stated that he had a couple of things on the map in the brochure. First, number 6, Unity Park, is missing on the map image. The other is do we want to add a "13a" since we have a 13a box for the garden, the same way it's listed for 2, Bluebird Park. Everett stated that is a good idea. Everett stated that she did move the location of the farmers market over and added West Dual because it wasn't there before. Zdon said that will be cool because all those cars will be able to see it. Wimmer stated that the people coming into the store too, and John, the manager there, was excited about the idea. Wimmer stated that when he thought of the idea he wanted to make sure he talked to everybody. Garvey stated that business for the liquor store will benefit as well. Wimmer stated that they talked about the possibility of people buying things at the market and going to the liquor store to get something that will go with it. Longer term, Wimmer was also thinking that we can put together recipes with a shopping list.

Wimmer stated another update is with the Arts and Science Academy. We're making progress, but he is taking the position that Council will not approve changes to their CUP to allow more students until we see ground broken and they're working on that park component of the whole project.

Everett asked if there were any other changes to the brochure. She stated that the Last Chance Summer Dance section will change, but it's kind of a filler for the event. If we don't come up with a better name, it

will be Last Chance Summer Dance; Zdon stated it's not terrible. Everett stated that if there are events to go on the last page, to let her know. She found many that aren't happening anymore or don't have people to contact to verify when they are. Zdon stated that BMX will have a national in May as well.

Everett stated that otherwise, programs are pretty similar to last year. Movies are set. Street Dance bands changed since the last meeting. Wimmer explained that Hitchville stopped communicating. Everett explained that after we booked Devon Worley she got an email from Hitchville and they had been in Mexico for eleven days. Devon Worley Band is popular in this area, she usually had been up at Fire on the Rum and that kind of stuff, so it will be a good show for us too.

Everett stated that we do have some volunteers coming from Access Church for the Earth Day clean up, so if the members knew of any more volunteers to let her know and we could maybe get to some more parks that day too.

Wimmer asked what the numbers were for the last movie night. Everett stated that movie night with Heavenly Sunshine had 70 people, and it was that really nice day so we didn't know if anyone was going to come inside, so 70 was a great number for that day.

Everett explained that the brochure will hopefully get to the printers by the end of this week or early next week, so this will probably be the last time the board sees it before it's actually printed.

5. Tennis Court Research Update

Everett reminded the board that at the last meeting they talked about costs for the tennis courts. She dug back a little bit and couldn't find when the courts were initially installed, but back in 2003 they were completely reconstructed and that was a $62,000 project. Everett explained that she thinks if the courts are maintained properly, that may be a project that never really has to happen, though she's not positive. As far as resurfacing, 10-15 years seems pretty typical depending on location and weather conditions, annual crack filling, that kind of thing. We're kind of at that point, where it's typical that we'd have to do it again. She said she didn't know if this was something we wanted to look at for the 2018 budget. Wimmer stated that we have to, there's one crack that's getting pretty big. Zdon confirmed that we need to look at getting it done, but it's not in the budget so we can't do it now. But, if we can crack fill and stay on top of the weeds for now. Everett explained that the depths of the cracks at this point, we really can't fill, but we certainly can make sure there aren't weeds growing in them this year and making it worse, and keep them as playable as possible. Wimmer confirmed that we need to get something in the 2018 budget. Everett explained that she did look into the grant that Garvey had found and it wasn't as promising as we originally thought. It was for up to 10% of what you're doing, for us $1,400. At the time that we're looking to do it, she will see if we can get $1,400 to help, but it's not something that can cover our whole cost. Everett stated she'll make a note and we'll talk about it at budget time.

6. Parks Updates

Everett stated that some of these were covered in the brochure update so we'll skip through. She explained that March Movie Night will have New Hope Community Church volunteering and they're new to town so it will be cool to see some of those faces.

Skate park equipment – Everett directed the members to the picture that Zdon put together, and the attached picture showing where the water sits on the slab. What we need to decide is the general area where the equipment will be moved. As public works started looking at it, the composite boards underneath are cracked. In order to put it back together, the alternative is marine grade plywood. We should be able to replace it with what's budgeted and get some panels to replace the worst stuff this year. Anything we can't do, we'll get to early next year. That shouldn't be a major setback, but we may not be

able to get as many panels as we thought we would. Everett stated that it looks like what is on the picture from Zdon makes sense with where the water sits. Zdon stated that it's not there for water reasons, but it does work well with where the water sits also. It allows for future expansion. Zdon stated the only major input would be that currently to the north of the north-most obstacle, there's about 30-40 feet that's kind of wasted space. We want to have it maybe 10 feet off of the north side. Everett stated that there might be safety regulations on that, but she's not sure since it's cement anyway. Zdon pointed out that the south side right now only has about a foot. Everett asked if the orientation works. Zdon stated yes, with what we have, put everything where it is, but in the northwest corner. Everett asked if there was any preference from the west side of the slab how far over it goes. Zdon stated that the same, or maybe a little more over so there's space at the rail. He stated that when they get to that point he'd be glad to come out and look at it. Wimmer stated that when it's time, to go out there with public works to map out where stuff is and start marking it, that would be the best thing to do. Otherwise, we can have a 10 minute conversation now, but we'll just have to repeat it again. Zdon confirmed that for now, basically how it is now, a little further north, maybe a little farther east. There was discussion about where the water sits on the slab.

Everett stated that community garden reservations have started coming in. There are 18 ground plots reserved at this point, and a couple more people that were in last year have called but haven't had a chance to get in yet. Wimmer asked how many there are total. Everett stated there are 60 total and 3 raised beds. She did put in the mini grant application for 3 more, and included new hoses in that because there was some more money to play with. She did include on the garden layout that she didn't think it made sense to have the beds in the garden being weathered if they weren't being used, so at the point we get reservations for them, we'll install them. The School for all Seasons is excited to come back. Everett will be at their school next week for STEAM week, and they are going to try to do as many garden-related things over STEAM week as they can. She will give them a presentation on pollinators.

Everett explained that the future dog park is going to be a 2018 budget item. Going through the process, we'll need to get the lot surveyed so we know exactly where the fence can go so we don't end up on railroad property. Park board will be updated as all of that happens. Wimmer stated that it ties into one of the other things we're looking at in 2018. We're looking at doing something, most likely and addition, but possibly a stand alone, Public Works building. The two buildings that are just east of the BMX building are full of police ceased property, public works stuff, we have stuff at the water tower. Every free space we have, pretty much, has stuff jammed in it everywhere. What we're looking at is having a place that would be secure, and we had public works fenced in last year, so if it's police property they'll be able to get to what they need too. In a lot of the situations, to get to one thing you have to pull out three others, it's a mess. With this, we'd have dedicated space for the police department and public works, as well as having place for our squad cars. All of our squad cars sit outside because we have no place to park them inside. Those two buildings will be removed once this other building is up, so that will open the space up more. It kind of all ties together. Zdon stated that it's time, and those buildings have served their purpose. Wimmer stated that he thought one of them was from the old summer kitchen, but he's talked to the original land owners and they know that it'll be going too.

Everett stated that she also listed the new street dance dates.

Wimmer stated that we also got a park grant for River Bluff. Everett stated that we got another mini grant through Partners in Healthy Living to have Bolton and Menk make us trail maps similar to what we have at Legacy for River Bluff. That grant has been accepted by council and we've seen the first draft of that, and it looks good. Wimmer stated that we'll update the Legacy one as well. And the barrier went up today. We'll put signs up. Obviously, if someone wanted to drive around they could, but with those signs if they do it they'll be immediately ticketed because now we can enforce it. Everett stated that there's a gap between the gates, so hopefully it's obvious that you can walk back there still. Wimmer stated that hopefully this will cut down on some of the nonsense that's been happening. Garvey stated that it's gone

down significantly, and Wimmer confirmed that they've picked up a few people and gotten a couple of vehicles.

8. Adjournment

Motion by Garvey, second by Witte to adjourn the February 28, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:29 p.m.

Dated at Isanti, Minnesota this 28th day of February, 2017.

Respectfully submitted,

Katie Everett
Community Events and Parks Coordinator

L.3.

RESOLUTION NO. 2017-

RESOLUTION APPROVING A CHECK BE WRITTEN TO NEW HOPE COMMUNITY CHURCH - ISANTI FOR VOLUNTEERING AT THE COMMUNITY MOVIE NIGHT

WHEREAS, free public movie nights at the Isanti Community Center were approved by City Council January 21, 2014 Resolution No. 2014-013; and,

WHEREAS, the City of Isanti receives requests from various non-profit youth organizations and groups from Isanti to volunteer at the ICC Movie Nights approved by City Council September 16, 2014 Resolution No. 2014-226 ; and,

WHEREAS, the volunteer group per the policy are to receive the profits from the concessions sold at the movie night; and,

WHEREAS, the City of Isanti received an application for New Hope Community Church - Isanti to volunteer at the March 17, 2017 movie; and,

WHEREAS, the profit from the March 17, 2017 movie night was $8.36; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to New Hope Community Church - Isanti in the amount of $8.36.

This resolution was duly adopted by the Isanti City Council this 4th day of April, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/ City Clerk

(SEAL)

L.4.

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING PART TIME LIQUOR STORE CLERK ANDREW SAMMIS' LETTER OF RESIGNATION

WHEREAS, on Tuesday, March 21, 2017 Part Time Liquor Store Clerk Andrew Sammis submitted a letter of resignation with his last day of employment being May 12, 2017.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA as follows:

1. That the resignation of Part Time Liquor Store Clerk Andrew Sammis is hereby accepted.

2. That Human Resources and the Liquor Store Manager are hereby directed to fill the position.

This resolution was duly adopted by the Isanti City Council this 4th day of April, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

RESOLUTION 2017 - XXX

A RESOLUTION APPROVING PAYMENT OF ADDITIONAL DESIGN HOURS TO HAM LAKE MINUTEMAN PRESS FOR CITY NEWSLETTER DESIGN

WHEREAS, per Resolution 2017-007 the City of Isanti accepted a quote for publication of the city newsletter by Ham Lake MinuteMan Press; and,

WHEREAS, the initial design of the newsletter template took more hours than originally estimated; and,

WHEREAS, Ham Lake MinuteMan Press has requested payment for 17 out of 31 total design hours put into the project; and,

WHEREAS, after the amount originally included in the quote ($225.00) and ad space in the publication, the additional billable amount is $375.00; and,

WHERAS, at its March 23, 2017 meeting, the Finance Committee recommended payment of the additional requested $375.00 due to the value of the project output and initial unpredictability of the time needed to complete the work;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby pay Ham Lake MinuteMan Press an additional $375.00 for initial design of the city newsletter.

This Resolution is hereby approved by the Isanti City Council this 4th day of April 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

RESOLUTION NO. 2017-XXX

RESOLUTION OFFERING THE SEASONAL PARKS MAINTENANCE POSITIONS TO GREG RAMBOW AND GENE WEST

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill the Seasonal Parks Maintenance positions; and

WHEREAS, the Interviewing Panel selected Mr. Greg Rambow and Mr. Gene West as the most qualified candidates for the position.

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

1. That Human Resources is directed to offer a Seasonal Parks Maintenance position to Rambow and West contingent upon successful background and references checks.
2. That both Rambow and West will begin work on or after April 5, 2017.
3. That Rambow's and West's seasonal employment will not exceed more than 67 days or 100 working days (for full time students) within a twelve-month period and the terms and conditions of employment will adhere to all applicable provisions of the International Union of Operating Engineers, Local 49 contract with the City of Isanti in regards to temporary/seasonal employees
4. Compensation for this position will be $10.75 per hour.
5. That Human Resources is directed to complete all required documentation for completion of these employment offers.
6. That Human Resources is directed to forward an executed copy of this resolution to the employees and place a copy in the employees' personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 4th day of April, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk
(SEAL)

RESOLUTION NO. 2017-XXX

RESOLUTION OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO JASON GOETZ

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and

WHEREAS, the Interviewing Panel selected Jason Goetz as the most qualified candidate for the open Part-Time Clerk position. A successful background check has been completed on the candidate.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. That Human Resources is hereby directed to offer the Part Time Liquor Store Clerk position to Jason Goetz for the City of Isanti and that he shall be eligible to start in that position on or after April 5, 2017.
2. That Jason Goetz shall start at Step 1 of the Wage Scale at $10.88 per hour.
3. That Jason Goetz shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position effective April 5, 2017, or his start date, whichever is later.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 4th day of April, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council**
From: Lindsey Giese, Human Resources/City Clerk
Date: March 31, 2017, 2017
Subject: 2017 Technology Budget Purchases

Background:
City Administrator and HR/City Clerk had an opportunity to review the technology budget balance for 2017 with Gayle Bauman, Interim Finance Director. It was determined that the remaining balance of the 2017 budget is $10,881.27. Based on this amount, staff was able to calculate which items will be purchased within the budget this year.

$6,000 – Estimated amount of Large Printer
(Reducing costs of paying Bolton & Menk to print Larger items for us)
$1,300 – Laptop, Docking Station, Mouse, Microsoft Suite Software & 3 Yr. Warranty
(Replacement Computer for extra 'Check Out' Computer)
$400 – Replacement of Brother Color Printer

$1,060 – Adobe Software (4 licenses/8 Users)

$399 – Adobe Pro Software (1 license/2 Users)

$849 – Remaining Unbudgeted balance of Firewall protection

$10,008.00

The remaining balance in the technology budget will be approximately $873.27 assuming all above items are paid for at the estimated cost.

Recommendation:
The Finance Committee has reviewed the proposed purchases within the allotted budget and recommends the approval.

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING THE PURCHASES FOR THE 2017 TECHNOLOGY BUDGET

WHEREAS, the current fund balance for the 2017 Technology Budget is $10,881.27; and,

WHEREAS, the proposed purchases for the budget will consist of purchasing a printer that is capable of printing large scale items, one replacement laptop, a replacement for the color printer at City Hall, 5 Adobe Software licenses and an upgrade to the firewall protection; and,

WHEREAS, the Finance Committee has reviewed the proposed purchases within the allotted budget and recommends the approval of such purchases; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve:

1. Staff to make the purchases as specified above.
2. Amount of purchases not to exceed current budget fund balance.

Adopted by the Isanti City Council this 4th day of April, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council Members**

From: Sean M. Sullivan, Economic Development Director

Date: April 4, 2017

Subject: Consider Adoption of Resolution 2017-___ Authorizing Staff to Seek Help with Economic Development / Activities through Providing a Paid Intern Opportunity and Accepting a $1,000 Scholarship from the Minnesota Economic Development Foundation

---

Background:

Staff is requesting that the City Council authorize a part time Economic Development Marketing Intern position for the summer of 2017. Staff has been working on marketing initiatives for 2017 and beyond. In 2017, Staff would like to create some new marketing materials including: Maps, two-sided one page brochures, updates to welcome brochure utilizing In Design, and enhancements to the ED webpage. In addition, an intern would assist in business retention and expansion efforts by assisting with updating of business list and incorporating the updates into the website business list. Support for EDA events such as the Mayor Employer Celebration Day on June 6 and other Community Events.

Budgeting:

The 2017 EDA budget included $4000 for the Spring/Summer intern. It was anticipated that the intern would start sooner this year but that does not match well with the college schedule. Staff applied for and was awarded a $1000 scholarship from the Minnesota Economic Development Foundation to with costs. This would allow for $5000 to be spent on an intern if desired. Personnel Committee reviewed this item and recommends that the Summer intern be hired for 18 weeks – 25 Hrs/week @ 10.00 per hour totaling $4,500. The Committee also approved the attached posting and job description.

City Council Action Requested:

Adoption of Resolution 2017-____ A Resolution Authorizing Staff to Seek Help with Economic Development / Activities through Providing a Paid Intern Opportunity and Accepting a $1,000 Scholarship from the Minnesota Economic Development Foundation

Attachments:

1) Resolution 2017-____ A Resolution Authorizing Staff to Seek Help with Economic Development / Activities through Providing a Paid Intern Opportunity and Accepting a $1,000 Scholarship from the Minnesota Economic Development Foundation

2) Letter from Minnesota Economic Development Foundation awarding the City of Isanti an Intern Scholarship

RESOLUTION NO. 2017-____

RESOLUTION AUTHORIZING STAFF TO SEEK HELP WITH ECONOMIC DEVELOPMENT / MARKETING ACTIVITIES THROUGH PROVIDING A PAID INTERNSHIP OPPORTUNITY AND ACCEPTING A $1,000 SCHOLARSHIP FROM THE MINNESOTA ECONOMIC DEVELOPMENT FOUNDATION

WHEREAS, through City Council direction Staff has been tasked with the creation and updating of city marketing materials, updating and implementing the city marketing plan and sustaining economic development efforts; and,

WHEREAS, Staff as part of its future staffing plan has requested assistance in the creation and updating of city marketing materials, updating and implementing the city marketing plan and sustaining economic development; and,

WHEREAS, the Personnel Committee has reviewed the request and recommends that an Economic Development / Marketing Intern be hired to assist the Economic Development Director and that this position be funded from the EDA 495 Marketing Fund in an amount not to exceed $4,500; and,

WHEREAS, Economic Development Director Sullivan applied to the Minnesota Economic Development Foundation for a $1,000 matching intern scholarship, and was awarded a scholarship for the purposes of hiring an Economic Development / Marketing Intern.

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

1. Human Resources and the Economic Development Director are hereby directed to advertise to fill an Economic Development / Marketing Internship.
2. Intern funded through EDA 495 marketing budget in an amount not to exceed $4,500.
3. Approval of the job description for the Economic Development / Marketing Intern attached hereto as 'Exhibit A'.
4. Acceptance of $1,000 Scholarship from Minnesota Economic Development Foundation.
5. The Economic Development Marketing Intern rate of pay will be $10.00 / hour.

This resolution was duly adopted by the Isanti City Council this 4th day of April 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources / City Clerk

(SEAL)

Exhibit A

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Economic Development/Marketing Intern
DEPARTMENT:	Economic Development
SUPERVISION:	Economic Development Director
EFFECTIVE DATE:	April 4, 2017
FLSA STATUS:	Non-Exempt
HOURS WORKED:	20-25 hrs/wk

DEFINITION:
An Intern Position responsible for assisting the Economic Development Director with various duties that include development and updating of marketing materials and mediums and assisting with economic development activities and may provide assistance to or be assigned to a specific project.

SUPERVISION RECEIVED:
Works under the general supervision of the Economic Development Director.

SUPERVISORY FUNCTIONS:
None.

EQUIPMENT/JOB LOCATION:
May work from an office in City Hall and/or outside the office in the City. Equipment used includes, but is not limited to, personal computer, laptop computer, printer, fax machine, copy machine, digital camera, document camera, and motorized vehicle.

ESSENTIAL FUNCTIONS OF THE JOB:

- Assisting the Economic Development Director with various duties that include development and updating of marketing materials and mediums and assisting with economic development activities and may provide assistance to or be assigned to a specific project.
- Creation of marketing/informational materials for various economic development events and projects.
- Update websites and other social media outlets for community events/ projects as necessary.
- Business retention and expansion administration.
- Conduct research, make site visits and identify resources to help Economic Development Director make decisions about events/projects possibilities.
- Propose ideas to make events/projects more successful.
- Assist with event set-up and close-out as directed.
- Assist with general recordkeeping.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned or apparent.
- Participation in Community Events such as Farmer's Market, Street Dances.

KNOWLEDGE/ABILITIES/SKILLS

- Knowledge of Microsoft Office Applications.
- Knowledge and/or experience in publication/design software program In Design CS6 or higher.
- General government processes.
- General office procedures.
- Customer service principles.
- Ability to work under pressure and meet tight deadlines
- Ability to multi-task
- Internet / Website / Social Media usage and operation
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- The employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing stairs during the workday.
- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- The employee will lift and/or move up to 50 pounds for tasks such as folding tables, desk furniture, and setting up rooms for meetings carrying supply boxes and file drawers.
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision and ability to focus as it relates to such tasks as reading, processing paperwork, overseeing public activities, computer deskwork, etc.

MINIMUM QUALIFICATIONS:

- A student in an Undergraduate degree program in planning, economic development, marketing, business administration or similar field of study
- Must have excellent written and oral communication skills
- Proficiency in Microsoft Windows / Office and publication (Design/Layout) programs
- Willingness to work flexible hours Monday – Friday and Saturdays
- Valid Driver's License or ability to obtain.

NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

MINNESOTA
ECONOMIC DEVELOPMENT
FOUNDATION
Building Stronger Minnesota Communities

March 23, 2017

Sean Sullivan
City of Isanti EDA
110 1st Avenue NW
Isanti, Minnesota 55040

Dear Sean: Sean

Congratulations! The Minnesota Economic Development Foundation is pleased to announce that the City of Isanti EDA has been awarded a $1,000 Intern Scholarship.

This scholarship is for intern salary only and must be matched by at least $1,000 from the Isanti EDA (total intern salary paid must be at least $2,000).

To request reimbursement at the end of the internship email to me at (pconnoy@hutman.net) the following:

- intern's payroll history (from your accounting system)
- the attached reporting form including total salary paid, number of hours worked, hourly rate of pay, intern start and end dates
- a statement from the intern's supervisor describing the work activities the intern performed
- a statement from the intern on what was learned through the internship
- an electronic photo of the intern.

It is the intent of the Minnesota Economic Development Foundation that the intern attend and be engaged in economic development activities such as business calls, board meetings and direct interactions with decision makers and businesses.

Thank you for sponsoring an intern and helping to shape the next generation of Minnesota's economic developers. If you have questions call me at 612 308 2577.

Sincerely,

Patrick R. Connoy

Board of Directors and Executive Officers

BOARD OFFICERS

Mark Lofthus, Chair
Dakota Electric Association

Patrick R. Connoy, Vice Chair

Janna King, Treasurer
Economic Development Services, Inc

Tim Korby, Secretary
Donohue Associates

Michael Mulrooney, Past Chair
Central Minnesota Dev. Company

DIRECTORS

David Anderson
Frauenshuh, Inc.

Clark Arneson
City of Blaine

John Campobasso, Kraus-Anderson
Construction Co.

Tim Clawson
Faribault County Development Corp.

Michael Langley
GREATER MSP

Matt Brown
City of Coon Rapids

James Maciej
J-V-M Realty Advisors

Craig Waldron
Hamline University

1769 Lexington Avenue N
#339
Roseville, MN 55113
www.MNEDF.org

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING PART TIME ADMINISTRATIVE DATA CLERK JANICE LUTTERMAN'S LETTER OF RESIGNATION

WHEREAS, part time administrative data clerk Janice Lutterman has submitted a letter of resignation to the City of Isanti and presented this to Human Resources on Thursday, March 30, 2017; and,

WHEREAS, the effective date of this resignation is Thursday, March 30, 2017, with a final date of work of Tuesday, April 11th; and,

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA as follows:

1. That the resignation of part time Administrative Data Clerk, Janice Lutterman is hereby accepted effective Thursday, March 30, 2017. Ms. Lutterman's final day of work with the City will be Tuesday, April 11, 2017.

2. That Human Resources/City Clerk and the City Administrator are hereby directed to fill the position immediately.

This resolution was duly adopted by the Isanti City Council this 4th day of April, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

M.1.

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
MARCH 21, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 8:18 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: None

Staff Present: Community Development Director, Roxanne Achman

Others Present: Alex Conzemius, Planner with Bolton & Menk

D. Agenda Modifications.

Achman stated there were none.

Motion by Collison second by Lorinser to approve the agenda. Motion carried unanimously.

2. Approval of Minutes from February 21, 2017 Planning Commission Meeting.

Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Collison to approve the February 21st, 2017 Planning Commission Meeting Minutes. Motion was unanimously approved.

3. Public Hearings.

A. Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes.

Achman presented the staff memo.

Chairman Wimmer opened the public hearing. There was no one to speak on the matter. The public hearing was closed.

Motion by Lundeen, second by Bergley to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Final Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota with the following conditions:

1. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

2. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

B. Request from the City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District.

Chairman Wimmer read the item into the minutes.

Achman presented the staff memo.

Chairman Wimmer opened the public hearing. There was no one to speak on the matter. The public hearing was closed.

Motion by Kennedy, second by Collison to recommend approval of the request from City of Isanti to Rezone Lot 3, Block 1, Fairway Greens, soon to be Lot 2, Block 1, Fairway Greens Phase Ten, Isanti County, Isanti, Minnesota, from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District. Motion carried unanimously.

C. Request from the CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes.

Achman presented the staff memo.

Chairman Wimmer opened the public hearing. There was no one to speak on the matter. The public hearing was closed.

Motion by Collison, second by Lorinser to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Site Plan Approval of a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota with the following conditions:

1. Sod is to be used to establish turf within the development.
2. The development must be irrigated.
3. The Final Plat of Fairway Greens Phase 10 must be recorded.

4. The agreement to convey Lot 3, Block 1, Fairway Greens to the City of Isanti must be approved by City Council and executed by both parties.
5. The Use and Maintenance Agreement must be approved by City Council and executed by both parties.
6. This Resolution does not constitute approval of the gymnasium addition onto the existing school. A separate site plan/building appearance application and review will be required.

Motion carried unanimously.

D. Request from the City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes.

Achman presented the staff memo.

Chairman Wimmer opened the public hearing. There was no one to speak on the matter. The public hearing was closed.

Motion by Lundeen, second by Collison to recommend approval of the request from City of Isanti for an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE, legally described as Lot 5, Block 2, Dual Industrial Park, Isanti County, Isanti, Minnesota with the following conditions:

1. The music that is provided on-site during the event shall be amplified within reason and shall not disturb the neighboring parcels.
2. All garbage and excess produce/waste shall be removed after the event, unless an incident arises that shows just cause for earlier pick-up.
3. All tables, carts, or flat beds used as display area shall be portable and shall be removed from the site at the end of the event.
4. Such event shall take place on Friday's only beginning in May through September from 2 p.m. to 6 p.m.
5. Should issues arise and negative impacts be experienced in the surrounding neighborhood, the City Council may re-evaluate and re-examine any site constraints.
6. Once the number of vendors provided on-site exceeds 20; a restroom facility must be provided on-site.
7. Any temporary signage placed to market and coordinate traffic to the event cannot be placed within the public right-of-way and must not limit visibility of motorists at intersections.
8. The Interim Use Permit is granted until such time as the use would discontinue for a period of one year or City of Isanti was to choose to terminate the event, whichever would occur first.

Motion carried unanimously.

E. Request from the City of Isanti to Amend Ordinance No. 445 Zoning, Section 10, Article 1 "RC" Recreational Commercial District.

Chairman Wimmer read the item into the minutes.

Achman presented the staff memo.

Chairman Wimmer opened the public hearing. There was no one to speak on the matter. The public hearing was closed.

Motion by Kennedy, second by Bergley to recommend approval of the request from City of Isanti to Amend Ordinance No. 445 Zoning, Section 10, Article 1 "RC" Recreational Commercial District. Motion carried unanimously.

4. Other Business.

Chairman Wimmer introduced Alex Conzemius, a Planner with Bolton and Menk who will be assisting the City with Planning items until a new Community Development Director is hired.

5. Other Communications.

A. None.

6. Adjournment

Motion by Lundeen second by Bergley to adjourn the March 21st, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 8:25 p.m.

Dated at Isanti, Minnesota this 21st day of March 2017.

Respectfully submitted,

_____

Roxanne Achman, AICP
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
March 28, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, Mayor Wimmer, James Witte, and Aaron Zdon
Staff Present: Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Zdon asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Witte to approve the March 28, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from February 28, 2017 Parks, Recreation and Culture Board Meeting.

Motion by Wimmer. Second by Garvey. Vote was unanimously approved.

3. Sand Removal Update at Isanti Hills and Mattson Parks

Everett stated that this was one of the last remnants of the prioritized list from 2015. Park Board had noticed the areas that had sand were getting sand burs, so our plan is to replace the remaining sand with wood chips, which is what we have everywhere else. A couple of things for the board to note: at Mattson Park, we measured (and swing zones have a ridiculous fall zone around them), so the swing set that's closest to the sidewalk right now is not in compliance. When the woodchips go in, they'll go pretty much up to the sidewalk to make sure we have the correct distance back from the swings. Otherwise, we're just doing the fall distances around any of the equipment with wood chips. There's kind of an awkward space between the two swing sets at Mattson that's sand, that will be grass so we're not paying to put woodchips in the middle of nowhere. The pictures are rough estimates, Everett stated she didn't measure on them, but wanted to give the board an idea. Staff looked at costs for getting more of the play curbing, and long term it's looking like a cement strip, similar to what we have at Bluebird, is going to be more maintenance efficient, if nothing else. We have noticed in a few different places that the play curb is warping. The playground rep said he's never heard of that happening before and didn't have a solution for it, and wasn't willing to replace any of it. For now, this new stuff we'll plan on doing a concrete curb. The ones out at Bluebird are a little fancier, these ones will just be a strip of concrete to keep the woodchips where they need to be.

We'll do some final measurements at Isanti Hills before all of that happens. We are going to keep just kind of a sand box so we can keep the diggers out there. The digging equipment we have needs to be replaced. It's something we'll look at the end of this year to see if we have it in the budget. They're about $900 a piece, before freight and all the other things they charge us for. There are two different kinds, one has a seat and one doesn't, so one can be accessible. We'll make sure we get one of each. Towards the

middle of this year, if it doesn't look like we'll be able to get them, we'll budget for them next year. In the meantime, Public Works will tighten them up the best they can; the handles just get really wobbly on them. Then extra area that isn't in a fall zone and isn't the sand will become grass. That one is kind of a unique situation because the playground isn't dug in. So when you go out to Isanti Hills, we have that raised wood and then the playground is a step up. We may have to get a little creative with how that part is curbed to make sure we have the depth of woodchips that we need. Public Works has lots of creative people on staff, so we'll make sure that happens, and all of the footings are as deep as they need to be.

4. Parks and Program Updates

Everett stated that we did not get a very big turnout for New Hope Church. When the youth director was there, Everett asked how many kids they have in their program and he told her 100. They had 4 or 5 kids there volunteering and hadn't told anyone else. It was also spring break and it was nice outside and St. Patrick's Day. The last one is the Girl Scouts and the Little Prince. The Girl Scouts have never volunteered before, but seem very excited about it. They have also told Everett they're interested in participating in Earth Day.

The Cultivate Wellness sponsorship program, which combines opportunities to sponsor the community garden and the farmers' market, has been sent out. Everett worked with Economic Development to send it to more people this year that may be interested in town. They were given until May 1st, so they have some time. The Street Dance sponsorships are a separate program. Coborn's was very excited to get involved with that this year. Everett also sent them the Cultivate Wellness one, and they forwarded to the dietician to see if she had some interest in getting involved with it. Their dietician did attend the Two Cities event last year. Otherwise, the Street Dance sponsorships have the regular people back and then adding on Coborn's is great. Everett is meeting with Allina at the end of this week to talk about all kinds of ways we can get them involved now that their clinic is open. The Princeton Zimmerman farmers' market has a cool partnership with the Fairview over there. Doctors basically prescribe farmers' markets, and then patients come and have a $2 coin they can spend there.

Wimmer stated that on a side note, someone will need to talk to Allina about their ribbon cutting because they're expecting 300+ people. We'll probably need a special event permit because they'll have people parking everywhere. Everett asked if he knew when it was; Wimmer stated the 6th of May. Zdon stated that is also City Wide Garage Sale. Everett stated she got a call from Harvest Church and they are interested in getting involved with the City Wide Garage Sale too, so lots of stuff will be happening that day. Wimmer stated that we don't actually do the City Wide Garage Sale. Everett confirmed, but stated that people just call the City because it's the only place they see information.

Everett stated that in other events, she also attended the Master Gardeners' Burst into Spring event. We just attend with a table and all of our City information and talk with Master Gardeners between classes and then all the people who attend the event. She pushed the Farmers' Market this year and let everyone know we're moving. It's a good place to connect with people who are interested in those kinds of things that we're doing. We've been to that a few years now.

Earth Day Clean Up is coming up. Everett stated she was at Legacy today and the trash is not that bad. If the groups, like Access Church and the Girl Scouts, do want to come, she thinks we can probably tap on some other parks too and get everything looking really good.

Signs are coming for the farmers' market especially. Additionally, in the park sign plan, Public Services Director Wood noticed that the Bike/Walk trail sign down on the far end is looking pretty rough. Everett will look into getting that made too. She's not sure if we'll want to match those signs with what's going in at the other parks, in which case we might want to do both. We can look at those and see what we've got budgeted.

The farmers' market location stuff is pretty much set. Public Works has some good ideas for helping us get on and off the grass with vendor trucks and that kind of stuff. Community Development Director Achman buttoned up the Interim Use Permit before her last day, so that will go to council on the 4th. Then it's just getting the word out and getting people there. Everett stated she was just talking with staff about potentially getting a snapchat filter for the farmers' market, so that could be really fun. She will look into the details, some of those you have to pay for, some you don't, but she's just looking at other ways to market to people, and have people share all of that stuff. Wimmer stated that we should get something at the liquor store so people know. Everett stated she asked the sign company she's been working with to quote a post and panel sign, which is similar to what is at the community center but with metal posts, and it was about $3,000. So that is not what we'll do, but we are planning on having something there so people always know it's there. Wimmer stated we need to fix the downtown one too. Everett confirmed that we do, and that one we will be able to just remove stickers, so it shouldn't be too horrible to get it fixed.

Arts and Science Academy stuff is moving along. That also will be going to Council on the 4th. Basically, our agreement is going to be that during school days, they will have exclusive use of the playground and soccer field, and the rest of the park will be open for the public to use. All of the park will be available for the public to use during the rest of park hours. They'll also be helping with maintenance costs. Zdon asked if there's a timeline on that project. Everett stated that's a more interesting question than he knew. Zdon stated that then there's no concrete timeline. Wimmer stated that there is not, but they won't be able to expand unless they start getting this thing done. Everett stated that they would like sooner rather than later. Garvey asked if we have thought about putting a sign up at that location. Everett stated that it's part of the agreement as well. It states that we'll put up a sign that conveys what the agreement is. So, if somebody shows up from the daycare and wants to use the playground, it will be posted that it's for the school's use at that time.

Everett stated that next month is the annual parks tour. We will plan to meet here and leave from here. So far, priorities are to look at benches and tables at Mattson and Isanti Hills, and then signs especially at Bluebird. Wimmer stated to tell the Public Services Director that he wants the bridge in.

Wimmer stated that we had a meeting with BMX last week. It went okay, we're getting set up for the national coming up.

Garvey asked if Everett knew when the skate park equipment is getting moved. Everett stated that it will be soon, and the panels shipped on Monday she thought. Once we have all of the pieces that will begin. Wimmer added we'll move and repair; Zdon confirmed that those will happen simultaneously. Garvey asked if we have a way to get it out to the public that from this date to this date the skateboard equipment is going to be moved or unavailable. Even if it's a laminated sign on the equipment. Everett stated that she does have some signs for when they start working that will say it's closed for construction, but we can definitely put a post on the website explaining what's happening too. Garvey stated it may get one or two people's questions answered instead of having to call City Hall. At least it's a due diligence to notify the public about it.

5. Adjournment

Motion by Wimmer, second by Witte to adjourn the March 28, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:16 p.m.

Dated at Isanti, Minnesota this 28th day of February, 2017.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

DRAFT

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 18, 2017 – 7:00 P.M.
CITY HALL

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

G. Citizens Input

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items
Add Item K4 - Consideration of Participation in an Economic Development Property *(Mayor Wimmer)*

(All K Business Items will be renumbered accordingly)

L. Consent Agenda
14. Resolution Offering the Position of Finance Director to Mr. Michael Betker
15. Resolution Offering the Position of Community Development Director to Mr. Ryan Kernosky

M. Other Communications

N. Closed Session
1. Discussion Regarding the Development or Consideration of Offers or Counteroffers for the Purchase or Sale of Real or Personal Property (§13D.05 Subdivision 3, Section C3)

The City Council will resume in open session following each or any Closed Session matter. After reopening the meeting the Council may take such action, if any as it deems appropriate pertaining to the matter discussed in closed session.

Adjournment

RESOLUTION NO. 2017-XXX

RESOLUTION OFFERING THE POSITION OF FINANCE DIRECTOR TO MR. MICHAEL BETKER

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to advertise and accept applications to fill the vacant Finance Director position; and

WHEREAS, the Personnel Committee has selected Mr. Michael Betker as the most qualified candidate for the position; and

WHEREAS, a successful background check has been completed on the candidate.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. That Human Resources is hereby directed to offer the Finance Director position to Mr. Michael Betker for the City of Isanti with a start date of June 5, 2017 with conditions as provided in a contract between the City of Isanti and Mr. Betker and attached as 'Exhibit A'.
2. That the Mayor and City Administrator are authorized to sign said contract.
3. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
4. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 18th day of April, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

EXHIBIT A

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into on April 18, 2017 by and between the City of Isanti, Minnesota, a municipal corporation, herein called EMPLOYER, and Michael Betker, herein called EMPLOYEE. This Agreement shall become effective on the EMPLOYEE'S first day of employment of June 5, 2017.

EMPLOYER desires to employ the services of Michael Betker as Finance Director for the City of Isanti as provided by applicable Minnesota law and applicable ordinances of the City of Isanti, Minnesota.

It is the desire of the EMPLOYER to employ the EMPLOYEE and it is the EMPLOYEE's desire to accept employment from the EMPLOYER on the terms and conditions as set forth herein.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE EMPLOYER AND EMPLOYEE AGREE AS FOLLOWS:

1. Duties. As authorized pursuant to the provisions of Minnesota Statutes Section §412.111, the EMPLOYER hereby agrees to employ EMPLOYEE as Finance Director of the City of Isanti to perform the functions and duties as specified in the job description for the position of Finance Director of the City of Isanti, as approved by the City Council, and as the same may be amended from time to time.

2. Term. The EMPLOYEE's employment shall be for an indefinite term at the will of the EMPLOYER. The terms of this contract shall be applicable from June 5, 2017 and until termination of the employment relationship, or until amended by a subsequent agreement approved by action of the City Council of the City of Isanti and signed by both EMPLOYER and EMPLOYEE.

3. Employment at Will. The EMPLOYEE is employed at the will of the EMPLOYER, and therefore may be terminated at any time with or without cause upon, except as hereinafter provided, not less than 30 days' written notice from EMPLOYER to EMPLOYEE. EMPLOYER may however, in EMPLOYER's sole discretion, terminate the EMPLOYEE immediately and without any prior notice for misconduct, defined as follows:

A. Conduct by the EMPLOYEE resulting in criminal charges against the EMPLOYEE (except for petty misdemeanor traffic violations); or

B. EMPLOYEE's refusal to obey a lawful directive of EMPLOYER; or

C. Acts by the EMPLOYEE intended to cause injury to the EMPLOYER.

The EMPLOYEE may terminate his employment with not less than 30 days written notice from EMPLOYEE to EMPLOYER. Failure of the EMPLOYEE to provide the EMPLOYER with 30 days written notice shall result in a forfeiture by EMPLOYEE of any separation benefits including, but not limited to, payout of any accruals otherwise paid out at separation in accordance with EMPLOYER's personnel policies.

4. Salary. EMPLOYER agrees to pay EMPLOYEE for services rendered pursuant to this contract wages calculated on an annual base salary of $86,591.73 payable in installments at the same time as other payroll employees of the EMPLOYER are paid. In the event a cost of living adjustment is approved by the EMPLOYER in 2017 for the salary for this position, the annual base salary shall be increased to include that adjustment. Subsequent annual salary increases shall be based on a successful annual performance review and approval of any cost of living salary adjustment by the City Council.

5. Vacation, Sick Leave and Insurance Benefits. The EMPLOYEE shall be entitled to earn vacation at an accrual rate equivalent to 12 days per year, with any additional adjustment based on years of services as prescribed by the EMPLOYER's personnel policy. Employee shall also receive administrative leave days as prescribed by the EMPLOYER's personnel policy.

Sick leave shall be provided as prescribed by the EMPLOYER's personnel policy. Insurance and other employee benefits shall be provides as prescribed by the EMPLOYER's personnel policy.

6. Performance Appraisal. The City Administrator, or in absence of the City Administrator, the Mayor and Council shall review and evaluate the performance of EMPLOYEE at least once annually, preferably prior to November 1st of each year. Following completion of each such performance appraisal the EMPLOYEE shall be given a summary thereof. In the first year of employment the EMPLOYEE shall be subject to a probationary performance review after six months of employment as per the EMPLOYER's personnel policy.

7. Retirement Benefits. The EMPLOYEE shall be entitled to participate in the accrual of retirement benefit contributions as prescribed for public employees under PERA, and/or under any other retirement program, if any, which may now or hereafter be available pursuant to and consistent with any applicable state or federal laws and EMPLOYER's personnel policy.

8. Moving expenses. Should the employee, at EMPLOYEE's choice, relocate to the City of Isanti, the EMPLOYER shall reimburse the EMPLOYEE up to $2,000 for all reasonable and necessary moving expenses. EMPLOYEE shall provide satisfactory documentation of said expenses to EMPLOYER for approval and reimbursement. If

EMPLOYEE leaves employment prior to 24 months of employment, EMPLOYEE will reimburse EMPLOYER a pro-rated amount dependent on the number of months in the position.

9. Personnel Policy. Except where specifically abridged or modified by this Agreement, the EMPLOYEE shall be subject to all terms and provisions of the EMPLOYER's personnel policies as set forth in the EMPLOYER's personnel policy manual. If any provision of this manual conflicts with a provision in this contract, then the contractual provision shall prevail.

10. Professional Development. The EMPLOYER agrees, subject to annual budget approval and subject to preauthorization of the City Administrator and/or City Council, to pay all necessary and reasonable expenses of EMPLOYEE for short courses, institutes and seminars that are, in the opinion of both EMPLOYER and EMPLOYEE necessary for professional development of EMPLOYEE. EMPLOYER shall pay for EMPLOYEE's attendance at the MnGFOA annual conference. The EMPLOYER will pay costs for training fees, travel and lodging, and meals, as per the EMPLOYER's personnel policy manual. The EMPLOYER shall pay for publications for the EMPLOYEE to assist in performance of their job duties. Such publications shall be approved by the EMPLOYER.

11. Professional Membership. During the term of employment, EMPLOYER will pay EMPLOYEE's annual regular membership dues for EMPLOYEE's ongoing membership in the MnGFOA, and National GFOA as the same become due and payable.

12. Severability. Should any provision of this agreement be held unlawful by a Court of competent jurisdiction; all other provisions of this agreement shall remain in force for the duration of the agreement.

13. Notices. Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

EMPLOYER

City Administrator
110 First Ave. NW
P.O. Box 428
Isanti, MN 55040

EMPLOYEE

Michael Betker
640 11th St.
Granite Falls, MN 56241

Alternatively, notices required pursuant to this agreement may be personally served as prescribed by the Minnesota Rules of Civil Procedure. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States mail.

14. Council Approval. This Employment Agreement is subject to approval by the City Council of the City of Isanti, Minnesota.

IN WITNESS WHEREOF, the EMPLOYER has caused this agreement to be signed and executed on its behalf by the Mayor and City Administrator, and the EMPLOYEE has signed and executed this agreement as of the day and year first above written.

EMPLOYER

City of Isanti, Minnesota

By:_____
George A. Wimmer
Its Mayor

By:_____
Donald C. Lorsung
Its City Administrator

EMPLOYEE

_____
Michael Betker

RESOLUTION NO. 2017-XXX

RESOLUTION OFFERING THE POSITION OF COMMUNITY DEVELOPMENT DIRECTOR TO MR. RYAN KERNSOKY

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and,

WHEREAS, the City Council approved to advertise and accept applications to fill the vacant Community Development Director position; and

WHEREAS, the Personnel Committee has selected Mr. Ryan Kernsoky as the most qualified candidate for the position; and

WHEREAS, a successful background check has been completed on the candidate.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. That Human Resources is hereby directed to offer the Community Development Director position to Mr. Ryan Kernosky for the City of Isanti with a start date of May 30, 2017 with conditions as provided in a contract between the City of Isanti and Mr. Kernosky and attached as 'Exhibit A'.
2. That the Mayor and City Administrator are authorized to sign said contract.
3. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
4. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 18th day of April, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

EXHIBIT A

EMPLOYMENT AGREEMENT

THIS AGREEMENT made and entered into on April 18, 2017 by and between the City of Isanti, Minnesota, a municipal corporation, herein called EMPLOYER, and Ryan J. Kernosky, herein called EMPLOYEE. This Agreement shall become effective EMPLOYEE'S first day of employment of May 30, 2017.

EMPLOYER desires to employ the services of Ryan J. Kernosky as Community Development Director for the City of Isanti as provided by applicable Minnesota law and applicable ordinances of the City of Isanti, Minnesota.

It is the desire of the EMPLOYER to employ the EMPLOYEE and it is the EMPLOYEE's desire to accept employment from the EMPLOYER on the terms and conditions as set forth herein.

NOW THEREFORE IN CONSIDERATION OF THE MUTUAL COVENANTS HEREIN CONTAINED, THE EMPLOYER AND EMPLOYEE AGREE AS FOLLOWS:

1. Duties. As authorized pursuant to the provisions of Minnesota Statutes Section §412.111, the EMPLOYER hereby agrees to employ EMPLOYEE as Community Development Director of the City of Isanti to perform the functions and duties as specified in the job description for the Community Development Director of the City of Isanti, as approved by the City Council, and as the same may be amended from time to time.

2. Term. The EMPLOYEE's employment shall be for an indefinite term at the will of the EMPLOYER. The terms of this contract shall be applicable from May 30, 2017 and until termination of the employment relationship, or until amended by

subsequent agreement approved by action of the City Council of the City of Isanti and signed by both EMPLOYER and EMPLOYEE.

3. Employment at Will. The EMPLOYEE is employed at the will of the EMPLOYER, and therefore may be terminated at any time with or without cause upon, except as hereinafter provided, not less than 30 days' written notice from EMPLOYER to EMPLOYEE. EMPLOYER may however, in EMPLOYER's sole discretion, terminate the EMPLOYEE immediately and without any prior notice for misconduct, defined as follows:

A. Conduct by the EMPLOYEE resulting in criminal charges against the EMPLOYEE (except for petty misdemeanor traffic violations); or

B. EMPLOYEE's refusal to obey a lawful directive of EMPLOYER; or

C. Acts by the EMPLOYEE intended to cause injury to the EMPLOYER.

The EMPLOYEE may terminate his employment with not less than 30 days written notice from EMPLOYEE to EMPLOYER. Failure of the EMPLOYEE to provide the EMPLOYER with 30 days written notice shall result in a forfeiture by EMPLOYEE of any separation benefits including, but not limited to, payout of any accruals otherwise paid out at separation in accordance with EMPLOYER's personnel policies.

4. Salary. EMPLOYER agrees to pay EMPLOYEE for services rendered pursuant to this contract wages calculated on an annual base salary of $68,068.48 payable in installments at the same time as other payroll employees of the EMPLOYER are paid. EMPLOYEE's annual base salary shall be increased to $70,730.38, effective as of the six-month anniversary date of initial employment with EMPLOYER, provided that EMPLOYEE must receive a successful performance review as to the initial six months of the employment period in order to be entitled to said salary increase. In the event a cost of living adjustment is approved by the EMPLOYER in 2017 for the salary for this

position, the annual base salary at the one year anniversary shall be increased to include that adjustment. Subsequent annual salary increases shall be based on a successful annual performance review and approval of any salary adjustment by the City Council.

5. Vacation, Sick Leave and Insurance Benefits. The EMPLOYEE shall be entitled to earn vacation at an accrual rate equivalent to 6 days per year, with any additional adjustment based on years of services as prescribed by the EMPLOYER's personnel policy. Employee shall also receive administrative leave days as prescribed by the EMPLOYER's personnel policy.

Sick leave shall be provided as prescribed by the EMPLOYER's personnel policy. Insurance and other employee benefits shall be provided as prescribed by the EMPLOYER's personnel policy.

6. Performance Appraisal. The City Administrator, or in absence of the City Administrator, the Mayor and Council shall review and evaluate the performance of EMPLOYEE at least once annually, preferably prior to November 1st of each year. Following completion of each such performance appraisal the EMPLOYEE shall be given a summary thereof.

7. Retirement Benefits. The EMPLOYEE shall be entitled to participate in the accrual of retirement benefit contributions as prescribed for public employees under PERA, and/or under any other retirement program, if any, which may now or hereafter be available pursuant to and consistent with any applicable state or federal laws and EMPLOYER's personnel policy.

8. Personnel Policy. Except where specifically abridged or modified by this Agreement, the EMPLOYEE shall be subject to all terms and provisions of the EMPLOYER's personnel policies as set forth in the EMPLOYER's personnel policy

manual. If any provision of this manual conflicts with a provision in this contract, then the contractual provision shall prevail.

9. Professional Development. The EMPLOYER agrees, subject to annual budget approval and subject to preauthorization of the City Administrator and/or City Council, to pay all necessary and reasonable expenses of EMPLOYEE for short courses, institutes and seminars that are, in the opinion of both EMPLOYER and EMPLOYEE necessary for professional development of EMPLOYEE. Such expenses include costs for applications, materials and coursework to obtain their AICP certification. Once certified, these expenses include up to 40 credit hours per year of Continuing Professional Education as required for EMPLOYEE to maintain on a current basis their AICP certification. EMPLOYER shall pay for EMPLOYEE's attendance at the Minnesota Planning Association annual conference. The EMPLOYER will pay costs for training fees, travel and lodging, and meals, as per the EMPLOYER's personnel policy manual. The EMPLOYER shall pay for publications for the EMPLOYEE to assist in performance of their job duties. Such publications shall be approved by the EMPLOYER.

10. Professional Membership. During the term of employment, EMPLOYER will pay EMPLOYEE's annual regular membership dues for EMPLOYEE's ongoing membership in the AICP, APA and MNAPA as the same become due and payable.

11. Severability. Should any provision of this agreement be held unlawful by a Court of competent jurisdiction; all other provisions of this agreement shall remain in force for the duration of the agreement.

12. Notices. Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, and addressed as follows:

EMPLOYER

City Administrator
110 First Ave. NW
P.O. Box 428
Isanti, MN 55040

EMPLOYEE

Ryan J. Kernosky
1010 S. Oxford Ave #10
Sturgeon Bay, WI 54235

Alternatively, notices required pursuant to this agreement may be personally served as prescribed by the Minnesota Rules of Civil Procedure. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the United States mail.

13. Council Approval. This Employment Agreement is subject to approval by the City Council of the City of Isanti, Minnesota.

IN WITNESS WHEREOF, the EMPLOYER has caused this agreement to be signed and executed on its behalf by the Mayor and City Administrator, and the EMPLOYEE has signed and executed this agreement as of the day and year first above written.

EMPLOYER

City of Isanti, Minnesota

By:_____
George A. Wimmer
Its Mayor

By:_____
Donald C. Lorsung
Its City Administrator

EMPLOYEE

Ryan J. Kernosky

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 18, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. Week of the Young Child - April 24 through April 28, 2017

F. Approve City Council Minutes
1. April 4, 2017 – Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. Parks, Recreation, and Culture Board Meeting	Tuesday, April 25, 2017 at 6:00 p.m.
2. City Council Meeting	Tuesday, May 2, 2017 at 7:00 p.m.
3. EDA Meeting	Tuesday, May 2, 2017 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Presentation of 2016 Annual Financial Report and Management Letter *(Steve McDonald & Bonnie Schwieger, AEM, LLP)*
2. Resolution Approving a Special Event Permit Application for the 2017 Land O' Lakes National Event *(Andy Strom, Rum River BMX Association)*
3. Resolution Approving a Special Event Application for the Isanti Allina Health Clinic Grand Opening *(Jon Ward, Allina Health)*
4. Resolution Authorizing Purchase of City Promotional Bags *(Mayor Wimmer)*
5. Consider Request from Beverly A. Cox VanRuden and Brennan and Rebecca Cox for Resolution Approving the Annexation of Parcels No. 05.031.3300 and 05.031.3301 Under the Orderly Annexation Agreement Between the Township of Isanti and the City of Isanti, Minnesota Pursuant to Minnesota Statutes 414.0325. Subd. 1 *(Mayor Wimmer)*

<u>City Administrator Don Lorsung</u>
6. Resolution Approving an Extension of the Site Plan/Building Appearance, Conditional Use Permit and Variance for the Construction of Prairie Senior Cottages II on the Property Legally Described as Lot 1, Block 1, Bank Site Second Addition
7. Ordinance to Amend the Code for the City of Isanti Chapter 76 Alcoholic Beverages
8. Consider Resolution Authorizing Services for Water Tower Interior and Exterior Cleaning
9. Resolution Awarding the Lease of City Owned Crop Land
10. Consider Resolution Authorizing the Execution of Repayment Agreement with J Robinson Construction, Inc.

City Engineer Brad DeWolf

11. Resolution Awarding the Bid for the 2017 Pavement Management Project
12. Resolution Awarding the Bid for the 2017 1st Avenue Sidewalk & Curb Replacement Project

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $482,714.92 and Payroll in the Amount of $97,226.11
2. Contractor Pay Request No. 08 Wastewater Treatment Improvements to Gridor Construction in the amount of $170,558.00.
3. Final Meeting Minutes for the March 7, 2017 Economic Development Authority Meeting
4. Final Meeting Minutes for the February 21, 2017 Planning Commission Meeting
5. Resolution Awarding Quote for Outsourcing the Mowing Nuisance Week/Grass Abatement of Lots
6. Resolution Authorizing Exempt Gambling Permit for Rum River BMX Association
7. Resolution Approving Street Dance Advertisement in the June, July and August Editions of the Courier
8. Resolution to Authorizing Training Request for Human Resource/City Clerk, Lindsey Giese
9. Resolution Offering the Internal Position of Equipment Mechanic to Scot Klersy
10. Resolution Authorizing Execution of Release of Covenants, Conditions Restrictions and Provisions
11. Resolution Providing a Process on Nuisance Abatements for Dangerous Appliances
12. Resolution Authorizing the Hire of Part Time Liquor Store Clerk Brandy Anker
13. Resolution Approving Training Request for 2017 LMC Annual Conference for Mayor Wimmer

M. Other Communications

1. Draft Meeting Minutes for the April 4, 2017 Economic Development Authority Meeting
2. March Police Department Report
3. March Code Enforcement Report
4. March Building Inspector Report
5. April Engineering Report

Adjournment

Proclamation by Mayor George A. Wimmer

Week of the Young Child™

Whereas, many local organizations in conjunction with the National Association for the Education of Young Children, are celebrating the Week of the Young Child™, April 24th - April 28th; and,

Whereas, these organizations are working to improve early learning opportunities, including early literacy programs, that can provide a foundation of learning for children in Isanti, MN; and,

Whereas, teachers and others who make a difference in the lives of young children in Isanti, MN deserve thanks and recognition; and,

Whereas, public policies that support early learning for all young children are crucial to young children's futures.

I, George A. Wimmer, Mayor of the City of Isanti do hereby proclaim April 24th - April 28th, 2017 as the Week of the Young Child™ and encourage all citizens to work to make a good investment in early childhood in Isanti, MN.

_____

Mayor George A. Wimmer

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 4, 2017 – 7:00 P.M.
CITY HALL

F.1.

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Administrator Don Lorsung, City Engineer Brad DeWolf, Community Events and Parks Coordinator Katie Everett, Economic Development Director Sean Sullivan, Human Resources/City Clerk Lindsey Giese, and Police Chief Gene Hill

Others Present: A. Maxwell, C. Metz, K. Merrifield, J. Merrifield, M. Cameron, T. Zadnik-Klecker, S. Upton (Kurth), R. Gamble

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by removing Item K1. Discussion Regarding Conditional Use Permit to Operate Retreat Center (all K Business Items were renumbered accordingly) and adding Item L11. Resolution Approving Funding for Community Events & Parks Coordinator to Attend Marketing Strategy Training

Motion by Lundeen, second by Collison to approve the agenda with modifications listed above. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

None

F. Approve City Council Minutes

1. March 21, 2017 – Regular Meeting of the City Council
2. March 21, 2017 – Closed Meeting of the City Council

Motion by Lundeen, second by Collison to approve. Motion carried unanimously.

G. Citizens Input

Commissioner Mike Warring, Business Owner, addressed the Mayor and Council. He expressed his appreciation and thanked Chief Hill and the Police Department for the quick response during a medical emergency with one of the Seniors at his establishment. They took control of the situation and did CPR. Warring stated that they did a wonderful job.

Chief Hill addressed the Council stating that it was a group effort with the Fire Department. Chief Hill, Deputy Sgt. Chad Meyer, Officer Adam Gau, Investigator Dustin Noreen, and Officer Dan Vandenheuvel were all there. The situation was that an individual went down, they were found to be pulseless, CPR was conducted, and they were able to bring him back. The individual was alive when they left Cambridge Medical Center, and was later flown to Abbott Northwestern Hospital, where he currently is. Chief Hill is pleased to state that the individual is still with us.

H. Announcements

1.	City Council Meeting	Tuesday, April 18, 2017 at 7:00 p.m.
2.	Planning Commission Meeting	Tuesday, April 18, 2017 *(Immediately following City Council Meeting)*
3.	Parks, Recreation, and Culture Board Meeting	Tuesday, April 25, 2017 at 6:00 p.m.

I. Council Committee Reports

Mayor explained why the item to discuss a Conditional Use Permit for the Retreat Center was taken off the agenda. The Mayor and Economic Development Director Sean Sullivan met with the individuals today and they discussed a number of things. The applicants of the retreat center have withdrawn their application to the Isanti County. They are going to move forward with annexing another large chunk of property into the City of Isanti. Those projects will all go together which is why it was taken off the agenda.

Mayor Wimmer indicated he was disappointed with the Bike Isanti County process, which is to put together a comprehensive trail plan for the County. One of the items we were looking as the City was for was an East-West connection and Cambridge had been looking for a North-South connection. The group got the plans back and Cambridge ended up with a North-South and an East-West connection. The Mayor stated that we will still be looking into getting some help to get Isanti connected to North Branch so we can connect into the Sunrise Trail which is already part of the main Route 41 from the Twin Cities all the way up to Grand Portage.

The Mayor explained he, along with City Staff, met with the architects for the school. They are looking at some expansions with some of the schools, specifically over at the Primary school dealing with preschool and Community Ed. Their preschool program is "busting at the seams", they are having to turn away kids each year. The School District is looking at ways to expand and the City shared some of the concerns with what they were basing their enrollment model on. The Mayor stated that we wanted to take a look at their numbers. The other concern was that the Primary School and how it is currently accessed is already a debacle, and what the expansion plans could do to that. There will be more discussions, as this is a long-term thing. Mayor Wimmer said he was not sure how far along the school is in the process, and we are trying to minimize any impact to the City.

J. Public Hearings

K. Business Items

1. ~~Discussion Regarding Conditional Use Permit to Operate Retreat Center~~ (Item was removed from the agenda)
1. **Resolution 2017-095 Approving a Special Event Permit Request for Celebrate Isanti on August 12, 2017**

Motion by Lundeen, second by Bergley to approve Resolution 2017-095 as presented. Motion carried unanimously.

2. **Resolution 2017-096 Authorizing Consumption & Display Permit for Brushes & Boards**

Councilmember Lorinser requested clarification and asked if the customers would bring their own beverages? Owner Stacy Upton, 401 Dual Boulevard in Dual Square Mall, explained her request to the Council. Brushes and Boards is an instructor lead workshop in which customers paint their selected design onto wooden signs. The request for the Consumption & Display permit is so that

individuals can bring their own adult beverages with them when they attend the class. She stated many workshops like this in the Twin Cities allow wine or beer. The Mayor concurred with Ms. Upton that many similar businesses, for example wine and canvass, offer this option.

Motion by Collison, second by Bergley to approve Resolution 2017-096 as presented. Motion carried unanimously.

3. **Resolution 2017-097 to Approve a Conveyance Agreement with a supplemental Use and Maintenance Agreement between the City of Isanti and CSDCPC ASA, LLC for the property legally described as Lot 2, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota**

Motion by Lorinser, second by Lundeen to approve Resolution 2017-097 as presented. Motion carried unanimously.

4. **Resolution 2017-098 Approving the Site Plan for a Park and Open Space Area on the property legally described as Lots 2 & 3, Block 1, Fairway Greens, as requested by CSDCPC ASA LLC**

Motion by Lundeen, second by Bergley to approve Resolution 2017-098 as presented. Motion carried unanimously.

5. **Resolution 2017-099 Approving the Final Plat of Fairway Greens Phase 10 as requested by CSDCPC ASA LLC, legally described as Lots 2 & 3, Block 1, Fairway Greens, Isanti County, Isanti, Minnesota**

Motion by Lundeen, second by Bergley to approve Resolution 2017-099 as presented. Motion carried unanimously.

6. **Ordinance 671 Approving a Map Amendment to Lot 3, Block 1, Fairway Greens, to Rezone from "H65" Highway 65 Corridor Overlay District to "POS" Parks and Open Space Overlay District**

Motion by Lorinser, second by Collison to approve Ordinance 671 as presented. Motion carried unanimously.

7. **Resolution 2017-100 Approving an Interim Use Permit to allow for a Farmer's Market on the property located at 400 West Dual Boulevard NE as requested by the City of Isanti**

Motion by Bergley, second by Lundeen to approve Resolution 2017-100 as presented. Motion carried unanimously.

8. **Ordinance 672 Amending Ordinance No. 445 Zoning, Section 10, Article 1 "RC" Recreational Commercial District**

Motion by Lorinser, second by Collison to approve Ordinance 672 as presented. Motion carried unanimously.

9. **Resolution 2017-101 Approving Acceptance of Grant from Partners in Healthy Living for Additional Community Garden Equipment**

Motion by Collison, second by Lundeen to approve Resolution 2017-101 as presented. Motion carried unanimously.

10. **Resolution 2017-102 Authorizing Isanti Bucks and City Promotional Bag Marketing Program**
Mayor Wimmer explained that the City has run into a little "hitch". The City cannot directly run the Isanti Bucks program. The Mayor has been having discussions with another organization to see if they would run this program through them which by Statute is allowed. We would like to move forward with the City putting the program together, as well as the City Promotional Bag Marketing Program. There are two important components to the Isanti Bucks program outside of getting the

retail establishments to buy into it. The first is to try to raise awareness of the different business in the City and the second is for the businesses to feel the impact of that awareness.

Motion by Lorinser, second by Collison to approve Resolution 2017-102 as presented. Motion carried unanimously.

11. **Resolution 2017-103 2017 Palomino Road SE Improvements – Pedestrian Alternatives –** The two alternatives brought to the Council were a ten-foot path or a five-foot sidewalk. City Engineer Brad DeWolf explained that the location of the power poles need a two-foot clear zone from the back of the curb. If we do a five foot walk with a small boulevard, the poles can stay out towards the street which allows for less tree removal and less tree trimming over time. A ten-foot path would require the poles to be twelve feet back. The Mayor pointed out the ten-foot trail would require the loss of eight trees and more significant trimming. The five-foot sidewalk would only require the loss of three trees. The five-foot concrete sidewalk was found to have the least impact, and the best option.

Motion by Collison, second by Lorinser to approve the five-foot concrete sidewalk. Motion carried unanimously.

12. **Resolution 2017-104 Preliminary Analysis Results: TH 65 at Cajima Street NE Intersection Analysis**
City Engineer DeWolf explained this was a two-part proposal. Bolton & Menk was to do the traffic counts first, meet with MN DOT and make sure they were favorable before we went into a full study. The counts do reflect a four-hour warrant. There have been ten crashes at the intersection from the year 2013 through 2015. The delays on the side streets become unacceptable at peak hour times. With that data, they met with MN DOT and they recommend to the City to move forward if the City wants to look at putting in a signal or a different configuration of the intersection.

Motion by Lundeen, second by Bergley to move forward to the next step to conduct a full study. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $154,868.69 and Payroll in the Amount of $95,802.39 and First Quarter Payroll for Council Boards/Commissions in the Amount of $11,512.38
2. Final Meeting Minutes of the February 28, 2017 Parks, Recreation and Culture Board Meeting
3. **Resolution 2017-105 Approving a Check Be Written to New Hope Community Church – Isanti for Volunteering at the Community Movie Night**
4. **Resolution 2017-106 Accepting the Resignation of Part Time Liquor Store Clerk Andrew Sammis**
5. **Resolution 2017-107 Approving Payment of Additional Design Hours to Ham Lake MinuteMan Press for City Newsletter Design**
6. **Resolution 2017-108 Offering the Seasonal Parks Maintenance Positions to Greg Rambow and Gene West**
7. **Resolution 2017-109 Offering Part Time Liquor Store Clerk Position to Jason Goetz**
8. **Resolution 2017-110 Approving Proposed 2017 Technology Budget Purchases**
9. **Resolution 2017-111 Authorizing Staff to Seek Help with Economic Development/Marketing Activities Through Providing a Paid Internship Opportunity and Accepting A $1,000 Scholarship from The Minnesota Economic Development Foundation**
10. **Resolution 2017-112 Accepting the Resignation of Part Time Administrative Data Clerk Janice Lutterman**
11. **Resolution 2017-113 Approving Funding for Community Events & Parks Coordinator to Attend Marketing Strategy Training**

Motion by Lundeen, second by Bergley to approve Consent Agenda as presented. Motion carried unanimously.

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried unanimously. The meeting was adjourned at 7:17 p.m.

Respectfully Submitted,

Lindsey Giese

Lindsey Giese
Human Resources/City Clerk

K.1.

RESOLUTION NO. 2017-____

A RESOLUTION ACCEPTING THE 2016 AUDIT AND FINANCIAL STATEMENT

WHEREAS, MN State Statutes require the City of Isanti to employ a certified public accounting firm to audit, examine and report upon the books and records of the accounts of the City; and

WHEREAS, the City of Isanti designated the public accounting firm of Abdo, Eick & Meyers, LLP for their auditors for 2016; and

WHEREAS, the 2016 audit and financial statement was presented to City Council on April 18, 2017.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the 2016 Audit and Financial Statement.

This resolution was duly adopted by the Isanti City Council this 18th day of April 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

K.2.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events & Parks Coordinator

Date: April 18, 2017

Subject: Resolution Approving a Special Event Permit Application for the 2017 Land O Lakes National Event

---

Background

Rum River BMX Association group will be hosting the Land O Lakes National Event on May 11th from 3:00 to 10:00 pm, May 12th from 9:00 am – 9:00 pm, May 13th from 8:00 am to 6:00 pm, and May 14 from 6:00 am to 3:00 pm. The estimated number of individuals in attendance is 5,000 – 9,000 total over four days. The Association is requesting that overnight camping be allowed from Thursday night through Monday morning, and expect about 200 people to camp. Parking for the event will take place on the grass to the south and east of the Isanti Indoor Arena and at the south Bluebird Park lot. Rum River BMX Association will be responsible for any damages to grass as a result of this event.

The Association is requesting that Isanti Parkway be closed in front of the arena on Saturday and Sunday of the event. In order to provide adequate notice to drivers, barricades will be placed at the intersections of Isanti Parkway and 3rd Avenue and Isanti Parkway and East Dual Boulevard. These barricades will be provided by Isanti Public Works, but it will be the responsibility of Rum River BMX Association to position them during the event. The compost site will remain accessible from 12:00 to 5:00 pm on Sunday, May 14; the compost site attendant will place signs on the barricades indicating this.

Restroom facilities will be provided by the Association for the event through Absolute Portables. The Association will be responsible for upkeep of all restroom facilities over the course of the event, including those on the south end of the Isanti Indoor Arena. The Association will be responsible for clean-up of the outside areas; the $100 clean up deposit is on file, and should Public Works need to clean the grounds for any reason, this check may be cashed. The standard public addressing system will be used throughout the event.

An exempt gambling permit has been filed in conjunction with the special event permit application and is being processed through the City Clerk's office.

Special Event Permit application materials, including an event map, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the 2017 Land O Lakes National BMX event.

Attachments

- Resolution No. 2016-XXX (Land O Lakes National Event)
- Special Event Application Materials
    - Application
    - Departmental Review
    - Vendor List
    - Site Map
    - Supplemental Event Information form
    - Release and Indemnification

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2017 LAND O LAKES NATIONAL EVENT

WHEREAS, Andy Strom, on behalf of the Rum River BMX Association, has submitted a Special Event application requesting a permit to host the Land O Lakes Nationals event at the Isanti Indoor Arena; and,

WHEREAS, the event is scheduled to take place Thursday, May 11 from 3:00-10:00pm; Friday, May 12, 9:00am-9:00pm; Saturday, May 13, 8:00am-6:00pm, and Sunday, May 14, 6:00am-3:00pm.

WHEREAS, the estimated number of people to be in attendance over that time period is 5,000-9,000; and,

WHEREAS, the applicant will be required to provide additional restrooms for the event and will be bringing in 14 units from Absolute Portables; and,

WHEREAS, parking for the event will take place at the south Bluebird Park lot and the grass to the south and east of the Isanti Indoor Arena. The main lot at the Isanti Indoor Arena will be reserved as the pit area, and camping will occur to the south on the grass from Thursday night through Monday morning; and,

WHEREAS, the application submittal does require a $100 clean-up deposit fee, which is on file with the City of Isanti; and,

WHEREAS, the applicant has requested that Isanti Parkway be closed in front of the facility on Saturday and Sunday of the event. Public Works may provide barricades and detour signs, but it is the responsibility of the association to put them out each day, and the compost site will remain accessible when it is open on Sunday; and,

WHEREAS, the applicant has indicated that a large tent may be placed over the tar pad east of the building. In the event that this does occur, Rum River BMX will be responsible for calling in locates prior to any stakes being used and will be responsible for any damages resulting from the tent stakes; and,

WHEREAS, the applicant has indicated that additional bleachers may be brought in for the event; if the association does elect to do this, proof of state safety inspections must be provided to the City of Isanti; and,

WHEREAS, the applicant has also filed an exempt gambling permit for the event which is being processed separately through the City Clerk's office;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to hereby approve the special event request with the following conditions:

- Camping is permitted only on the Isanti Indoor Arena and former Vision Wake grounds, provided no fires are allowed.
- Rum River BMX will be responsible for repairing any damage to grass due to parking, camping, or other event activities.
- The requested road closure is permitted with barricades and detour signs provided by Public Works and placed by Rum River BMX from 8:00 am to 5:00 pm on Saturday and 6:00 am to 3:00 pm on Sunday.
- Rum River BMX Association will be responsible for the upkeep of all restroom facilities, including those at the south end of the building, for the duration of the event.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 18th day of April 2017.

Attest:

George A. Wimmer
Mayor

Lindsey Giese
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [x] Cleanup Deposit Fee - $100 on file
- [x] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [ ] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [x] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [x] Vendor List
- [x] Event will occur on City Property:
  - [ ] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 03-22-2017

APPLICANT INFORMATION

Sponsoring Entity (if applicable): _____

Contact Person: Andy Strom

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5429 Fax: ___ - ___ - ___ Cell: ___ - ___ - ___

E-mail: Andy@rumriverbmx.com

Secondary Contact Person: Kevin Riedemann

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 5429 Cell: 763 - 244 - 0314 E-mail: kevin@rumriverbmx.com

EVENT INFORMATION

Event Name: Land O Lakes Nationals - By USABMX

Date(s) of Event: Thursday night 5-11, Friday 5-12, Saturday 5-13, Sunday 5-14

Hours of Event: Thrusday 3p-10p, Friday 9a-9p, Saturday 8a-6p, Sunday 6a-3p

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
This event will be a USABMX national bmx racing event. There will be teams and individual riders.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
The Isanti Indoor Arena - Home of Rum River BMX

Estimated Number of People in Attendance (includes staff, participants, and spectators):
Over the 4 days 5k-9k event attendance

Parking Impact – Describe in detail:
We are requesting the use of the large field south of the arena for camping and parking, the area to the east of the arena for parking and the overflow area by the current parking lot. We will also park in the lot to the south of the old outdoor hockey rink pad. (picture included)

Tents, equipment, amusement rides, etc.
Type: There will be a possible tent from Isanti Rental, 1 - section of seating (bleachers
Size: 40 x 80, (Bleachers 40' x 10 rows - retractable) placed inside.
Location: Covering the tar/concrete pad the the east of the arena (rain support)

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
EMS - will be on site we have alinia ambulance service on site as well as volunteer fireman and first responders from local sheriff and ambulance services.

Are you requesting any street closures? If yes, list streets:
On Saturday and Sunday we would like to close Isanti Parkway. Saturday from 8am - 5p and Sunday from 6a-3p

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Portable Restrooms will be added in suppliment to our current restrooms, they will be provided by Absolute Porta Potty. We will be bringing in 14 additional units to service the needs

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
No security is planed or seen as needed

Clean-up Plans – Describe in detail:
The Rum River BMX Association will walk the grounds and clean up the trash as required.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
It will be BMX bike racing - just as the arena was built for.

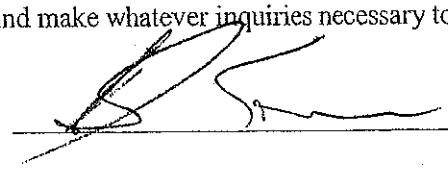
Will any other public addressing system or sound amplification be used? If so, describe:
Yes our normal PA system and 2 outdoor speakers toward the team pit area to inform the riders off what the race status is.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
No tickets will be sold - No donations will be required.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: 

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
✓ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Police Chief
✓ Approved _____ Denied _____ N/A Signature: Cm C. Hill

Public Services Director
✓ Approved _____ Denied _____ N/A Signature: Jim Wood

Community Events & Parks Coordinator
✓ Approved _____ Denied _____ N/A Signature: Katie Everett

Community Development Director
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
✓ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

* RR BMX will also be responsible for cleaning the public restrooms on the south end of the building for the duration of the event.
* Any damage to grassy areas due to camping/parking will be remediated by RR BMX
* Locates must be called in prior to placing Lg tent
* Access to compost site on May 14 must be open along Isanti Pkwy from Noon - 5pm
* BMX is responsible for any damages to the East Parking Lot due to use of the tent.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

SPECIAL EVENT PERMIT
APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

VENDOR LIST

Special Event Name: Land O lakes Nationals

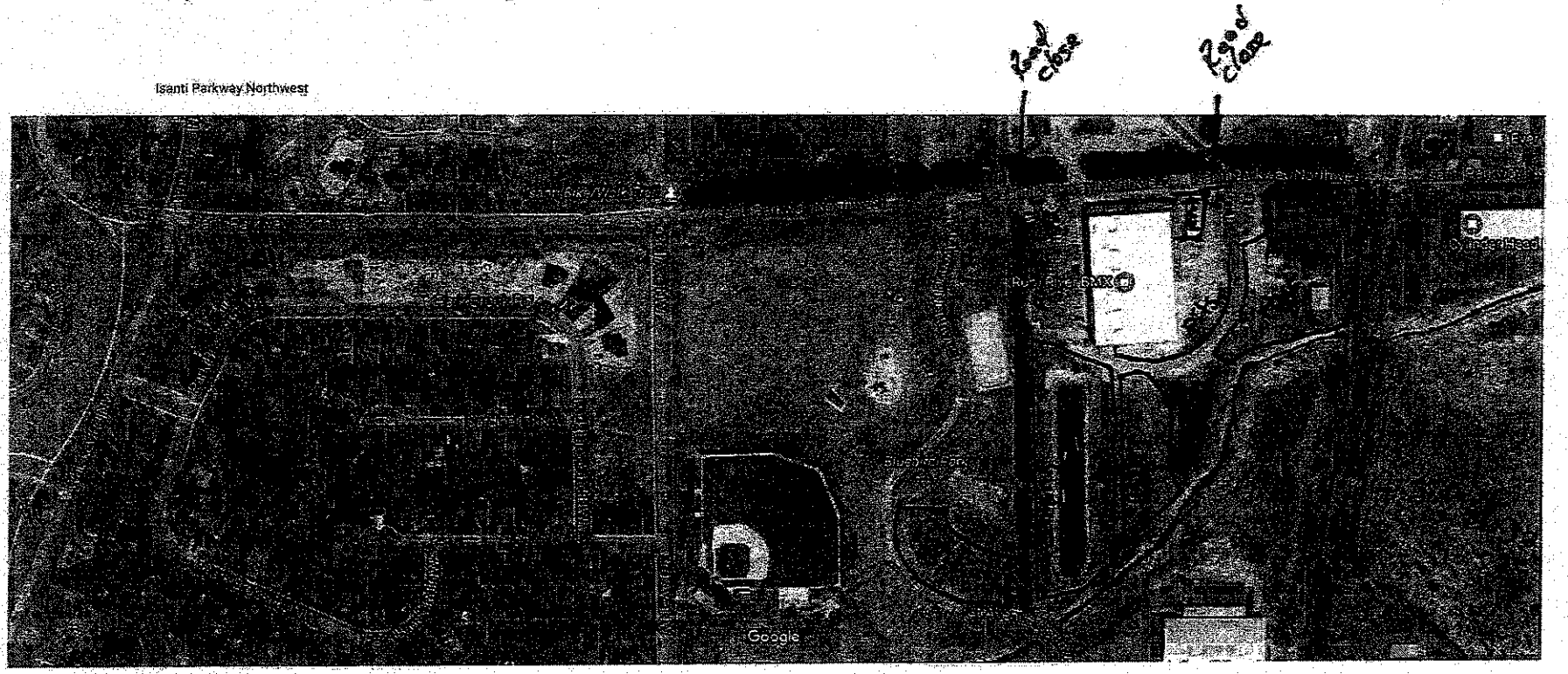
Special Event Date(s): May 12-14th

Coordinator Name: Andy Strom

Coordinator Phone Number: 763-444-5429 Email: Andy@rumriverbmx.com

Provide the following information for all vendors participating in the above Special Event.

Business Name	Contact Name	Items for Sale
USABMX	Bill Morris	Clothing - Memorabilia



Parking / Camping - pit set up.

Imagery ©2017 DigitalGlobe, USDA Farm Service Agency, Map data ©2017 Google 200 ft

A Community For Generations.
Isanti

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Isanti Indoor Arena
Supplemental Special Event Information

Event Name: LAND O LAKES NATIONALS - BY USA BMX

Date(s) of Event:
5-11 5-12 5-13 + 5-14

Contact Person: ANDY STROM

Are you requesting that overnight camping be allowed for this event? YES
How many people do you expect to camp? ABOUT 200

Will additional tents be used outside of the building? POSSIBLY - IF STAKES ARE REQUIRED
(Note: irrigation lines are installed around the perimeter of the building, if any of these lines are damaged due to event/association activities, repairs will be billed to Rum River BMX)
WE WILL NOTIFY THE CITY AND HAVE A LOCATOR MARK THE AREA
Are additional bleachers being brought into the building for the event? POSSIBLY - ANY BLEACHERS
____ Attach proof of state bleacher safety inspections. WILL BE APPROVED BY CITY BEFORE THEY ARE ORDERED

List any signs, barricades, or cones requested from Public Works:
(2) ROAD CLOSED AHEAD SIGNS, (2) ROAD CLOSED SIGNS
(6) BARRICADES FOR ROAD CLOSURE

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, April 04, 2017 8:32 AM
To: Isanti Parks
Subject: RE: Special Event Permit Request - BMX National

Hi Katie.

Isanti Fire approves the May 11-14 Rum River BMX special event permit application as presented. Al Jankovich | Isanti Fire

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

---

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Monday, April 3, 2017 1:39 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Permit Request - BMX National

Good afternoon,

Please find attached the Special Event Permit application from Rum River BMX for the National event coming up on May 11-14. They are requesting that Isanti Parkway be closed in front of the Indoor Arena on Saturday and Sunday of the event. They're expecting 5-9,000 people, with camping to the south of the arena and parking at the Bluebird lots and grassy areas around the arena. They are arranging to have EMS on site.

They are not requesting special assistance from Isanti Police or Fire for this event.

Please review the attached document and reply with your comments or approval at your convenience.
Thank you,

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

A Community For Generations.
Isanti

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:

LAND O'LAKES NATIONAL BMX PEDAL BIKE RACE

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

BMX RACING

(Special Events Holder Initials Here) SA

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES X NO ___

(Special Events Holder Initials Here) SA

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Andy Strom

Title President

Signature _____

Date 4-6-17

K.3.

Request for City Council Action

To: Mayor Wimmer and Members of the City Council

From: Katie Everett, Community Events and Parks Coordinator

Date: April 18, 2017

Subject: Resolution Approving a Special Event Application for the Isanti Allina Health Clinic Grand Opening

---

Background

The City received a special event application from Kathy Bishop for the Isanti Allina Health Clinic Grand Opening on Saturday, May 6th from 10:00 am – 1:00 pm. The event will include clinic tours, food and beverage tent, and activities/games.

The organizer has stated that event activities will take place at the Isanti Allina Health Clinic. Anticipated attendance is 300. The organizer has stated that parking will occur in the clinic parking lot and along the streets as needed.

A portable speaker system will be used for the ribbon cutting and music in the tent. The organizer's staff will be cleaning up after the event; the organizer has noted that the tent will be taken down on Monday. The required deposit fee of $100 has been submitted.

A copy of the application, site map, and departmental review has been attached for City Council review.

Staff Request

City staff is requesting action on this item.

Attachments

- Resolution No. 2017-XXX
- Special Event Application
  - Application Form
  - Proof of Insurance
  - Site Map
  - Departmental Review

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING A SPECIAL EVENT APPLICATION FOR THE ISANTI ALLINA HEALTH CLINIC GRAND OPENING

WHEREAS, Kathy Bishop, on behalf of Allina Health, submitted a Special Event application on requesting approval for the Isanti Allina Health Clinic Grand Opening; and,

WHEREAS, the event is scheduled to take place on Saturday, May 6 from 10:00 am to 1:00 pm; and,

WHEREAS, the estimated number of people to be in attendance is 300; and,

WHEREAS, a 30'x60' tent will be placed in the parking lot with weights; and,

WHEREAS, parking for staff and participants will be at the clinic's parking lot and along the streets; and,

WHEREAS, the applicant has submitted the required $100 clean-up deposit fee;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to approve the special event request for the May 6, 2017 Isanti Allina Health Clinic Grand Opening event.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 18th day of April, 2017.

Attest:

_____
George A. Wimmer
Mayor

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [x] Cleanup Deposit Fee - $100
- [x] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [ ] Approval Letter from the Property Owner - owner Alicia
- [ ] Proof of written notification to property owners within 350 feet of the special event None

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [ ] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [ ] Event will occur on City Property:
  - [ ] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

Rec'd 4/7/17 gkw

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 3/31/17

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Allina Health

Contact Person: Kathy Bishop

Address:

City: State: Zip:

Phone: - - Fax: - - Cell:

E-mail:

Secondary Contact Person: Shannon Breimhurst

Address:

City: State: Zip:

Phone: - - Cell: - - E-mail:

EVENT INFORMATION

Event Name: Isanti Allina Health Clinic Grand Opening

Date(s) of Event: May 6, 2017

Hours of Event: 10 AM - 1 PM

Type of Event: [X] Open to the Public [ ] Private [ ] Other:

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

Clinic tours
Food & beverage in tent
Activities / games

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
300 Fifth Ave NE
Isanti, MN 55040

Estimated Number of People in Attendance (includes staff, participants, and spectators):
300

Parking Impact – Describe in detail:
Parking in existing lot & streets. Estimate 150 cars on a flow basis during 3 hr. event.

Tents, equipment, amusement rides, etc.
Type: Pole tent w/ weights
Size: 30x60
Location: Clinic Parking Lot

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
None

Are you requesting any street closures? If yes, list streets:
None

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.
Clinic restrooms available - no portable

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
None

Clean-up Plans – Describe in detail:
Tent tear-down on Monday - staff will clean

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
None

Will any other public addressing system or sound amplification be used? If so, describe:
Portable speaker system for ribbon cutting and music in tent

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Kathy Bishop

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval attached

Police Chief
__Y__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: Jon Wood

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: Kathy Swanson

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Wednesday, April 12, 2017 10:05 AM
To: Isanti Parks
Subject: RE: Special Event Permit Request

Good morning Katie.

Isanti Fire approves the Allina Clinic May 6 special event permit as presented. Al Jankovich | Isanti Fire District

Have a good day.

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

ISANTI FIRE DISTRICT

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Wednesday, April 12, 2017 9:10 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Cc: Josi Wood <JWood@cityofisanti.us>
Subject: Special Event Permit Request

Good morning,

I have attached the Special Event Permit Application for the Allina Clinic's Grand Opening event on May 6. The event will be from 10 am to 1 pm with clinic tours, a tent outside with food and beverages, and activities and games. They are expecting about 300 people with parking in the lot and the streets.

Please take a look at the application and let me know if you have any comments. This is the same day as the City Wide Garage Sale as well.

I will need to get this ready for next weeks' council meeting, so please respond by noon tomorrow.
Thanks!

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW

Isanti Parks

From: Chief Gene Hill
Sent: Wednesday, April 12, 2017 10:23 AM
To: Isanti Parks
Cc: Al Jankovich; Josi Wood
Subject: Re: Special Event Permit Request

Approved

Sent from my Verizon Wireless 4G LTE DROID

Isanti Parks <IsantiParks@cityofisanti.us> wrote:

Good morning,

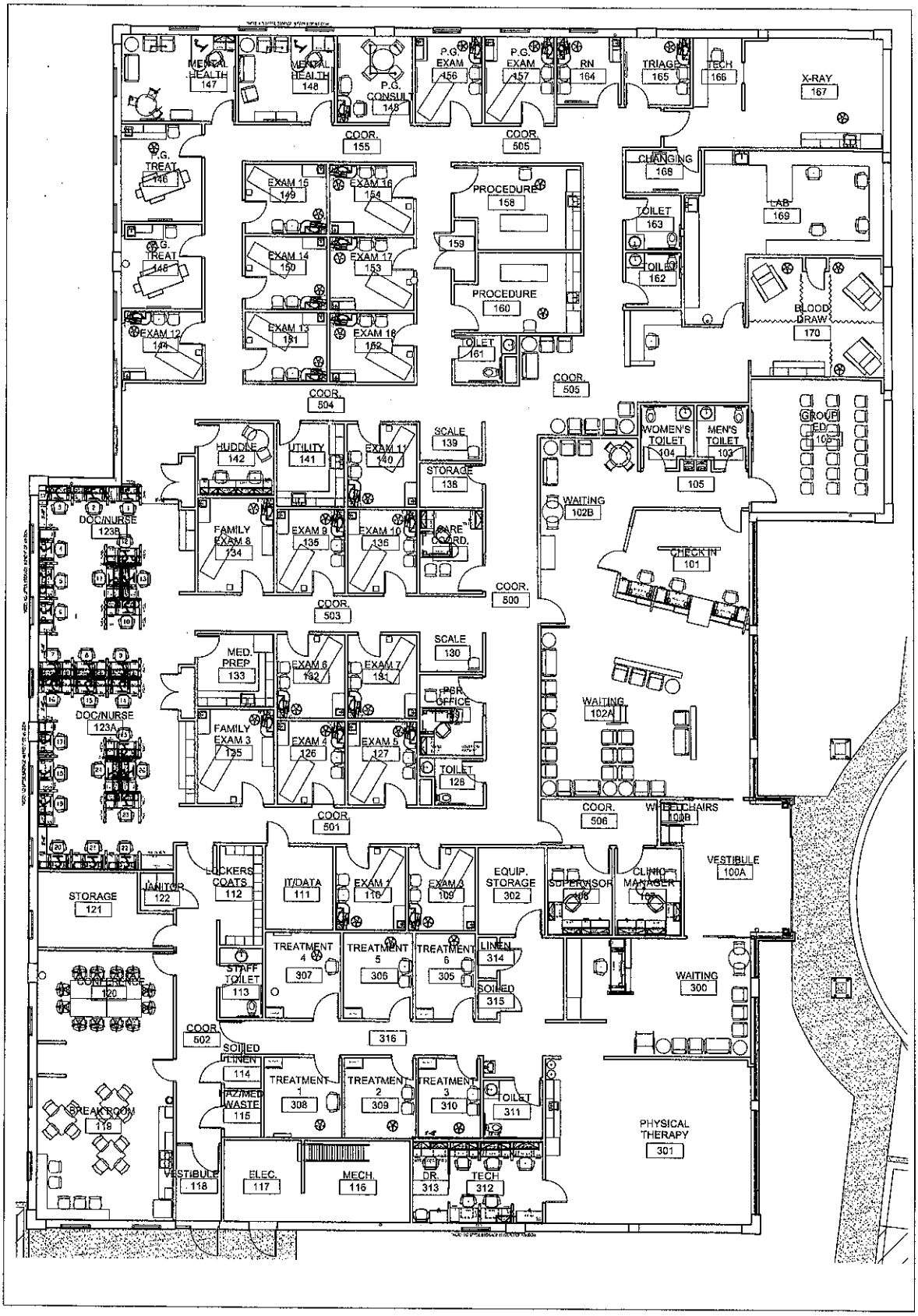
I have attached the Special Event Permit Application for the Allina Clinic's Grand Opening event on May 6. The event will be from 10 am to 1 pm with clinic tours, a tent outside with food and beverages, and activities and games. They are expecting about 300 people with parking in the lot and the streets.

Please take a look at the application and let me know if you have any comments. This is the same day as the City Wide Garage Sale as well.

I will need to get this ready for next weeks' council meeting, so please respond by noon tomorrow.
Thanks!

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512
Cell: 763-772-5856
Fax: 763-444-5560



Tent

All measurements need to be verified

ALTERNATIVE BUSINESS FURNITURE, INC.
6533 FLYING CLOUD DRIVE
EDEN PRAIRIE, MN 55344
PHONE: 952.937.7688 FAX: 952.937.7691

ALLINA HEALTH - ISANTI CLINIC
FURNITURE PLAN

CONTACT:

SCALE: NTS
DATE: 11-18-16
REVISIONS: 12-19-16
DRAWN BY: DYK
RIGHTS, VERIFIED:

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/25/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Marsh USA Inc.
333 South 7th Street, Suite 1400
Minneapolis, MN 55402-2400

-16-17 -

CONTACT NAME:
PHONE (A/C, No, Ext): **FAX (A/C, No):**
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Continental Casualty Company	20443
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
ALLINA HEALTH SYSTEM
MAIL ROUTE 10905
P.O. BOX 43
MINNEAPOLIS, MN 55440-0043

COVERAGES **CERTIFICATE NUMBER:** CHI-005933477-32 **REVISION NUMBER:** 26

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$
	☐ CLAIMS-MADE ☐ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
							MED EXP (Any one person)	$
							PERSONAL & ADV INJURY	$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$
	☐ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	$
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	☐ ANY AUTO						BODILY INJURY (Per person)	$
	☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	☐ HIRED AUTOS ☐ NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE	$
	☐ EXCESS LIAB ☐ CLAIMS-MADE						AGGREGATE	$
	☐ DED ☐ RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						☐ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ N / A (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	UMBRELLA – INCLUDES			HMU1064377706 –10	06/01/2016	06/01/2017	EACH OCCURRENCE	15,000,000
	PROFESSIONAL & GENERAL LIAB.			'Claims Made; SIR: $8M/$30M'			AGGREGATE	15,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Evidence of insurance for Allina Health System Clinics, Hospitals, Physicians, Employees, Ancillary/Support Staff and Volunteers while acting within the scope of their duties on behalf of Allina Health System.

CERTIFICATE HOLDER

ALLINA HEALTH SYSTEM
PO BOX 43
MAIL ROUTE 10905
MINNEAPOLIS, MN 55440-0043

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

Manashi Mukherjee Manashi Mukherjee

© 1988-2014 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

K.4.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: April 18, 2017

Subject: **Consider Resolution Authorizing Purchase of City Promotional Bags**

Background:

Collaboration and cooperation between the City of Isanti and business community is important to our success. The City of Isanti is home to events that provide opportunities for businesses to market themselves to residents and visitors. In an effort to increase collaboration and to improve commerce a City Promotional Bag is being considered. This concept has been discussed in the past and staff was directed to further research it and to look into setting up a program. The goal would be to work with businesses to obtain marketing materials to put in a bag that would be distributed at various events. Staff obtained quotes from 3 vendors for an Isanti Blue 13x13x5 city logoed bag and they are as follows:

Vendor	Product	Units	Cost	Setup	Shipping	Discount	Total
Promo Direct	13x13x5 Abe Celebration Tote w/City logo	1000	$ 1,440.00	$ 55.00	$ 189.50	$ (149.50)	$ 1,535.00
Leader Promos	13x13x5 Abe Celebration Tote w/City logo	1000	$ 1,360.00	$ 50.00	$ 184.50	$ -	$ 1,594.50
4 Imprint	13x13x5 Abe Celebration Tote w/City logo	1000	$ 1,550.00	$ 40.00	$ 91.80	$ -	$ 1,681.80

Staff contemplates that this program would be funded by the EDA through reallocation of funds as discussed at the April 4, 2017 City Council Meeting.

Potential Funding Source:

EDA Marketing 495. This is not a budgeted item but the City Council can amend the budget to allow for this expense which would include allocation of $1,535.00 to the EDA for these purposes.

City Council Action Requested:

Consider adoption of Resolution 2017- _____ Authorization to Purchase City Promotional Bags

Attachment:

1) Resolution 2017- _____ Authorization to Purchase City Promotional Bags

RESOLUTION 2017-___

AUTHORIZATION TO PURCHASE CITY PROMOTIONAL BAGS

WHEREAS, collaboration and cooperation between the City of Isanti and its businesses has a positive impact on the business climate for the city; and

WHEREAS, creating incentive programs that increase commerce in the city limits of Isanti are beneficial to the success of businesses and the community; and

WHEREAS, a City Promotional Bag marketing program would be funded and operated by the City of Isanti Economic Development Authority; and

WHEREAS, Staff has received quotes from three vendors for 13 X 13 X 5 Abe Celebration Tote Bags with a City of Isanti Logo imprinted on it; and

WHEREAS, the lowest quote of $1535.00 attached hereto was provided by Promo Direct and their quote meets the requirements of the bag type and delivery date.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorize:

1) $1535.00 reallocated to Fund EDA 495 to be spent on purchasing 1000 promotional bags to begin distribution in May of 2017.
2) Direct Staff to work with City businesses to participate in Promotional Bag Program.
3) Select lowest cost vendor quote, Promo Direct, and authorize staff to purchase 1000 Abe Celebration Tote City of Isanti Promotional Bags to be funded through EDA Marketing 495.

This Resolution hereby approved by the Isanti City Council this 18th day of April 2017.

Attest: _____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

PROMO DIRECT℠
The Promotional Products Superstore

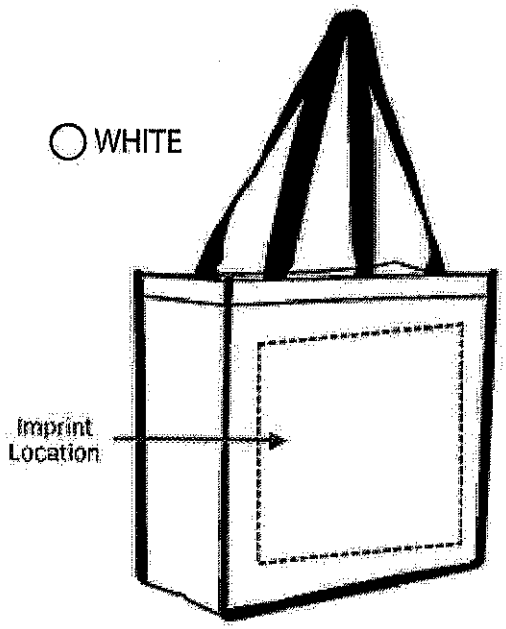
ろばーと
Robert

PAPER PROOF

Celebration Tote Bag (Abe)

Imprint Area: 8" H x 8" W

DOTTED LINES DO NOT PRINT



ART SHOWN AT 50% OF ITS ACTUAL SIZE

background does not print

✓please check one

APPROVED / GO-4-IT!	**Signature** _____ Please note that your signature will serve as your acknowledgement that the artwork is accurate and meets your approval to proceed with production.
PLEASE MAKE CHANGES	**Not Approved / Need Changes** * Please indicate the changes on this paper proof and fax it back to my attention so that a revised proof can be created for your approval.

Check this proof for accuracy (e.g. spelling, phone/fax numbers, website address, etc.)

Your approval of this proof acknowledges your acceptance of the artwork as accurate and complete.

When PMS color matches are requested, we will match colors as closely as possible. An exact match is not guaranteed.

Promo DIRECT *Where America Buys Imprinted Promotional Products*

Promo Direct
931 American Pacific Drive #100
Henderson, NV 89014
Ph: 800-748-6150 ext. 801 Fax: 800-748-3326

04/12/2017

QUOTE FOR ITEMS

TO Sean Sullivan
City of Isanti
110 1st Avenue NW
Isanti, MN 55040

SALESPERSON	JOB	PAYMENT TERMS	SALES ORDER #
Anna Abbott	A255838	Credit Card	N/A

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1000	Celebration Tote Bag (Abe) / Item# 6675	$1.44	$1440.00
1	Set up fee	$55.00	$55.00
		10% discount	**-$149.50**
		SUBTOTAL	$1,345.50
		SHIPPING	$189.50
		TOTAL W/SHIPPING	**$1,535.00**

Please sign for approval _____

A Community For Generations.

Isanti

K.5.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Independent Consultant

Date: April 18, 2017

Subject: Request from Beverly A. Cox VanRuden and Brennan and Rebecca Cox for the Annexation of Parcels No. 05.031.3300 and 05.031.3301 into the City of Isanti and for such property to be Zoned Recreational Commercial.

Background

Beverly A Cox VanRuden and Brennan and Rebecca Cox have petitioned the City for the annexation of two parcels of property, which, combined, equal roughly 40 acres. The parcels are located south of Isanti along Polk St NE located in Isanti Township. Their property abuts the Isanti city limits on the southerly boundary, along the property line of the parcel the Cox's recently had annexed.

The request comes to the city as a way to further expand upon their future development of the proposed Circle B Ranch. The property requesting to be annexed is proposed to be a bed and breakfast facility with crafting and gathering spaces. Final details have not been submitted the City and will be presented to the Planning Commission and City Council once the property owners are prepared to move forward with the development of their property as "The Nest", and extension of the Circle B Ranch.

The property will need to request a rezoning of the property once it has been annexed into the City. The plan is to be zoned Recreational Commercial (RC) to expand upon the existing RC District south of the property.

The parcels being petitioned for annexation are within Isanti Township. An Orderly Annexation agreement exists between the City of Isanti and Isanti Township providing for a slightly different process than was experienced in December 2016. A resolution must be passed by both entities accepting the annexation. Isanti Township will be given a 30-day review and comment period. There will be no public hearing for the annexation unless Isanti township chooses not to approve the joint resolution for annexation, at which time it would be presented to the Municipal Boundary Adjustment Unit for consideration.

The Orderly Annexation agreement amended by Res. No. 2006-222 and further amended by Res. No. 2006-265, requires that a reimbursement of taxes to the township occur and that the tax rate be graduated over a period as specified in the joint resolution. Those amounts are outlined within the attached resolution.

The annexation will be effective upon approval by the Chief Administrative Law Judge.

Attachments

- Draft Joint Resolution No. 2017-XXX
- Findings of Fact and Conclusions
- Map of the Area to be Annexed

RESOLUTION NO. 2017-XXX

IN THE MATTER OF THE AMENDMENT TO THE JOINT RESOLUTION FOR ORDERLY ANNEXATION BETWEEN THE TOWNSHIP OF ISANTI AND THE CITY OF ISANTI, MINNESOTA PURSUANT TO MINNESOTA STATUTES 414.0325. SUBD. 1

WHEREAS, the Township of Isanti and the City of Isanti are parties to a Joint Resolution for Orderly Annexation, which Joint Resolution was duly filed with the Municipal Board on August 31, 1973, (File No: A-2457(OA) which Resolution has since been amended to include additional lands; and,

WHEREAS, the lands described on the attached Exhibit "A", incorporated herein by this reference, are included in the area designated by said Joint Resolution as properly subject to and in need of Orderly Annexation as provided by Statute; and

WHEREAS, Minn. Stat. Sec. 414.036 requires a reimbursement from the municipality to the town for all or part of the taxable property annexed as part of the order; and,

WHEREAS, File No: A-2457(OA) requires a staged graduated increase in the tax rate.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWNSHIP OF ISANTI AND THE CITY OF ISANTI, AS FOLLOWS:

1. A tax break shall be applied to the Beverly A.Cox VanRuden property; PID 05.031.3300 over a three-year period and shall provide for a reduction of the City tax rate at a rate of 61.572% per year for a three-year period for levy year 2018, 2019, and 2020.
2. Reimbursement shall be made to the Town of Isanti per the following scheduled for PID 05.031.3300:
    a. In the first year following the year the City of Isanti could first levy on the annexed area, an amount equal to $484.82.
    b. In the second year, an amount equal to $484.82.
    c. In the third year, an amount equal to $484.82.
3. A tax break shall be applied to the Brenna and Rebecca Cox property; PID 05.031.3301 over a three-year period and shall provide for a reduction of the City tax rate at a rate of 61.572% per year for a three-year period for levy year 2018, 2019, and 2020.
4. Reimbursement shall be made to the Town of Isanti per the following scheduled for PID 05.031.3301:
    a. In the first year following the year the City of Isanti could first levy on the annexed area, an amount equal to $3.92.
    b. In the second year, an amount equal to $3.92
    c. In the third year, an amount equal to $3.92.

5. Both the Township and the City agree that no alteration of the stated boundaries of the lands herein designated for annexation pursuant to this Resolution, as described on Exhibit "A" attached hereto and made a part hereof is appropriate. Further, both the City and Township agree that pursuant to Minnesota Statutes 414.0325, Subd. 1, no consideration by the Office of Strategic & Long Range Planning, is necessary for annexation of the herein described territory to the City of Isanti. Upon receipt of this Resolution, the Office of Strategic & Long Range Planning may review and comment, but shall, within thirty (30) days, order the annexation of the property as described on the attached Exhibit "A" in accordance with the terms of this Joint Resolution.

Adopted by Resolution of the Isanti Township Board this ____ day of _____ 2017.

ISANTI TOWNSHIP BOARD

By: _____
Its: Chairman

By: _____
Its: Township Clerk

Adopted by Resolution of the Isanti City Council this ___ day of _____ 2017

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

Exhibit "A"

PID No. 05.031.3300
34.9 Acres

The Southwest Quarter of the Southeast Quarter (SE ¼ of SE ¼) of Section Thirty-one (31), Township Thirty-five (35), Range Twenty-three (23), EXCEPTING THEREFROM the following described parcel: The East 552.75 feet of the South 369 feet of the SE ¼ of the SE ¼ of Section 31, Township 35, Range 23, Isanti County, Minnesota.

AND

PID No. 05.031.3301
5 Acres

The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

FINDINGS OF FACT AND CONCLUSION

Request

Request from Beverly A Cox VanRuden Brennan and Rebecca Cox for the Annexation of Parcels No. 05.031.3300 and 05.031.3301 into the City of Isanti.

Findings of Fact

1. The petition for annexation was signed by all owners of the property.
2. Parcels 05.031.3300 and 05.031.3301, lie within Isanti Township.
3. Pursuant to Orderly Annexation Agreement No. A-2457(OA), property within Isanti Township is subject to the requirements stated within.
4. The land is not already part of another city.
5. The property is not presently served by public sewer and water facilities and public sewer and water facilities are not otherwise available.
6. There will be no population increase as the property is not for residential purposes.
7. The parcel will be subject to 2019, and future, City property taxes pursuant to MN State Statute 414.033, Subd. 12.
8. Zoning Ordinance No. 445, Section 3, Subd. 3(b), dedicates annexed property as "R-1" Single Family Residential if it is not otherwise dedicated.
9. The zoning cannot change until a public hearing is held to do so.
10. The City's boundary and zoning map shall be amended to reflect the changes as approved by City Council.
11. Section 21, Article 1: Amendments (Text and Map), Subdivision 4 (D) of the Zoning Ordinance establishes criteria in which the judgment of the City Council shall be based upon when reviewing a boundary adjustment request.

Conclusions

A. In review of the factors established in Section 21, Article 1 Amendments (Text and Map), Subdivision 4 (D) the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

   1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Comprehensive Plan, including public facilities and capital improvement plans.
      The Comprehensive Plan includes a specific section for Recreational Commercial that, to date, is not designated within the City. The Comprehensive Plan outlined this district for the time when it was needed and appropriate. When the Comprehensive Plan is updated in 2018, the land use map will be updated to reflect the change in uses of many areas, to include this area.
   2. The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.
      The ordinance states that property annexed into the City is dedicated as residential unless dedicated otherwise. It is of the opinion of the City that the property would be better suited for Recreational Commercial in order to allow for the appropriate development of the property as an event venue. A separate public hearing will be held to consider the rezoning of these parcels.
   3. There is adequate infrastructure available to service the proposed action.
      There is no public sewer or water facilities available to this property. Once it becomes reasonably available, connection will be required.

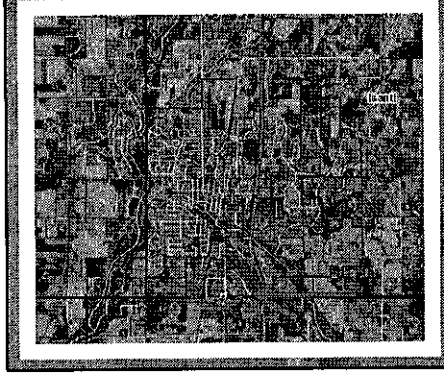
4. There is an adequate buffer or transition provided between potentially incompatible districts.
The property will become part of a nearly 42-acre parcel of land south of it that is surrounded by agricultural and residential properties. Uses permitted the property will be those that do not appear to disrupt the other districts.

Decision
The City Council reviewed the request on April 18th, 2017. The meeting minutes, staff memo, and attachments shall be made a part of the Findings of Fact and Conclusion.

Information

PID #05.031.3300
Description:Per furnished Warranty Deed
The Southeast Quearter of the Southeast Quarter (SE 1/4) of SE 1/4) of Scetion Thirty-one (31). Township Thriy-five (35). Range Twienty-three (23), EXCEPTING THEREFROM the following described parcel: The East 552.75 feet of the South 398 feet of the SE 1/4 of SE 14 of Scetion 31, Township 35, Range 23, Isanti County, Minnesota

PID #05.031.3301
Description:
The East 552.75 feet of the South 396 feet of the SE 1/4 of SE 1/4 of Section 31, Township 35, Range 23, Isnati County, Minnesota



Legend

PID # 05.031.3300
PID # 05.031.3301

Miles
0 0.05 0.1

A Community For Generations.

Isanti

K.6.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Community Development Director

Date: April 18, 2017

Subject: Request from Prairie Senior Cottages for Approval of an Extension of the Site Plan/Building Appearance, Conditional Use Permit and Variance approved through Resolution No. 2016-133 for the construction of Prairie Senior Cottages II located on the property legally described as Lot 1, Block 1, Bank Site Second Addition, Isanti County, Isanti, Minnesota.

Background

Prairie Senior Cottages has submitted a request to extend the Site Plan/Building Appearance, Conditional Use Permit and Variance that was approved for the construction of Prairie Senior Cottages II. Resolution No. 2016-133 was approved by the City Council on April 19th, 2016. Site Plans, Conditional Use Permits and Variance expire after one year if construction has not commenced. Per Section 18 of the Zoning Ordinance, the City Council may grant an extension of up to one year.

The attached letter requesting a one year extension. Further conversations with Prairie Senior Cottages indicate that construction will likely commence in 2017.

Ordinance Review

The Zoning Ordinance reads as follows:

Section 18: Site Plan Review

Subd. 15. Term of Approval

Site Plan approval shall be good for one (1) year from the date of the approval. An extension of up to one (1) year may be granted. Such extension must be requested in writing and filed with the City at least thirty (30) days before the expiration of the original approval. There shall be no charge for the filing of such extension. The request for extension shall be presented to the City Council for a decision. Only one extension can be granted.

Staff Recommendation:

Staff recommends approval of the request.

Options & Proposed Motion Language

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from Prairie Senior Cottages for Approval of an Extension of the Site Plan/Building Appearance, Conditional Use Permit and Variance approved through Resolution No. 2016-133 for the construction of Prairie Senior Cottages II located on the property legally described as Lot 1, Block 1, Bank Site Second Addition, Isanti County, Isanti, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from Prairie Senior Cottages for Approval of an Extension of the Site Plan/Building Appearance, Conditional Use Permit and Variance approved through Resolution No. 2016-133 for the construction of Prairie Senior

Cottages II located on the property legally described as Lot 1, Block 1, Bank Site Second Addition, Isanti County, Isanti, Minnesota with the following conditions……

3. Recommend Denial: Motion to recommend denial of the request from Prairie Senior Cottages for Approval of an Extension of the Site Plan/Building Appearance, Conditional Use Permit and Variance approved through Resolution No. 2016-133 for the construction of Prairie Senior Cottages II located on the property legally described as Lot 1, Block 1, Bank Site Second Addition, Isanti County, Isanti, Minnesota; for the following reasons…….
4. Table: Motion to table the request from Prairie Senior Cottages for Approval of an Extension of the Site Plan/Building Appearance, Conditional Use Permit and Variance approved through Resolution No. 2016-133 for the construction of Prairie Senior Cottages II located on the property legally described as Lot 1, Block 1, Bank Site Second Addition, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

Attachments:

- Resolution No. 2017-XXX
- Copy of Resolution No. 2016-133
- Email from petitioner dated March 13, 2017

RESOLUTION NO. 2017-

A RESOLUTION APPROVING AN EXTENSION OF THE SITE PLAN/BUILDING APPEARANCE, CONDITIONAL USE PERMIT AND VARIANCE FOR THE CONSTRUCTION OF PRAIRIE SENIOR COTTAGES II ON THE PROPERTY LEGALLY DESCRIBED AS LOT 1, BLOCK 1, BANK SITE SECOND ADDITION

WHEREAS, Prairie Senior Cottages had received Site Plan/Building Appearance, Conditional Use Permit and Variance Approval (Resolution No. 2016-133) for Prairie Senior Cottages II on April 19th, 2016; and,

WHEREAS, the construction must commence within one year of the date of receiving approval; and,

WHEREAS, construction of the project will not begin prior to the April 19th, 2017 expiration date; and,

WHEREAS, Ordinance No. 445, Section 18, Subdivision 15 establishes a process for extension requests for a Site Plans; and,

WHEREAS, Prairie Senior Cottage has requested in writing an extension for the Site Plan/ Building Appearance, Conditional Use Permit and Variance for Prairie Senior Cottages II on March 13th, 2017, which is consistent with the requirement to file a request at least 30 days prior to the expiration; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the request for an Extension for the Site Plan/ Building Appearance, Conditional Use Permit and Variance for Prairie Senior Cottages II is hereby approved with the following condition:

1. The extension for the Site Plan/ Building Appearance, Conditional Use Permit and Variance for Prairie Senior Cottages II will expire on April 18th, 2018.

Adopted by the Isanti City Council on this 18th day of April 2017.

Attest: _____ Mayor George Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

RESOLUTION NO. 2016-133

A RESOLUTION APPROVING THE SITE PLAN/BUILDING APPEARANCE AND CONDITIONAL USE PERMIT REQUESTED FOR THE CONSTRUCTION OF PRAIRIE SENIOR COTTAGES II AND A VARIANCE TO THE FRONT YARD SETBACK ON THE PROPERTY LEGALLY DESCRIBED AS LOT 1, BLOCK 1, BANK SITE SECOND ADDITION

WHEREAS, Prairie Senior Cottages is requesting Site Plan/Building Appearance, Conditional Use Permit and Variance approval to allow for the construction of Prairie Senior Cottages II and to allow for less than the required front yard setback on the property legally described as Lot 1, Block 1, Bank Site Second Addition; and,

WHEREAS, the property is located within the "B-2" General Business District, which permits senior residential care facilities with approval of a conditional use permit, and;

WHEREAS, the applicant is requesting a variance to the front yard setback from thirty (30) feet to ten (10) feet; and,

WHEREAS, the City of Isanti Planning Commission evaluated the request against the criteria established in Ordinance No. 445 Zoning, Section 21 Administration and Enforcement, Article 5 Variances, Subdivision 4(A), noting that the proposal met all of the criteria noted; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the requested Site Plan, Conditional Use Permit and Variance on April 12th, 2016; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the requested Site Plan/Building Appearance, Conditional Use Permit and Variance subject to the conditions as listed below based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City Council reviewed the requested Site Plan/Building Appearance, Conditional Use Permit and Variance at its regularly scheduled meeting on April 19th, 2016; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Site Plan/Building Appearance, Conditional Use Permit and Variance and **BE IT FURTHER RESOLVED** that the requested Site Plan/Building Appearance, Conditional Use Permit and Variance for the property legally described herein, be hereby approved.

Adopted by the Isanti City Council on this 19th day of April 2016.

Mayor George A. Wimmer

Attest:

Donald C. Lorsung
City Administrator

(SEAL)

Roxanne Achman

From: Mike Demmer <prairiedemmer@outlook.com>
Sent: Monday, March 13, 2017 5:13 PM
To: Roxanne Achman
Subject: Re: Extension request for site plan approval of Prairie Senior Cottages 2

Roxanne, sorry about that, yes a year extension is what we would want.

Thanks.

Mike

From: Roxanne Achman <RAchman@cityofisanti.us>
Sent: Monday, March 13, 2017 4:25 PM
To: Mike Demmer
Cc: debbie@prairieseniorcottages.com; Dustin Lee; Joseph Schornack
Subject: RE: Extension request for site plan approval of Prairie Senior Cottages 2

Mike,

Just for clarification, you want to request a full year extension, correct? The request can be for a shorter period if you'd like.

Thank You!

Roxanne Achman, AICP
Community Development Director
City of Isanti
110 – 1st Ave NW
P.O. Box 428
Isanti, MN 55040
Phone: (763)444-5512
Fax: (763)444-5560
rachman@cityofisanti.us

From: Mike Demmer [mailto:prairiedemmer@outlook.com]
Sent: Monday, March 13, 2017 4:11 PM
To: Roxanne Achman <RAchman@cityofisanti.us>
Cc: debbie@prairieseniorcottages.com; Dustin Lee <dustin@prairieseniorcottages.com>; Joseph Schornack <JSchornack@flagshipbanks.com>
Subject: Extension request for site plan approval of Prairie Senior Cottages 2

Dear Ms Achman:

Please consider this letter as a request for extension of Isanti City Council Approved Resolution No. 2016-133 consisting of Site Plan/Building Appearance, Conditional Use Permit and Variance Approval for the construction of a second building on the property at 705 6th Ave NE, granted on April 19th 2016.

Prairie Senior Cottages LLC greatly appreciates the cooperation and assistance provided by the Mayor Wimmer, Mr Lorsung, Mr Sullivan and Ms Achman, and City Staff. We are looking forward to our continued, and expanded presence in the City of Isanti.

Thank you,

Michael J Demmer
President and Chief Executive Officer
Prairie Senior Cottages, LLC

K.7.

A Community For Generations.

Isanti

To: Mayor Wimmer & City Council

From: Don Lorsung, City Administrator

MEMO

Date: April 13, 2017

Subject: Ordinance to Amend City Code Chapter 76, Alcoholic Beverages – Sunday Off-Sale of Liquor

---

Attached for your consideration, is an Ordinance that would allow the off-sale of Intoxicating Liquor on Sundays, in conformance with the new State law. The Ordinance would be effective on July 1, 2017, and limit sales on allowable Sundays to the hours of 11:00 a.m. to 6:00 p.m. This is the first step in preparing for implementation of Sunday liquor sales at the Isanti Liquor Store.

ORDINANCE NO. ____

AN ORDINANCE TO AMEND THE CODE FOR THE CITY OF ISANTI, CHAPTER 76 ALCOHOLIC BEVERAGES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Chapter 76, Article IV, Section 76-36. Hours and days of sales, of the Code of the City of Isanti, Paragraph D. is amended as follows:

D. Intoxicating liquor, off-sale. No sale of intoxicating liquor may be made by an off-sale licensee on Sundays, except between the hours of 11:00 a.m. and 6:00 p.m., before 8:00 a.m. or after 10:00 p.m. on Monday through Saturday, on Thanksgiving Day, on Christmas Day (December 25) or after 8:00 p.m. on Christmas Eve (December 24). The Council may further limit the hours of sale of alcoholic beverages.

EFFECTIVE DATE
This Ordinance takes effect on July 1, 2017, and per it adoption and publication.

Adopted by the City Council this 18th day of April, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

Reading Date: 04-18-2017
Publication Date: 04-26-2017
Effective Date: 07-01-2017

A Community For Generations.

Isanti

K.8.

Request for City Council Action

To: Mayor Wimmer and Members of the City Council

From: Josi Wood, Public Services Director/ Assist. City Admin.

Date: April 18, 2017

Subject: Consider Resolution Authorizing Services for Water Tower Interior and Exterior Cleaning

---

Background

Staff budgeted $12,000.00 as an estimate for water tower cleaning and inspection services within the 2017 budget. Bolton and Menk, Inc's proposal for services to go out for quotes as well as inspection was approved by Council March 7th, 2017 in the amount of $5,850.00. Quotes have all been received and are seen in the attachment. Bolton and Menk, Inc. and staff are recommending to go with Midco Diving & Marine Services, Inc. in the total amount of $9,575.00 for interior and exterior cleaning.

The cost of the engineer's work and cleaning services for both interior and exterior totals $15,425.00

Finance Committee Recommendation

The Finance Committee discussed this item April 7 and recommends cleaning the interior and exterior at the same time with Midco Diving & Marine Services to save money. They recommend approval of the cleaning service in the amount of $9,575.00 plus contingency; total $4,967.50 over the budgeted amount.

Request

Staff is requesting an additional $4,967.50 to perform cleaning of the interior and exterior of the water tower and contingency to be funded out of Water (500).

Attachments

- Resolution 2017-XXX
- Contractor quotes received by Bolton and Menk, Inc. _ dated 4.4.17
- Proposal for services by Bolton and Menk, Inc_dated 2.1.17
- Resolution 2017-078

BOLTON & MENK

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: April 4, 2017

To: Josi Wood, Public Services Director / Assistant City Administrator

From: Bradley C. DeWolf, P.E. BCD

Subject: Water Tower Cleaning - Interior and Exterior
City of Isanti
Project No.: R13.113483

As directed by the City Council, Bolton & Menk has solicited quotes to perform both interior and exterior water tower cleaning.

The table below lists the Contractor and price for the services to be provided.

Bidders	Total Project Quote Price	Price for Diver Cleaning & Inspection 750,000 Gal. Tower	Price for Exterior Pressure Wash
1. Liquid Engineering Corporation Billings, MT	$3,830 Interior Only Requires Separate Contracts	$3,830	Did Not Bid Requires Separate Contract
2. National Wash Authority, LLC dba Midwest Mobile Washers Morrison, IL	$5,800 Exterior Only Requires Separate Contracts	Did Not Bid Requires Separate Contract	$5,800
3. Midco Diving & Marine Services, Inc. Rapid City, SD	$9,575	Included in Total Quote Price	Included in Total Quote Price
4. LiquiVision Technology Diving Services Klamath Falls, OR	$9,795	$3,995	$5,800
5. Central Tank Coatings, Inc Elgin, IA	$19,500 Exterior Only Requires Separate Contracts	Did Not Bid Requires Separate Contract	$19,500
6. Water Tower Clean & Coat, Inc. Rockford, MN	$20,400	$3,650	$16,750

The interior cleaning will include a diving team that will clean any sediment that has accumulated at the bottom surface of the tank floor. In addition, the dive team will videotape the dive and perform an observation and inspection of the interior portions of the tank.

The exterior cleaning will include the use of a telescoping basket lift. The cleaning crew will wet the tower surfaces with an environmental "friendly" and safe detergent that will kill the mildew. Next the crew will power wash the dirt and mildew from the tank surfaces.

We recommend that the City award the contract to the overall low bidder, Midco Diving & Marine Services, Inc. out of Rapid City, South Dakota, in the amount of $9,575.00.

Please contact me with any questions or if you would like any additional information.

Bolton & Menk is an equal opportunity employer.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: February 1, 2017

To: Josi Wood, Public Services Director

From: Bradley C. DeWolf, P.E.

Subject: 750,000 Gallon Elevated Water Storage Tank
Proposal for Cleaning, Inspection, Evaluation and Report
City of Isanti, MN

Per your request, Bolton & Menk, Inc. proposes to provide engineering services for the cleaning, inspection, and evaluation of the 750,000 Gallon Elevated Water Storage Tank located at 601 East Dual Blvd. in Isanti.

It is our understanding the estimated work to be completed on the water storage tank or "water tower" is as follows:

- Cleaning of sediment from the tower's interior wet floor
- Cleaning of the tower exterior surfaces
- Review and evaluation

The following is a breakout of services to be provided to the City of Isanti:

- Search, selection, and recommendation of contractor to perform the tower cleaning
  - Provide recommendation and project management for a contractor that will perform the cleaning of the tower's exterior
  - Provide recommendation and project management for a contractor that will perform the cleaning of the tower's interior
  - Provide part-time Resident Project Representative during tower cleaning
- Tower Inspection and Evaluation
  - Perform interior and exterior review and evaluation of the tower
- Tower Evaluation Report
  - Provide report stating findings from the evaluation

It is assumed the City will provide one operator (as necessary) to provide site access and operate tower water controls, valves, or other needed water operations.

Bolton & Menk proposes to complete the above engineering services for an hourly, not-to-exceed fee of $5,850.00.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2017-078

A RESOLUTION AUTHORIZING ENGINEERING SERVICES FOR WATER TOWER INSPECTION AND CLEANING QUOTES

WHEREAS, as part of regular maintenance of the Public Water Supply, the water tower shall be inspected by an engineer every five years and cleaned every ten years; and,

WHEREAS, Bolton and Menk, Inc. provided a proposal for such services; and,

WHEREAS, the proposal by Bolton and Menk, Inc. includes inspection and the solicitation of cleaning quotes in the amount, not to exceed, $5,850.00; and,

WHEREAS, the Finance Committee determined that it would be in the best interest of the city to move forward with the proposal by Bolton and Menk, Inc. for the inspection and to obtain quotes; and,

WHEREAS, this item was budgeted within the Water Fund fund;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the proposal by Bolton and Menk, Inc. to inspect the water tower and obtain quotes for cleaning in the amount, not to exceed, $5,850.00.

Adopted by the Isanti City Council this 7th day of March, 2017.

Mayor George A. Wimmer

ATTEST:

Lindsey Giese

Lindsey Giese
Human Resources/City Clerk

(SEAL)

RESOLUTION NO. 2017-XXX

A RESOLUTION AUTHORIZING SERVICES FOR WATER TOWER INTERIOR AND EXTERIOR CLEANING

WHEREAS, as part of regular maintenance of the Public Water Supply, the water tower shall be inspected by an engineer every five years and cleaned at least every ten years; and,

WHEREAS, Council approved March 7, 2017 Bolton and Menk, Inc. services to include inspection and the solicitation of cleaning quotes in the amount, not to exceed, $5,850.00; and,

WHEREAS, six quotes were received for water tower cleaning services; three of which included services for both interior and exterior; and,

WHEREAS, Finance Committee recommend cleaning services by Midco Diving & Marine Services, Inc. in the amount of $9,575.00 for both interior and exterior plus 5% contingency; and,

WHEREAS, $12,000.00 was budgeted within the Water Fund fund for both Bolton and Menk, Inc. engineer services and cleaning services in the 2017 budget; and,

WHEREAS, $4,967.50 is unbudgeted but necessary to complete both the interior and exterior cleaning services plus contingency;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota

1. Hereby accepts the quote for interior and exterior cleaning of the City water supply tower and inclusion of services by Midco Diving & Marine Services, Inc. in the amount of $9,575.00.
2. Authorize an additional $4,967.50 in funds from the Water Fund to be used for such work.
3. Funding source identified as Water Fund (500).
4. Authorize the Public Services Director and City Engineer to sign documentation for such work.

Adopted by the Isanti City Council this 18th day of April, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: April 18, 2017

Subject: **Consider Adoption of Resolution Awarding the Lease of City Owned Crop Land**

Background:

For the past two years the City has not leased this 4 acre parcel for crop land purposes. On April 12, 2017, the City received a request from Craig Bjorklund to lease this 4-acre parcel in 2017. The 4 acre parcel is land locked and access would need to be obtained through the Johnson cropland to the south. Mr. Bjorklund is farming the Johnson crop land in 2017 and would be able to access the 4-acre parcel. Mr. Bjorklund leased this 4-acre parcel in the past and is requesting that the City lease it to him for $140.00 for Crop Year 2017 which is the same rate as the City has charged him in the past.

Staff has reviewed this request with City Attorney Joslin and recommends approval of the attached resolution.

Requested Action:
Consider Adoption of Resolution 2017- ___ Awarding the Lease of City Owned Crop Land

Attachment:

1) Resolution 2017- ___ Awarding the Lease of City Owned Crop Land
2) Letter from Craig Bjorklund requesting the lease of 4 Acre parcel

RESOLUTION NO. 2017-

RESOLUTION AWARDING THE LEASE OF CITY OWNED CROP LAND

WHEREAS, the City of Isanti has determined that certain property currently owned by the City will not be needed in the near future for an intended public use; and

WHEREAS, the City has identified the property to be leased/rented for crop production on the map attached is 4 acres and is identified as Tax ID 16.029.1400, further described as: a parcel located east of 500 East Dual Boulevard; and

WHEREAS, the City has received a request from a party interested in farming the proposed property for the production of row crops for the 2017 crop year as follows:

Craig Bjorklund, Bjorklund Farms $ 140.00/ 2017 crop year only

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

1. Hereby awards the lease for a period of one crop year to Craig Bjorklund, Bjorklund Farms, for the amount of $140.00/annual rent for year 2017 for rental of 4 acres of City Property for crop farming as described above.

2. That rent shall be due on April 19, 2017 for the 2017 crop year.

3. The City reserves the right to develop the property at any time through the contract period. If the City exercises this right, the City shall compensate Mr. Bjorklund for the fair market value of the crop destroyed, valued at the average market price per bushel as of the date of initial construction activity resulting in the removal of the crop, based on the average per acre yield as established by the records maintained by USDA pertaining to the subject field or as available for similar fields located in Isanti Township, in the event such records are not available for the specific crop field herein.

4. That Mr. Bjorklund shall have no right to rent the land for future crop years after year 2017 unless awarded the lease by the City Council through a bid process.

This resolution was duly adopted by the Isanti City Council this 18th day of April 2017.

Attested: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

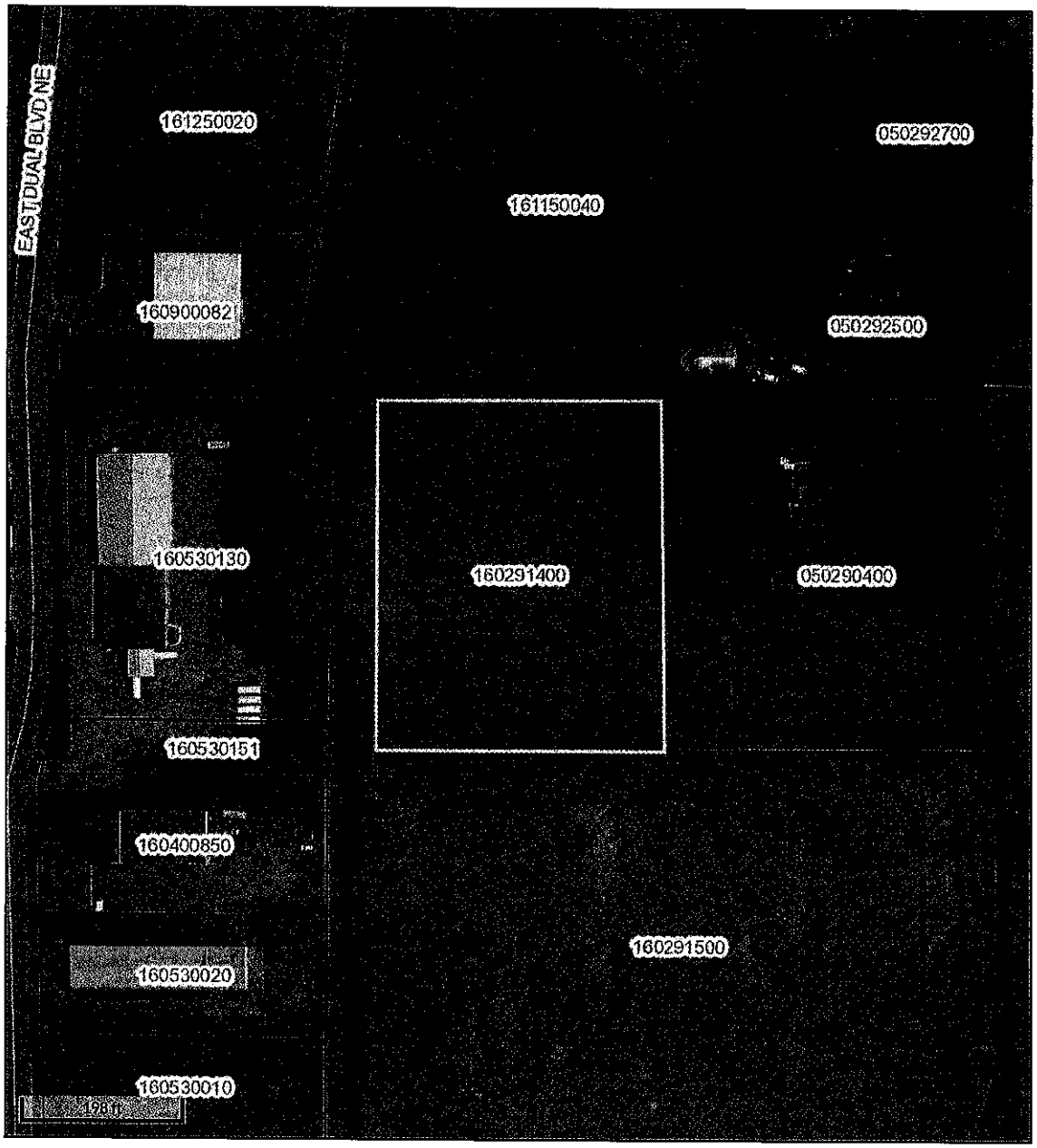
(SEAL)

APPROVED RENTER: **CRAIG BJORKLUND, BJORKLUND FARMS**

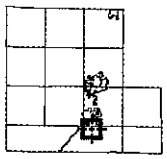
_____ _____

Signature Date

Beacon™ Isanti County, MN



Overview



Legend

- Corporate Limits
- Survey Townships
- Political Township
- USPLS Sections
- Parcel Number
- Parcels

Roads

- A25
- A30
- A40; A63; A66
- Streams
- Lakes

Date created: 4/11/2017
Last Data Uploaded: 4/11/2017 12:30:48 AM

Developed by
The Schneider Corporation

April 12, 2017

RE: 2017 Crop Lease of 4 Acre Parcel

Dear Sir:

I am requesting the City of Isanti to consider the following proposal to lease a parcel of City of Isanti owned crop land for $140.00. The quote is for a 2017 Crop Year lease in accordance with the Specifications for Lease of City Owned Property for Crop Farming attached hereto. I am currently leasing the Johnson parcel which provides access to the 4 acre parcel described below. I understand that the City reserves the Right to Develop the Lease Area as described on the attached Specifications for Lease of City Owned Property for Crop Farming.

Please consider this proposal to lease this parcel for the 2017 crop year

Sincerely,

Craig Bjorkland
Bjorkland Companies

Specifications for Lease of City Owned Property for Crop Farming

Location and Description of Lease Area:

Tax ID Parcel: 16.029.1400

Located East of 500 East Dual Boulevard (United Parcel Service), access from adjacent Johnson Crop Land (no road or site access). Site size is 4 acres

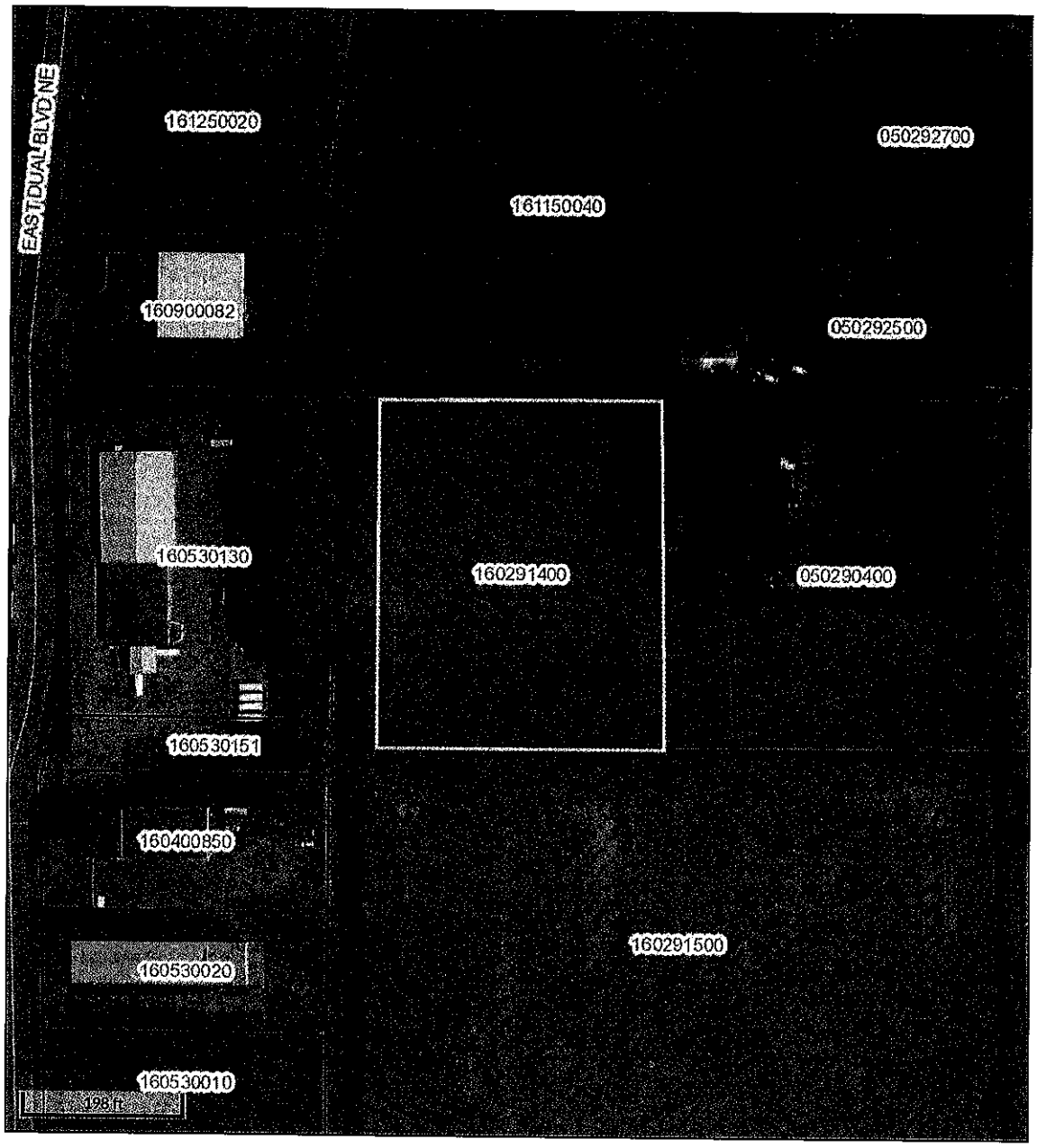
Lease Term:

Lease shall be for a period of one crop year and shall run from April 19, 2017 through October 31, 2017.

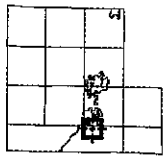
Right to Develop:

The City reserves the right to develop the property at anytime through the contract period. If the City exercises this right, the City shall compensate the successful bidder for the fair market value of the crop destroyed valued at the average market price per bushel as of the date of initial construction activity resulting in the removal of the crop based upon the average per acre yield as established by the records maintained by USDA pertaining to the subject field or as available for similar fields located in Isanti Township in the event such records are not available for the specific field herein.

Beacon™ Isanti County, MN



Overview



Legend

- Corporate Limits
- Survey Townships
- Political Township
- USPLS Sections
- Parcel Number
- Parcels

Roads

- A25
- A30
- A40; A63; A66
- Streams
- Lakes

Date created: 4/11/2017
Last Data Uploaded: 4/11/2017 12:30:48 AM

Developed by
The Schneider Corporation

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: April 18, 2017

Subject: **Consider Resolution Authorizing the Execution of Repayment Agreement with J Robinson Construction, Inc.**

On December 20, 2016 the City Council amended and extended a SAC and WAC Deferral program as Resolution No. 2016-362 to continue to spur development activity. J Robinson Construction, Inc. has requested the City to execute a Repayment Agreement for 1007 Pleasant View Ct NW, Isanti, MN legally described as Lot 12, Block 3, Villages on the Rum, for the construction of an approximate 1,350 SF main floor single family home. The business is in "good standing" upon review of the Minnesota Secretary of State Office as of April 13, 2017. The form of the Repayment Agreement is consistent with the form approved by the City Council on December 20, 2016. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer. Staff is asking the City Council to consider adoption of the attached resolution and execution of the Repayment Agreement.

City Council Action:

Consider Adoption of Resolution and Execution of Repayment Agreement

Attachment:

1) Resolution 2017-____ Authorization to Execute Repayment Agreement with J Robinson Construction, Inc.

RESOLUTION 2017-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT WITH J ROBINSON CONSTRUCTION, INC.

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 20, 2016 which is documented by Resolution 2016-279; and

WHEREAS, A boiler plate Repayment Agreement was drafted by Development Attorney Campbell Knutson and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc. (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the property legally described as: Lot 12, Block 3, Villages on the Rum (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of April 13, 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 18th day of April, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of April, 2017, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 309 Elm Street SW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct a 1,350 square foot main floor single family home (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means Real Deal Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the 1,350 square foot main floor single family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Articles of Incorporation.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 8,222.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$3787.00** in Water Availability Charges and **$4,435.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of April, 2017 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota, having its principal office at 309 Elm Street SW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $8,222.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 1007 Pleasant View Ct NW, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to the Developer at 309 Elm Street SW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of April, 2017, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of April, 2017, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000

SCHEDULE A

Description of Property

Lot 12, Block 3, Villages on the Rum, Isanti County, Minnesota

K.11.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: April 7, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: Bid Award Recommendation
2017 Pavement Management Project
City of Isanti, MN
BMI Project No.: R13.112449

Two bids were received on the 2017 Pavement Management Improvements project on April 4, 2017. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
ASTECH Corporation	$181,701.04
Allied Blacktop Company	$216,587.80
Engineer's Estimate	*$218,541.70*

ASTECH Corporation's bid is within the anticipated budget and below the Engineer's Estimate. We recommend award of this project to ASTECH Corporation in the amount of $181,701.04.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2017-____

RESOLUTION AWARDING THE BID FOR THE 2017 PAVEMENT MANAGEMENT PROJECT

WHEREAS, the City has planned for the 2017 Pavement Management Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, a public bid opening was held on April 4th, 2017; and,

WHEREAS, two bids were received; and,

WHEREAS, ASTECH Corporation was the responsible low bidder with a bid of $181,701.04; and,

WHEREAS, this bid price is within the anticipated budget.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City shall award the project entitled "2017 Pavement Management Project" to ASTECH Corporation in the amount of $181,701.04.

2) Funding for the project shall come from Utility Franchise Fees.

This resolution was duly approved by the Isanti City Council this 18th day of April, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

K.12.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: April 7, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: Bid Award Recommendation
1st Avenue Sidewalk & Curb Replacement
City of Isanti, MN
BMI Project No.: R13.111880

Four bids were received on the 1st Avenue Sidewalk & Curb Replacement project on April 4, 2017. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
Innovative Concrete Solutions	$41,060.00
Create Construction LLC	$48,738.00
New Look Contracting	$55,792.25
Standard Sidewalk, Inc.	$57,413.00
Engineer's Estimate	*$46,865.00*

Innovative Concrete Solutions' bid is within the anticipated budget and below the Engineer's Estimate. We recommend award of this project to Innovative Concrete Solutions in the amount of $41,060.00.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2017-_____

RESOLUTION AWARDING THE BID FOR THE 2017 1ST AVENUE SIDEWALK & CURB REPLACEMENT PROJECT

WHEREAS, the City has planned for the 2017 1st Avenue Sidewalk & Curb Replacement Project; and,

WHEREAS, the plans and specifications have been completed for these improvements; and,

WHEREAS, a public bid opening was held on April 4th, 2017; and,

WHEREAS, Four bids were received; and,

WHEREAS, Innovative Concrete Solutions was the responsible low bidder with a bid of $41,060.00; and,

WHEREAS, this bid price is within the anticipated budget.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City shall award the project entitled "2017 1st Avenue Sidewalk & Curb Replacement Project" to Innovative Concrete Solutions in the amount of $41,060.00.

2) Funding for this project shall come from Utility Franchise Fees.

This resolution was duly approved by the Isanti City Council this 18th day of April, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/17	04/10/2017	46162	1503	7-UP BOTTLING	609-20200	268.06
04/17	04/10/2017	46163	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	498.44
04/17	04/10/2017	46164	2335	BCBSM	101-20200	20.70
04/17	04/10/2017	46165	53	BELLBOY CORPORATION	609-20200	4,179.65
04/17	04/10/2017	46166	2035	BELSON OUTDOORS	101-20200	2,817.80
04/17	04/10/2017	46167	9	BERNICKS PEPSI-COLA	609-20200	272.20
04/17	04/10/2017	46168	1500	BOLTON & MENK INC	439-20200	8,519.95
04/17	04/10/2017	46169	2319	BREAKTHRU BEVERAGE	609-20200	3,734.51
04/17	04/10/2017	46170	1198	CENTER POINT ENERGY	601-20200	2,994.31
04/17	04/10/2017	46171	120	CONNEXUS ENERGY	101-20200	14,362.00
04/17	04/10/2017	46172	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,434.05
04/17	04/10/2017	46173	2486	DEERE & COMPANY	101-20200	3,531.13
04/17	04/10/2017	46174	1941	DELTA DENTAL	861-20200	3,177.50
04/17	04/10/2017	46175	257	EARL F. ANDERSEN	101-20200	765.75
04/17	04/10/2017	46176	55	ECM PUBLISHERS INC	220-20200	7.80
04/17	04/10/2017	46177	1400	GENERAL CODE	601-20200	2,482.36
04/17	04/10/2017	46178	134	GOPHER STATE ONE-CALL INC	601-20200	78.30
04/17	04/10/2017	46179	2433	GRIDOR CONSTR INC	439-20200	170,558.00
04/17	04/10/2017	46180	739	HACH COMPANY	601-20200	175.56
04/17	04/10/2017	46181	1063	HAYFORD FORD	101-20200	161.29
04/17	04/10/2017	46182	2209	INNOVATIVE OFFICE	101-20200	348.16
04/17	04/10/2017	46183	1891	ISANTI AREA JOINT	101-20200	52,260.70
04/17	04/10/2017	46184	1534	J. J. TAYLOR	609-20200	136.70
04/17	04/10/2017	46185	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,897.52
04/17	04/10/2017	46186	5	KAWALEK TRUCKING	609-20200	303.20
04/17	04/10/2017	46187	1331	MAGER, JIM	101-20200	149.99
04/17	04/10/2017	46188	17	MCDONALD DISTRIBUTING CO	609-20200	7,822.25
04/17	04/10/2017	46189	1536	MINNESOTA DEED	219-20200	1,498.62
04/17	04/10/2017	46190	2116	MINUTEMAN PRESS	101-20200	6,771.12
04/17	04/10/2017	46191	194	MN DEPT OF HEALTH	601-20200	23.00
04/17	04/10/2017	46192	176	MN DEPT OF REVENUE	101-20200	19,377.00
04/17	04/10/2017	46193	2055	MRPA	101-20200	99.00
04/17	04/10/2017	46194	2080	MVTL LABORATORIES INC	602-20200	158.40
04/17	04/10/2017	46195	1497	NELSON AUTO CENTER	101-20200	32,955.45
04/17	04/10/2017	46196	283	OLSON POWER & EQUIPMENT	101-20200	261.30
04/17	04/10/2017	46197	1780	PATS SMALL ENGINE PLUS	101-20200	819.03
04/17	04/10/2017	46198	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,905.19
04/17	04/10/2017	46199	2073	PUDLICK, JACOB	602-20200	15.00
04/17	04/10/2017	46200	2406	QUALITY FLOW SYSTEMS INC	602-20200	800.50
04/17	04/10/2017	46201	2341	RED BULL DISTRIBUTION	609-20200	301.00
04/17	04/10/2017	46202	682	RIVERSIDE MARKET	601-20200	54.63
04/17	04/10/2017	46203	2028	SELECTACCOUNT	603-20200	25.32
04/17	04/10/2017	46204	2028	SELECTACCOUNT	861-20200	204.17
04/17	04/10/2017	46205	1361	STAPLES ADVANTAGE	101-20200	116.25
04/17	04/10/2017	46206	273	STRANDLUND REFRIGERATION	101-20200	1,004.00
04/17	04/10/2017	46207	2156	SUMMIT COMPANIES	101-20200	66.00
04/17	04/10/2017	46208	1820	URBANS HARDWARE	101-20200	17.46
04/17	04/10/2017	46209	686	VERIZON WIRELESS	101-20200	733.05
04/17	04/10/2017	46210	686	VERIZON WIRELESS	101-20200	503.41
04/17	04/10/2017	46211	42	VIKING COCA-COLA BOTTLING CO	609-20200	273.33
04/17	04/10/2017	46212	874	WASTE MANAGEMENT -	101-20200	386.99
04/17	04/10/2017	46213	4	WATSON CO INC	609-20200	2,377.61
04/17	04/10/2017	46214	1922	WEX BANK	101-20200	2,202.50

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/17	04/10/2017	46215	2475	White Bear IT Solutions, LLC	601-20200	3,113.98
04/17	04/10/2017	46216	780	WINE MERCHANTS	609-20200	328.00
04/17	04/10/2017	46217	2036	WISE GUYS PLUMBING INC	601-20200	3,854.99
04/17	04/10/2017	46218	2009	WOOD, JOSEPHINE	602-20200	40.50
Grand Totals:						388,244.68

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/17	04/14/2017	46219	1882	AEM FINANCIAL SOLUTIONS, LLC	609-20200	11,750.00
04/17	04/14/2017	46220	9	BERNICKS PEPSI-COLA	609-20200	209.25
04/17	04/14/2017	46221	368	BILLS QUALITY CLEANING	101-20200	446.00
04/17	04/14/2017	46222	1518	BRAUN INTERTEC CORPORATION	101-20200	3,181.01
04/17	04/14/2017	46223	1427	BRIGGS AND MORGAN	505-20200	2,275.00
04/17	04/14/2017	46224	2487	Capitol Beverage Sales, L.P.	609-20200	273.00
04/17	04/14/2017	46225	1822	CENTURYLINK BUSINESS SERVICES	101-20200	40.43
04/17	04/14/2017	46226	1736	.COMM OF MMB, TREAS DIV	101-20200	760.00
04/17	04/14/2017	46227	918	CRYSTAL SPRINGS ICE	609-20200	118.16
04/17	04/14/2017	46228	8	DAHLHEIMER DISTRIBUTING CO	609-20200	5,417.20
04/17	04/14/2017	46229	100	DEPUTY REGISTRAR #90	101-20200	1,145.94
04/17	04/14/2017	46230	912	FASTENAL COMPANY	101-20200	42.39
04/17	04/14/2017	46231	385	FEDERATED CO-OPS INC	101-20200	1,618.34
04/17	04/14/2017	46232	142	G & K SERVICES	101-20200	458.72
04/17	04/14/2017	46233	1563	ISANTI ELECTRIC INC	601-20200	376.91
04/17	04/14/2017	46234	113	ISANTI TIRE & AUTO CARE	101-20200	22.00
04/17	04/14/2017	46235	1857	JOSLIN & MOORE	101-20200	5,385.90
04/17	04/14/2017	46236	394	LMCIT	101-20200	1,000.00
04/17	04/14/2017	46237	17	MCDONALD DISTRIBUTING CO	609-20200	4,153.95
04/17	04/14/2017	46238	616	MENARDS - CAMBRIDGE	101-20200	875.21
04/17	04/14/2017	46239	281	MINNCO CREDIT UNION	602-20200	2,262.59
04/17	04/14/2017	46240	1604	MINNESOTA UI FUND	609-20200	1,446.61
04/17	04/14/2017	46241	194	MN DEPT OF HEALTH	601-20200	23.00
04/17	04/14/2017	46242	161	MN POLLUTION CONTROL AGENCY	602-20200	1,450.00
04/17	04/14/2017	46243	2080	MVTL LABORATORIES INC	602-20200	69.60
04/17	04/14/2017	46244	2488	RANGER CHEVROLET	101-20200	17,064.40
04/17	04/14/2017	46245	2031	RESOURCE TRAINING	602-20200	26,732.00
04/17	04/14/2017	46246	1113	RJM DISTRIBUTING INC	609-20200	127.90
04/17	04/14/2017	46247	2028	SELECTACCOUNT	861-20200	1,133.91
04/17	04/14/2017	46248	1892	SIGNS BY JILL	101-20200	164.00
04/17	04/14/2017	46249	2489	SOLOMONSON, JON	505-20200	1,349.00
04/17	04/14/2017	46250	2396	SOUTHERN GLAZERS OF MN	609-20200	669.57
04/17	04/14/2017	46251	315	ST.PAUL STAMP WORKS	101-20200	17.01
04/17	04/14/2017	46252	1361	STAPLES ADVANTAGE	101-20200	433.58
04/17	04/14/2017	46253	1740	TOSHIBA FINANCIAL SERVICES	108-20200	271.22
04/17	04/14/2017	46254	2150	TRAFFIX GRAPHIX INC	101-20200	245.00
04/17	04/14/2017	46255	1820	URBANS HARDWARE	601-20200	72.10
04/17	04/14/2017	46256	2027	US INTERNET	603-20200	57.80
04/17	04/14/2017	46257	42	VIKING COCA-COLA BOTTLING CO	609-20200	318.60
04/17	04/14/2017	46258	4	WATSON CO INC	609-20200	927.55
04/17	04/14/2017	46259	1863	XEROX CORPORATION	101-20200	85.39
Grand Totals:						94,470.24

City of Isanti

Gross Payroll	84,714.55
Social Security & Medicare	4,573.81
Public Employees Retirement	7,937.75
Total City Expense	97,226.11

Pay Date 4/7/2017

Pay Period 7 (3/19/17-4/1/17)

BOLTON & MENK
Real People. Real Solutions.

7533 Sui
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

L.2.

April 3, 2017

City of Isanti
Attn: Don Lorsung
City Administrator
110 1st Ave N
PO Box 428
Isanti, MN 55040-0428

received
4/4/17

RE: Pay Request No. 08
Wastewater Treatment Improvements
Isanti, Minnesota
BMI Project No.: R13.109638

Dear Mr. Lorsung:

Please find enclosed three copies of Pay Request No. 08 for the above referenced project. This pay request is primarily for underground process piping, filter rehab, plumbing, HVAC, and electrical installations. The requested and certified amount is $170,558.00.

If you have any questions do not hesitate to call me at 612-499-0533.

Sincerely,

Bolton & Menk, Inc.

Brian J. Guldan, P. E.
Environmental Project Engineer

cc: Josi Wood, City of Isanti (via email only)
Shayna Forster, City of Isanti (via email only)
Lindsey Giese, City of Isanti (via email only)
Paul Saffert, Bolton and Menk, Inc. (via email only)

Enclosures (3 copies, signed Pay Request No. 08)

Bolton & Menk is an equal opportunity employer.

Lump Sum Contract

Contractor's Application for Payment No. 8

Project:	Wastewater Treatment Plant Improvements	From (Contractor):	Gridor Construction, Inc.	Application Date:	3/27/2017
To (Owner):	City of Isanti, MN	Owner's Project No.:		Period From:	3/1/2017
Via (Engineer):	Bolton & Menk, Inc.	Engineer's Proj. No.:	R13.109638	Period To:	3/31/2017

Approved Change Order Summary:

No.	Date Approved	Additions	Deductions
	TOTALS	$0.00	$0.00
	NET CHANGE BY CHANGE ORDERS		$0.00

1. ORIGINAL CONTRACT PRICE			$	**2,942,400.00**
2. Net change by Change Orders			$	**0.00**
3. Current Contract Price (Line 1 + 2)			$	**2,942,400.00**
4. TOTAL COMPLETED AND STORED TO DATE				
(Column F on Progress Estimate)			$	**2,285,665.00**
5. RETAINAGE:				
a. 5%	**X**	**$0.00 Work Completed**	$	**0.00**
b. 5%	**X**	**$0.00 Stored Material**	$	**0.00**
c. Less Total Retainage Released Early			$	**0.00**
d. Total Retainage (Line 5a + Line 5b - Line 5c)			$	**0.00**
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)			$	**2,285,665.00**
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)			$	**2,115,107.00**
8. AMOUNT DUE THIS APPLICATION			$	**170,558.00**
9. BALANCE TO FINISH, PLUS RETAINAGE				
(Column G on Progress Estimate + Line 5 above)			$	**656,735.00**

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: _____ Date: 3-28-17

Payment of $ 170,558.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 4/3/17
(Engineer) (Date)

Payment of $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

Endorsed by the Construction Specifications Institute.

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 1									
1.001	Mobilization Insurance and Bonds	$90,000	$90,000				$90,000	100.0%	$0
1.002	Allowances	$150,000	$23,404				$23,404	15.6%	$126,596
Subtotal for	**Division 1**	**$240,000**	**$113,404**				**$113,404**	**47.3%**	**$126,596**
			$113,404			check	$113,404		
Division 2									
2.001	Erosion Control / Silt Fence	$5,000	$2,500				$2,500	50.0%	$2,500
2.002	Clear and Grub Site	$10,000	$10,000				$10,000	100.0%	$0
2.003	Fine Grade and Restore Site	$10,000					$0	0.0%	$10,000
2.004	Demo Labor and Material	$80,000	$16,000				$16,000	20.0%	$64,000
2.005	Excavation and Fill	$80,000	$72,000				$72,000	90.0%	$8,000
2.006	Backfill of Structure	$50,000	$42,500				$42,500	85.0%	$7,500
2.007	Manholes and Precast	$35,000	$33,250				$33,250	95.0%	$1,750
2.008	Exerior Pipe - Labor and Equipment	$85,000	$42,500	25.00%	$21,250		$63,750	75.0%	$21,250
2.009	Exterior Pipe - Materials	$65,000		82.00%	$53,300	$9,305	$62,605	96.3%	$2,395
2.010	Paving	$40,000					$0	0.0%	$40,000
2.011	Landscape and Seedings	$7,500					$0	0.0%	$7,500
2.012	Pond Cleaning / Transfer	$40,000	$8,000				$8,000	20.0%	$32,000
Subtotal for	**Division 2**	**$507,500**	**$226,750.00**		**$74,550**	**$9,305**	**$310,605**	**61.20%**	**$196,895**
		check	$226,750			Check	$310,605		
Division 3									
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000	$318,500	1.00%	$3,250		$321,750	99.0%	$3,250
3.002	Rebar Material	$80,000	$80,000				$80,000	100.0%	$0
3.003	Rebar Labor	$65,000	$65,000				$65,000	100.0%	$0
3.004	Precast Concrete - Hollow Core	$45,000	$45,000				$45,000	100.0%	$0
Subtotal for	**Division 3**	**$515,000**	**$508,500.00**		**$3,250**	**$0**	**$511,750**	**99.37%**	**$3,250**
		check	$508,500			Check	$511,750		

Item No.	B Description of Work	C Scheduled Value	D Work Completed: From Previous Application	E This Period: Percent	E This Period: Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 4									
4.001	Masonry	$200,000	$200,000				$200,000	100.0%	$0
Subtotal for	**Division 4**	**$200,000**	**$200,000.00**		**$0**	**$0**	**$200,000**	**100.00%**	**$0**
		check	$200,000			Check	$200,000		
Division 5									
5.001	Misc Metals - Materials	$55,000	$13,750			$40,000	$53,750	97.7%	$1,250
5.002	Misc Metals - Labor	$15,000	$6,000	30.00%	$4,500		$10,500	70.0%	$4,500
Subtotal for	**Division 5**	**$70,000**	**$19,750.00**		**$4,500**	**$40,000**	**$64,250**	**91.79%**	**$5,750**
		check	$19,750			Check	$64,250		
Division 6									
6.001	Rough Carpentry	$2,500	$2,500				$2,500	100.0%	$0
Subtotal for	**Division 6**	**$2,500**	**$2,500.00**		**$0**	**$0**	**$2,500**	**100.00%**	**$0**
		check	$2,500			Check	$2,500		
Division 7									
7.001	Waterproofing / Insulation	$10,000	$10,000				$10,000	100.0%	$0
7.002	Roofing	$40,000	$36,000				$36,000	90.0%	$4,000
7.003	Sealants / Caulking	$5,000	$2,500				$2,500	50.0%	$2,500
Subtotal for	**Division 7**	**$55,000**	**$48,500.00**		**$0**	**$0**	**$48,500**	**88.18%**	**$6,500**
		check	$48,500			Check	$48,500		
Division 8									
8.001	HM Doors, Frames and Hardware	$15,000				$10,544	$10,544	70.3%	$4,456
Subtotal for	**Division 8**	**$15,000**	**$0.00**		**$0**	**$10,544**	**$10,544**	**70.29%**	**$4,456**
		check				Check	$10,544		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	D Work Completed This Period Percent	D Work Completed This Period Amount	E Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 9									
9.001	Painting	$140,000	$70,000	25.00%	$35,000		$105,000	75.0%	$35,000
Subtotal for	**Division 9**	**$140,000**	**$70,000.00**		**$35,000**	**$0**	**$105,000**	**75.00%**	**$35,000**
		check	$70,000			Check	$105,000		
Division 10									
10.001	Signs	$2,500					$0	0.0%	$2,500
10.002	Fire Extinguishers	$400					$0	0.0%	$400
10.003	Safety Equipment	$500					$0	0.0%	$500
Subtotal for	**Division 10**	**$3,400**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$3,400**
		check				Check	$0		
Division 11									
11.001	Hydraulic Gates	$20,000	$18,000				$18,000	90.0%	$2,000
11.002	Submersible Pumps	$45,000				$40,463	$40,463	89.9%	$4,537
11.003	Vortex Pumps	$20,000	$20,000				$20,000	100.0%	$0
11.004	Grit Removal	$40,000	$40,000				$40,000	100.0%	$0
11.005	Grit Seperation	$30,000				$30,000	$30,000	100.0%	$0
11.006	Fine Screen	$160,000		99.00%	$158,400		$158,400	99.0%	$1,600
11.007	Blowers	$125,000		99.00%	$123,750		$123,750	99.0%	$1,250
11.008	Coarse Bubble Aeration	$20,000				$16,712	$16,712	83.6%	$3,288
11.009	Automatic Sampler	$15,000				$13,450	$13,450	89.7%	$1,550
Subtotal for	**Division 11**	**$475,000**	**$78,000.00**		**$282,150**	**$100,625**	**$460,775**	**97.01%**	**$14,225**
		check	$78,000						
Division 12									
	NONE						$0	0.0%	$0
Subtotal for	**Division 12**	**$0**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$0**
		check				Check	$0		
Division 13									
13.001	Steel Filter Modifications	$100,000	$16,000	82.00%	$82,000		$98,000	98.0%	$2,000
Subtotal for	**Division 13**	**$100,000**	**$16,000.00**		**$82,000**	**$0**	**$98,000**	**98.00%**	**$2,000**
		check	$16,000			Check	$98,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E Work Completed This Period Percent	E Work Completed This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 14									
	NONE	$0					$0	0.0%	$0
Subtotal for	**Division 14**	**$0**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$0**
		check				Check	$0		
Division 15									
15.001	Interior Process Piping - Material	$65,000	$55,250	10.00%	$6,500		$61,750	95.0%	$3,250
15.002	Interior Process Piping - Labor & Equipment	$20,000	$16,000	5.00%	$1,000		$17,000	85.0%	$3,000
15.003	Process Valves - Material	$15,000	$15,000				$15,000	100.0%	$0
15.004	Mechanical Insulation	$34,000					$0	0.0%	$34,000
15.005	Plumbing	$50,000	$35,000	20.00%	$10,000		$45,000	90.0%	$5,000
15.006	HVAC	$125,000	$65,000	10.00%	$12,500	$22,415	$99,915	79.9%	$25,085
Subtotal for	**Division 15**	**$309,000**	**$186,250.00**		**$30,000**	**$22,415**	**$238,665**	**77.24%**	**$70,335**
		check	$186,250			Check	$238,665		
Division 16									
16.001	Electrical GC's	$30,000	$16,500	10.00%	$3,000		$19,500	65.0%	$10,500
16.002	Branch Wiring	$35,000	$15,750	5.00%	$1,750		$17,500	50.0%	$17,500
16.003	Lighting and Heaters	$35,000		5.00%	$1,750	$27,572	$29,322	83.8%	$5,678
16.004	Service / Distribution Equipment	$20,000	$8,000	10.00%	$2,000		$10,000	50.0%	$10,000
16.005	Motor Control Equipment	$15,000	$2,100	15.00%	$2,250		$4,350	29.0%	$10,650
16.006	Motor Control Wiring	$50,000	$15,000	10.00%	$5,000		$20,000	40.0%	$30,000
16.007	Control Panels	$65,000					$0	0.0%	$65,000
16.008	Instruments	$30,000	$6,000				$6,000	20.0%	$24,000
16.009	Engineering and Start up	$30,000	$15,000				$15,000	50.0%	$15,000
Subtotal for	**Division 16**	**$310,000**	**$78,350.00**		**$15,750**	**$27,572**	**$121,672**	**39.25%**	**$188,328**
		check	$78,350			Check	$121,672		
	Grand Total	**$2,942,400**	**$1,548,004**		**$527,200**	**$210,461**	**2,285,665**	**77.68%**	**$656,735**

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 8
Period Ending: 3/31/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
	Grand Totals	**$2,942,400**								
1.001	Mobilization Insurance and Bonds	$90,000								
1.002	Allowances	$150,000								
Subtotal for	**Division 1**	**$240,000**								
Division 2										
2.001	Erosion Control / Silt Fence	$5,000								
2.002	Clear and Grub Site	$10,000								
2.003	Fine Grade and Restore Site	$10,000								
2.004	Demo Labor and Material	$80,000								
2.005	Excavation and Fill	$80,000								
2.006	Backfill of Structure	$50,000								
2.007	Manholes and Precast	$35,000								
2.008	Exerior Pipe - Labor and Equipment	$85,000								
2.009	Exterior Pipe - Materials	$65,000	$59,305			$59,305		$50,000	$50,000	$9,305
2.010	Paving	$40,000								
2.011	Landscape and Seedings	$7,500								
2.012	Pond Cleaning / Transfer	$40,000								
Subtotal for	**Division 2**	**$507,500**	**$59,305**	**$0**		**$59,305**	**$0**	**$50,000**	**$50,000**	**$9,305**
Division 3										
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000								
3.002	Rebar Material	$80,000	$17,715			$17,715	$17,715		$17,715	
3.003	Rebar Labor	$65,000								
3.004	Precast Concrete - Hollow Core	$45,000								
Subtotal for	**Division 3**	**$515,000**	**$17,715**	**$0**		**$17,715**	**$17,715**	**$0**	**$17,715**	**$0**
Division 4										
4.001	Masonry	$200,000								
Subtotal for	**Division 4**	**$200,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 5										
5.001	Misc Metals - Materials	$55,000	$40,000			$40,000				$40,000
5.002	Misc Metals - Labor	$15,000								
Subtotal for	**Division 5**	**$70,000**	**$40,000**	**$0**		**$40,000**	**$0**	**$0**	**$0**	**$40,000**

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 8
Period Ending: 3/31/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total installed to date	Amount Remaining in Storage
Division 6										
6.001	Rough Carpentry	$2,500								
Subtotal for	**Division 6**	**$2,500**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 7										
7.001	Waterproofing / Insulation	$10,000								
7.002	Roofing	$40,000								
7.003	Sealants / Caulking	$5,000								
Subtotal for	**Division 7**	**$55,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 8										
8.001	HM Doors, Frames and Hardware	$15,000	$10,544			$10,544				$10,544
Subtotal for	**Division 8**	**$15,000**	**$10,544**	**$0**		**$10,544**	**$0**	**$0**	**$0**	**$10,544**
Division 9										
9.001	Painting	$140,000								
Subtotal for	**Division 9**	**$140,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 10										
10.001	Signs	$2,500								
10.002	Fire Extinguishers	$400								
10.003	Safety Equipment	$500								
Subtotal for	**Division 10**	**$3,400**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 11										
11.001	Hydraulic Gates	$20,000								
11.002	Submersible Pumps	$45,000	$40,463			$40,463				$40,463
11.003	Vortex Pumps	$20,000								
11.004	Grit Removal	$40,000	$40,000			$40,000	$40,000		$40,000	
11.005	Grit Seperation	$30,000	$30,000			$30,000				$30,000
11.006	Fine Screen	$160,000	$136,560			$136,560		$136,560	$136,560	
11.007	Blowers	$125,000	$106,132			$106,132		$106,132	$106,132	
11.008	Coarse Bubble Aeration	$20,000	$16,712			$16,712				$16,712
11.009	Automatic Sampler	$15,000	$13,450			$13,450				$13,450
Subtotal for	**Division 11**	**$475,000**	**$383,316**	**$0**		**$383,316**	**$40,000**	**$242,692**	**$282,692**	**$100,624**

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 8
Period Ending: 3/31/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 12										
	NONE									
Subtotal for	**Division 12**	**$0**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 13										
13.001	Steel Filter Modifications	$100,000	$63,950			$63,950		$63,950	$63,950	
Subtotal for	**Division 13**	**$100,000**	**$63,950**	**$0**		**$63,950**	**$0**	**$63,950**	**$63,950**	**$0**
Division 14										
	NONE									
Subtotal for	**Division 14**	**$0**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 15										
15.001	Interior Process Piping - Material	$65,000	$13,185			$13,185	$13,185		$13,185	
15.002	Interior Process Piping - Labor & Equipment	$20,000								
15.003	Process Valves - Material	$15,000	$7,690			$7,690	$7,690		$7,690	
15.004	Mechanical Insulation	$34,000								
15.005	Plumbing	$50,000								
15.006	HVAC	$125,000	$22,415			$22,415				$22,415
Subtotal for	**Division 15**	**$309,000**	**$43,290**	**$0**		**$43,290**	**$20,875**	**$0**	**$20,875**	**$22,415**
Division 16										
16.001	Electrical GC's	$30,000								
16.002	Branch Wiring	$35,000								
16.003	Lighting and Heaters	$35,000	$27,572			$27,572				$27,572
16.004	Service / Distribution Equipment	$20,000								
16.005	Motor Control Equipment	$15,000								
16.006	Motor Control Wiring	$50,000								
16.007	Control Panels	$65,000								
16.008	Instruments	$30,000								
16.009	Engineering and Start up	$30,000								
Subtotal for	**Division 16**	**$310,000**	**$27,572**	**$0**		**$27,572**	**$0**	**$0**	**$0**	**$27,572**
	Grand Totals	**$2,942,400**	**$645,692**	**$0**		**$645,692**	**$78,590**	**$356,642**	**$435,232**	**$210,460**

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
March 7, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:20 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley and George Wimmer, Steve Lundeen, Tara Hallberg
Commissioners Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

No modifications to the agenda were presented. Motion by Lundeen second by Collison to adopt Agenda as presented. Motion passed unanimously.

2. Approve Minutes of February 7, 2017 Regular Economic Development Meeting

Motion by Collison second by Bergley to approve the minutes for February 7, 2017. Motion carried unanimously.

3. Summary of New Home Construction Survey 2014-2016

Economic Development Sullivan presented the results of the New Resident Survey of new homes constructed from 2014-2016. 132 surveys were mailed out and 107 reached the intended targeted audience. 39 survey will filled out and returned which amounted to a 36% return rate which was statistically significant. The highest percentage of home sales fell in the 160K to 180K range which was consistent with data reported by the MPLS Association of Realtors for this market. The leading factor in selecting to move to Isanti was the cost of the home. Proximity to the metro, small town feel and growing in Isanti / gamily were other secondary factors. The number of commuters was higher than seen in other data provided by DEED with 95% of those surveyed leaving the City of Isanti for work. The data is meaningful and can be used for future marketing and policy decisions.

President Wimmer stated that a lot of this information is similar to the trends that existing during the boom in the mid 2000's. He also stated that a lot of the people moving in are looking for the small town feel but also want some of the big city amenities/services.

Sullivan shared information from the survey relating to the household size. The survey data reported 2.4 where the Census data had us at 2.24.

Lorinser stated how refreshing it was to see the varying comments on both sides of issues. This is what makes this country great.

Sullivan indicated surveying differing groups would be beneficial. He stated that the responses rate and contact with residents was beneficial. More surveys should be developed.

5. Other Business / Updates

Sullivan touched on items highlighted in the Staff Memo below.

Discussion ensued regarding success and the impact of the Chamber of Commerce

a. Business Prospects
b. GPS 45:93
c. EDAM – Day at Capitol
d. CVN
e. City and Park Logo Registration
f. Community Map
g. Housing Data from MPLS Realtor Association
h. Housing Starts in 2017
i. Business Arrivals and Departures in Isanti 2017

6. Adjournment

Lundeen motioned, seconded by Bergley to adjourn at 7:42 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 7th day of March, 2017.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
FEBRUARY 21, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:22 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: None

Staff Present: Community Development Director, Roxanne Achman, City Administrator Donald Lorsung, City Attorney Clark Joslin and Human Resources/City Clerk, Lindsey Giese

Others Present: None

D. Oath of Office for New Planner Commissioner

Jeff Miller recited the Oath of Office.

E. Agenda Modifications.

Achman stated there were none.

Motion by Lundeen second by Collison to approve the agenda. Motion carried unanimously.

2. Approval of Minutes from January 17, 2017 Planning Commission Meeting.

Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Collison to approve the January 17th, 2017 Planning Commission Meeting Minutes. Motion was unanimously approved.

3. Public Hearings.

A. Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes.

Achman presented the staff memo.

Chairman Wimmer opened the public hearing. There was no one to speak on the matter. The public hearing was closed.

Motion by Lundeen, second by Collison to recommend approval of the request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for Preliminary Plat Approval of Fairway Greens Phase 10, legally described as Lots 2 & 3, Block 1, Fairway Greens Phase, Isanti County, Isanti, Minnesota. Motion carried unanimously.

4. Other Business.

A. None.

5. Other Communications.

A. None.

6. Adjournment

Motion by Bergley second by Kennedy to adjourn the February 21st, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:26 p.m.

Dated at Isanti, Minnesota this 21st day of February 2017.

Respectfully submitted,

_____

Roxanne Achman, AICP
Community Development Director

L.5.

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: April 12, 2017

RE: Nuisance Weed/Grass Abatement – Quotes for Service

The City received 1 quote for 2017 nuisance residential and large tract weed/grass abatement (lot mowing). The quote for mowing services was submitted by Brian's Lawn & Irrigation. The quote for residential lot abatement is for $32.00 per lot and $5.00 mobilization charge (if the owner has already cut his grass). The quote for large tract abatement is a $50.00 base charge per property and $50.00 per hour of mowing.

As a part of this, Staff further recommends that the 2017 fee to be charged for properties abated using a private vendor would be the actual cost charged by the vendor to the City for the service and the $25.00 non-compliance fee as designated in City Fee Schedule.

Attached for your consideration is a resolution accepting the quote for these nuisance weed/grass abatement services.

RESOLUTION NO. 2017-____

RESOLUTION AWARDING QUOTE FOR OUTSOURCING THE MOWING OF NUISANCE WEED/GRASS ABATEMENT LOTS

WHEREAS, the City of Isanti has determined that is in the City's best interest to accept quotes for the outsourcing of mowing services for nuisance weed/grass abatement lots located within the city; and

WHEREAS, a request for quotes for the services was published in the City's official newspaper; and

WHEREAS, quotes were received and a tally of the quotes is provided on the attached 'Exhibit A';

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. To hereby award the low quote for mowing services for nuisance residential weed/grass abatement lots as provided within the specifications so posted and published to **Brian's Lawn & Irrigation** for the 2017 mowing season.
2. To hereby award the low quote for mowing services for nuisance large tract weed/grass abatement as provided within the specifications so posted and published to **Brian's Lawn & Irrigation** for the 2017 mowing season.
3. That **Brian's Lawn & Irrigation** provides a Certificate of Compliance as required under the Minnesota Workers' Compensation Law (if required).
4. That **Brian's Lawn & Irrigation** provides a copy of their liability insurance and names the City as an 'additional insured'.
5. That the quotation as signed by the vendor for the 2017 Growing Season constitutes a contract with the City of Isanti for said services. Mowing rates are listed in Attachment A.
6. That City staff is authorized to charge the administrative fee for billing of properties abated as designated in the City Fee Schedule; with the administrative fee, rate charge and any applicable sales tax charged to the responsible party.

This resolution was duly adopted by the Isanti City Council this 18th day of April 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

CITY OF ISANTI
BID OPENING
April 5, 2017 – 1:00 p.m.
Nuisance Weed Abatement Services

Attachment A

BIDDER	Residential Lot Cost	Mobilization Fee	Fee for Large Tracts
Brian's Lawn & Irrigation 26711 University Avenue NE Isanti, MN 55040	$32.00	$5.00	$50.00 base fee & $50.00 per hour

L.6.

A Community For Generations.

Isanti

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: RUM RIVER BMX ASSOCIATION

Address of Organization: 101 ISANTI PARKWAY NW, ISANTI, MN 55008

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

ANDY STROM
Name | Address | Phone No.

CHERIE SULLIVAN
Name | Address | Phone No.

HEIDI GOODEN
Name | Address | Phone No.

Type of Event: 50/50 RAFFLE ~~BMX RELAY RACE~~ Date of event: 5-13-17

Use of Proceeds: NORMAL OPERATING EXPENSES

Location and address of event:

ISANTI INDOOR ARENA, 101 ISANTI PARKWAY NW, ISANTI MN 55040

Estimated value of prizes to be awarded: LESS THAN $1500.00

Name of applicant: ANDY STROM Applicant's phone number:

Signature of applicant:

Date: 5-30-17

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING AN EXEMPT GAMBLING PERMIT TO THE RUM RIVER BMX ASSOCIATION

WHEREAS, the Rum River BMX Association has applied for an Exempt Gambling Permit for a 50/50 raffle event at their upcoming BMX Race to be held on May 13th, 2017 at the Isanti Indoor Arena, 101 Isanti Parkway NW, Isanti, MN 55040, and;

WHEREAS, the value of prizes will be less than $1,500; and

WHEREAS, the Association's proceeds are to be used for normal operating expenses; and

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and

WHEREAS, the applicant successfully passed a background check by the Isanti Police Department.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to the Rum River BMX Association for the upcoming BMX Race on May 13, 2017 at Isanti Indoor Arena, 101 Isanti Parkway NW, Isanti, MN 55040.

This resolution was duly adopted by the Isanti City Council this 18th day of April, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

RESOLUTION 2017-

A RESOLUTION APPROVING STREET DANCE ADVERTISEMENT IN THE JUNE, JULY, AND AUGUST EDITIONS OF THE COURIER

WHEREAS, per Resolution 2016-231, advertising in publications other than the City of Isanti's official newspaper must be approved by City Council; and,

WHEREAS, the City staff have determined that The Courier, published through ISD 15 Community Education, is an opportunity to a wider audience for Street Dances, and is an appropriate forum to promote the events; and,

WHEREAS, City staff have reviewed the Street Dance budget for 2017 and have funds available for the ads in PRC-Street Dance (100-45300-499);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve City staff to submit Street Dance advertising for the June, July, and August editions of The Courier.

This Resolution hereby approved by the Isanti City Council this 18th day of April 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer & City Council**
From: Lindsey Giese, Human Resources/City Clerk
Date: April 14, 2017
Subject: Training Request for "Leading in the Connected Era" (TCHRA)

Background:
The 2017 Budget has an approved $245.00 for the HR/City Clerk to attend LMC Clerk Orientation. However, in 2016 HR/City Clerk was able to attend that training, and has requested to utilize that money to attend another training. On May 11, 2017 Twin Cities Human Resource Association is hosting "Leading in the Connected Era", which is a training with focus on enhancing the important Human Resource competencies in today's world. The learning objectives provide by TCHRA are as follows:

- Decode the major factors changing the way we work
- Identify how these factors change work expectations
- Provide actionable solutions for leaders to better engage their workforce
- Explore best – and worst – case studies from organizations who are finding success, or failure, in this new world of work
- Transform workplace conflicts into growth opportunities

This one day training is estimated at a cost of $204.16, therefore replacing the approved $245.00 for Clerk Orientation.

Attachment:

- Resolution 2017-XXX – Approving Human Resources/City Clerk Lindsey Giese to Attend the TCHRA Spring Conference

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING HUMAN RESOURCES/CITY CLERK LINDSEY GIESE TO ATTEND THE TCHRA SPRING CONFERENCE

WHEREAS, the Human Resources/City Clerk, Lindsey Giese, submitted a request to the Personnel Committee for use of reallocating training dollars to be used towards a separate training; and,

WHEREAS, the approved 2017 budget has $245.00 allocated for the League of Minnesota Cities Clerk Orientation; and,

WHEREAS, Human Resources/City Clerk Giese attended the orientation training in 2016 and has requested to utilize the budgeted $245.00 towards a human resource based training; and,

WHEREAS, the Personnel Committee has reviewed the request and recommends its approval; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the reallocation of training dollars and for Human Resources/City Clerk Giese to register and attend the Spring (TCHRA) Twin Cities Human Resources Training.

This resolution was duly adopted by the Isanti City Council on this 18th day of April 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

TRAINING/TRAVEL REQUEST AND ALLOWANCE AUTHORIZATION & PAYMENT SCHEDULE FORM

Procedure for Requesting Travel/Training:
Employee submits request to Dept. Head for approval; If approved, Dept. Head then forwards to HR/Personnel Committee for Review; If approved, form is forwarded to City Administrator for final approval.

The employee submitting the request will receive an email from HR if request passes final approval, then employee can register for training. Employee should forward proof of registration to HR to be attached to original training request. HR will track and then forward the form to Front Team Support for payment (as needed).

MUST BE COMPLETED AND APPROVED PRIOR TO TRAINING/TRAVEL

Employee Name: LINDSEY GIESE **Date** 03/29/2017
(Please Print)

Requests permission to be absent from the City during the period indicated below:

Depart (Time) 7:00 AM **Date** 5/11/2017

Return (Time) 5:00 PM **Date** 5/11/2017 **Total hours/work days at training:** 1 Full Day

Destination:
DoubleTree By Hilton - - 7800 Normandale Blvd. Bloomington, MN 55437

Emergency telephone number to reach the person making this request: 7\

Requested status during this absence will be *(check appropriate box)*:
■ **Job Related Conference, Training, Webinar, Schooling, etc.**
State purpose and attach supporting information such as programs, letters, etc.
Leading in the Connected Era (Presented by TCHRA - Twin Cities Human Resource Association)

□ **Leave (*to be paid*) or** □ **Leave (*not to be paid*)**
State purpose:

Person in charge during absence: Don Lorsung

LODGING

Lodging is to be direct billed to the City when possible.

Name of Motel/Hotel: N/A
Address:
Phone Number:
Days of Lodging:
Cost per Day: $
Total: $

TRAVEL

It is requested that employees use a City Vehicle when available.

City Vehicle being used: N/A

Parking tolls, etc.: _____

Mileage if using Personal Vehicle:
Estimated No. of Miles: 73.2 round-trip X **Federal Mileage Rate = $** 39.16

(Year 2017: $0.535/mile)

MEALS

0	**Breakfasts @ $10.00 =**	0
0	**Lunches @ $10.00 =**	0
0	**Dinners @ $15.00 =**	0

(Reimbursement for meals shall be the actual cost of meal, or the allowable maximum of the combination of the meals eaten, whichever is the least.)

Fees: **Registration, Banquet, Dues, etc.** ***(List)***
$165.00

TOTAL ANTICIPATED EXPENSES BEING REQUESTED: $ 204.16

EXPENSE ACCT *(Coding)*: _____

I hereby certify that the above are the anticipated expenses of this travel authorization and that the information shown hereon is estimation. All receipts and bills will be submitted upon completion of the travel/training to substantiate this request.

Signed: Lindsey Giese
(Signature of Employee Making Request)

□ Approved □ Disapproved _____ **Date** _____
Department Head

□ Approved □ Disapproved _____ **Date** _____
City Administrator

Total Authorized Expense: $_____ _____ **Date** _____
Human Resources *(Upon necessary Personnel Committee Approval)*

I, _____, used the City of Isanti credit card upon receiving final approval
(Employee Name)
for my travel/training request. The payment was placed on_____ in the amount of $_____
(Date) *(Amount Charged)*
Please code this expense to the expense account listed above, unless otherwise specified.

A copy of the receipt from the Credit Card purchase is required for Finance Use

To Be Completed by Front Team Support
■CC: Shayna Forster *(Payment Processing)*
■CC: Lindsey Giese *(Add to Training/Tracking Sheet)*
□Other: _____

RESOLUTION NO. 2017-XXX

RESOLUTION OFFERING THE INTERNAL POSITION OF EQUIPMENT MECHANIC TO SCOT KLERSY

WHEREAS, on March 21, 2017 the Isanti City Council approved the new position of Equipment Mechanic per Resolution 2017-089; and,

WHEREAS, the Equipment Mechanic job posting was made available to all internal Public Works staff; and,

WHEREAS, interviews were conducted for the position and the interview panel deemed Mr. Scot Klersy to be the best candidate for the position; and,

WHEREAS, the Personnel Committee reviewed this matter and recommends offering the position of Equipment Mechanic to Mr. Scot Klersy; and,

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

1. That Scot Klersy will move from current Maintenance Technician II position to the new Equipment Mechanic position effective April 19, 2017.
2. Mr. Scot Klersy has elected to be removed from the on-call rotation, therefore giving up his premium pay for Water & Wastewater licenses and will relinquish that pay upon the return of the employee out on a leave of absence – in order to not interrupt the on-call process with limited staff.
3. That Klersy be placed at Year 3 of the Equipment Mechanic pay scale as outlined in the I.U.O.E. Local 49 & City of Isanti Collective Bargaining Contract at base pay of $25.35 per hour.
4. Human Resources and the City Administrator are authorized to complete all required documentation for the position change.

This resolution was duly adopted by the Isanti City Council this 18rd day of April, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: April 18, 2017

Subject: **Consider Resolution Authorizing Execution of Release of Covenants, Conditions, Restrictions and Provisions**

Background:

Tilemark Tile Services purchased 4 units at 917 E Dual Blvd on March 31, 2017. In order to clear title, a request was made by Grant Lindberg to execute a Release of Covenants, Conditions, Restrictions and Provisions. Attorney Joslin and DOAC have reviewed the form of the release and both recommend authorizing the City to execute this document and provide to Grant Lindberg for filing in the Isanti County Recorder's Office.

Request for Action:

Consider adoption of Resolution 2017-_____ Authorizing Execution of Release of Covenants, Conditions, Restrictions and Provisions

Attachment:

1) Resolution 2017-_____ Authorizing Execution of Release of Covenants, Conditions, Restrictions and Provisions

RESOLUTION 2017-___

AUTHORIZING EXECUTION OF RELEASE OF COVENANTS, CONDITIONS, RESTRICTIONS AND PROVISIONS

WHEREAS, Tilemark Tile Services purchased 4 units located at 917 E Dual Blvd NE on March 31, 2017; and

WHEREAS, Grant Lindberg requested the City execute the attached Release of Covenants, Conditions, Restrictions and Provisions hereinafter referred to as the "Release" in order to clear title for real estate located at 917 E. Dual Blvd NW; and

WHEREAS, City Attorney Joslin and DOAC have reviewed the attached Release and recommend execution of the document and to return it to Grant Lindberg for filing at the Isanti County Recorder.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorize the Mayor and City Administrator to execute the attached Release and to return it the Grant Lindberg to file at the Isanti County Recorder.

This Resolution hereby approved by the Isanti City Council this 18th day of April 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

RELEASE OF COVENANTS, CONDITIONS, RESTRICTIONS AND PROVISIONS

Dated: April _____, 2017

FOR VALUABLE CONSIDERATION, the real property in Isanti County, Minnesota, legally described as follows:

> The North 146.12 feet of Outlot D, Isanti Centennial Complex, according to the recorded plat thereof, City of Isanti, Isanti County, Minnesota.

is hereby released from the covenants, conditions, restrictions and provisions contained in that certain Quit Claim Deed, dated September 12, 2005, filed October 19, 2005 as Document No. 357160, in the Office of the County Recorder of Isanti County, Minnesota.

CITY OF ISANTI

BY:_____

ITS: MAYOR

BY:_____

ITS: CITY ADMINISTRATOR

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

This instrument was acknowledged before me on April _____, 2017 by George A. Wimmer, the Mayor and Donald C. Lorsung, the City Administrator of the City of Isanti, a Minnesota municipal corporation, on behalf of the municipal corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Grant W. Lindberg, #347644
LINDBERG LAW OFFICE, P.A.
100 Buchanan St. N., Suite 2
Cambridge, MN 55008
(763) 689-6896

A Community For Generations.

Isanti

To: Mayor Wimmer & City Council

From: Don Lorsung, City Administrator

MEMO

Date: April 13, 2017

Subject: Resolution Providing a Process on Nuisance Abatements for Dangerous Appliances

---

Staff is requesting consideration of formal adoption of the process that is being used to deal with Dangerous Appliances. These are typically non-functioning refrigerators or freezers that are set outside of a home or garage by the resident or property owner.

Attached is a resolution that outlines the policy, abatement steps, recovery of the appliance by the owner, and billing for City services.

RESOLUTION 2017-____

A RESOLUTION PROVIDING A PROCESS ON NUISANCE ABATEMENTS FOR DANGEROUS APPLIANCES

WHEREAS, it is recognized that placement of appliances that have confined space, such as refrigerators and freezers, outside of a building on private property is a safety issue and Public Safety Nuisance that requires immediate abatement per City Code 216, Nuisances; and

WHEREAS, Staff has responded to such nuisances and is recommending formal adoption of the following actions for abatement of these nuisances:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, that the nuisance abatement process be the following:

1) Nuisance Issue is confirmed and documented by Staff. Staff attempts to contact the resident and/or property owner to remove the appliance immediately. If the resident and/or property owner cannot be contacted, a Notice of Property Abatement is posted on the door of the property. The notice shall state the nuisance and abatement steps taken by the City.

2) The appliance shall be removed by the City and placed in a City storage facility for two weeks' time. The owner may collect the appliance upon payment for City staff time and other applicable costs to remove the appliance per City Code 216-7A, Recovery of cost.

3) If the appliance is not collected by the owner in the time period, it will be disposed of through the City's contracted refuse hauler. The costs of disposal and removal time shall be billed to the resident and/or property owner per City Code 216-7A. If unpaid, these costs shall be placed as a special assessment on the property per Isanti City Code 216-7B, Assessment and Minnesota Statutes 429.

4) The City reserves the right to further action under City Code Chapter 216-8. Violations and penalties.

This Resolution hereby approved by the Isanti City Council this 18th day of April 2017.

Attest: _____ Mayor George Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

RESOLUTION NO. 2017-109

RESOLUTION OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK TO BRANDY ANKER

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and

WHEREAS, the Interviewing Panel selected Brandy Anker as the most qualified candidate for the open Part-Time Clerk position. A successful background check has been completed on the candidate.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. That Human Resources is hereby directed to offer the Part Time Liquor Store Clerk position to Brandy Anker for the City of Isanti and that she shall be eligible to start in that position on or after April 19, 2017.
2. That Brandy Anker shall start at Step 1 of the Wage Scale at $10.88 per hour.
3. That Ms. Anker shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk position effective April 19, 2017, or her start date, whichever is later.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 18th day of April, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

L.13.

TO: Mayor and City Council

FROM: Don Lorsung, City Administrator

DATE: April 14, 2017

RE: Training Request – 2017 LMC Annual Conference

Mayor Wimmer is requesting to attend the 2017 Annual League of Minnesota Cities Conference, June 14-16, 2017, Rochester, MN. The cost of the conference and lodging is estimated at $850.00

Council Action:

Approval of Mayor Wimmer's request to attend the LMC Annual Conference and cover the costs of Conference registration and lodging of $850.00

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING TRAINING REQUEST FOR MAYOR WIMMER TO ATTEND 2017 LEAGUE OF MINNESOTA CITIES ANNUAL CONFERENCE

WHEREAS, Mayor Wimmer has requested to attend the annual League of Minnesota Cities Conference; and,

WHEREAS, the conference will focus on exploring the big trends and issues impacting local government, and how cities of all sizes can rise to the challenge; and,

WHEREAS, the training conference will be held at the Mayo Civic Center in Rochester, Minnesota; and,

WHEREAS, the cost of the conference and lodging is estimated at $850.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota that the training request received from Mayor Wimmer is hereby approved to attend the LMC Annual Conference with the associated cost for registration and lodging of $850.

This resolution was duly adopted by the Isanti City Council this 18th day of April, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
April 4, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:17 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer, Steve Lundeen, and Tara Hallberg
Commissioners Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

No modifications to the agenda were presented. Motion by Lundeen second by Bergley to adopt Agenda as presented. Motion passed unanimously.

2. Approve Minutes of March 7, 2017 Regular Economic Development Meeting

Motion by Lundeen second by Lorinser to approve the minutes for March 7, 2017. Motion carried unanimously.

3. 2017 Mayor's Employer Appreciation Luncheon

Economic Development Sullivan presented the staff memo highlighted the previous success of the event and the importance of it moving forward. It was noted that this year would mark the 10th year of this event. Sullivan suggested that the event not be changed due to its success. Sullivan stated that costs had been going up due to the increased numbers of businesses and the milestone anniversaries and the recognition plaques. He asked the EDA to authorize him to move forward with coordination of the 2017 event to be held on June 6 at the Isanti Community Center.

President Wimmer stated it has grown every year. He thanks Commissioner Warring for his volunteer work and participation in the event. He also acknowledged participation by elected officials and Isanti businesses in past events. He indicated that it is a great opportunity to share with businesses how Isanti has changed from the past year.

Motion by Bergley, second by Lundeen to approve June 6th 2017 as event date and to authorize Economic Development Director Sullivan to coordinate event.

5. Other Business / Updates

President Wimmer updated the EDA about the Circle B retreat Center in Isanti Township. He and Economic Development Director Sullivan met with the owner and based on the conversation the owner has withdrawn his application to the Isanti County for the CUP. The intent is to now request annexation into the City of Isanti so the entire project would be in city limits.

Sullivan indicated that he was meeting with interested parties in regards to the hotel. Consensus was that another hotel was needed in the Isanti –Cambridge Market and whatever location secured on first would probably hinder efforts to get one in the other community for quite some time.

The estimated timeline for the Whiskey Road Pub and Grub to open was pushed back to July 2017.

Sullivan highlighted the 5th Avenue Extension meeting and the level of participation by the stakeholders. He was encouraged by the open discussion and thought that he would have something to report in a month or so.

President Wimmer echoed Sullivan's optimism and thought the meeting with stakeholders was very productive and that the stakeholders need to work with each other and the city to find a fair solution.

Sullivan updated the Staff memo information with 15 new housing permits being pulled with 4 more ready to be picked up.

Commissioner Lorinser asked what the annual projections were for the SAC and WAC hook-ups for the sewer and water study.

Sullivan stated that it was based on 25 SAC and WAC hookups annually.

a. Business Prospects
b. GPS 45:93
c. CVN
d. EDAM
e. City and Park Logo Registration
f. Community Map
g. 5th Avenue Extension
h. Housing Starts in 2017
i. Business Arrivals and Departures in Isanti 2017

6. Adjournment

Lundeen motioned, seconded by Lorinser to adjourn at 7:45 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 4th day of April, 2017.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

A Community For Generations.

Isanti

Isanti Police Department Monthly Report

March 2017

Reported Crime	Month to Date	Year to Date
Theft	8	34
Assault	3	10
Vandalism/Damage to Property	7	11
Narcotics	3	7
Burglary	1	3
Domestics	10	25
Crim Sex	0	1
Robbery	0	0
Loud Party/Disturbance	12	23
Medical	34	87
Permit to Purchase (Eff 3/1/2016)	13	28

Traffic Offenses	Month to Date	Year to Date
No Insurance	5	17
DUI	1	4
Accidents	4	17
Hit & Run	0	1
Warrant P/U	5	17
Speed	8	45
DAR/DAS	5	18
Administrative Citations (Including Speed)	3	27

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	43,920	1,902	4,966
Dodge 222	116,822	2,006	5,603
Ford Explorer 224	21,203	1,512	4,147
Dodge 225 - Out of Service	157,293		409
Chevy Silverado 220	103,954	984	2,730
Chevy Impala 223	82,862	1400	2,189

CEZT REPORT
March 2017

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**121**	**78**	**38**	**711**	**663**	**613**	**572**
TOTAL OPEN CASES	**34**	**37**	**23**	**36**	**37**	**25**	**37**
VIOLATIONS CLOSED THIS PERIOD	**40**	**29**	**41**	**46**	**48**	**48**	**75**
NEW ISSUES THIS PERIOD	**43**	**40**	**38**	**48**	**50**	**41**	**60**
CAN-Proh Animals							
CCV-Comm Vehicle Storage			1			1	
CDO--Dogs		1	1				
CPA-Park & Store	13	22	15	27	28	26	35
CSN-Snow Removal							
CSP-Solicitors/Peddlers							
CST--Fish Houses, PODS, Rolloffs							
NEX-Exterior Structure, Paint/Repair			1				1
NGA-Garbage Service & Storage					1		
NGR--Grass Length						4	9
NJU--Junk/Brush	7	5	5	6	6	8	10
NUV-Unlicensed vehicle or missing plates	14	5	14	11	15	2	5
RNT-Unlicensed rental			1				
SGN-Signs	6	6		4			
ZAC-Accessory Building		1					
ZFE-Fence	3						
ZTD--Temporary Dwelling							
New Resident Letters Mailed							
Compliance Letters Mailed this period				49	56	46	62
Administrative Citations Issues/period	1	3		2	1	1	1
Criminal Citations Issued/period							
Abated Properties/Period				0	0	0	9
Admin Hearings Requested				0			
Admin Hearings Held w positive judgement							
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**15**	**16**	**17**	**18**	**17**	**28**	**14**

M.3.

CITY OF ISANTI MONTHLY REPORT

March 2017

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	4	8	$0.00	$0.00	$4.00	$0.00	$320.00	$640.00		
Decks	1	2	$4,500.00	$4,500.00	$2.25	$0.00	$202.95	$252.95		
Basement Finish	0	4	$0.00	$34,410.00	$0.00	$0.00	$0.00	$1,529.55		
Addtns. Remodel	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Garages	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Miscellaneous	10	27	$0.00	$20,000.00	$10.00	$0.00	$1,432.00	$3,669.00		
Single dwellings	7	16	$1,093,791.50	$2,769,903.50	$546.86	$88.34	$16,635.30	$40,658.70		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	13	23			$13.00	$0.00	$975.00	$1,725.00		
Plumbing	10	25			$10.00	$0.00	$860.00	$2,030.00		
									$49,332.00	
Resid. Totals	**45**	**105**	**$1,098,291.50**	**$2,828,813.50**	**$586.11**	**$88.34**	**$20,425.25**	**$50,505.20**	**$49,332.00**	**$49,332.00**
Commercial										
New Buildings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Addtns./Remodel	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Plumbing	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Tenant Change/Fill	1	9	$0.00	$0.00	$1.00	$0.00	$50.00	$648.00		
Comm. Totals	**1**	**10**	**$0.00**	**$0.00**	**$1.00**	**$0.00**	**$50.00**	**$728.00**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**46**	**115**	**$1,098,291.50**	**$2,828,813.50**	**$587.11**	**$88.34**	**$20,475.25**	**$51,233.20**	**$115,108.00**	**$115,108.00**

YEARLY BUILDING PERMIT COMPARISONS

YTD March 2017

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	21	0	0	0	$40,388.00	$2,270.47	$0.00
2014	70	7	0	0	$1,161,879.00	$22,997.36	$54,257.00
2015	55	9	0	0	$1,678,096.19	$28,504.71	$63,864.00
2016	107	17	0	1	$5,597,967.14	$71,010.86	$135,711.00
2017	115	16	0	0	$2,828,813.50	$51,233.20	$115,108.00

Total permit fees do not include Sac / Wac or State Surcharge fees

COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$716,154.00	$13,362.40
February	31	$1,014,368.00	$17,395.55
March	46	$1,098,291.50	$20,475.25
April	0	$0.00	$0.00
May	0	$0.00	$0.00
June	0	$0.00	$0.00
July	0	$0.00	$0.00
August	0	$0.00	$0.00
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	115	$2,828,813.50	$51,233.20

M.4.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: April 11, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: Project Status Report
Isanti, MN
Project No.: R13.113062

Please find listed below a status report of the current projects in the City of Isanti:

1) 2017 Palomino Road Improvements

We are incorporating the concrete walk alternative into the plans. We will submit to MnDOT for approval this month.

2) 2017 Pavement Maintenance Project

We have reviewed the bids and will provide our recommendation at the April 18, 2017 Council Meeting.

3) 1st Avenue Sidewalk & Curb Replacement

We have reviewed the bids and will provide our recommendation at the April 18, 2017 Council Meeting.

4) Water Tower Cleaning Evaluation

We have obtained quotes from contractors and have submitted our recommendation to Finance Committee.

5) Annexation Survey

We will complete the annexation exhibits this month.

6) Interim Planning & Zoning Administration Services

We will provide staff at City Hall Monday, Wednesday, and Friday to address the City Planning and Zoning needs until a new Community Development Director is on board.

7) MS4 Phase 2 & 3 Implementation

We will continue to assemble documents to assist the City in meeting the requirements of the MS4 permit for Phase 2 and Phase 3 of the implementation schedule.

8) Wastewater Treatment Improvements

The Contractor plans to continue wiring blowers and performing blower startups. They also plan to continue working on diffusers in the ponds.

Bolton & Menk is an equal opportunity employer.

9) Cajima Street/TH 65 Signal Study

We will continue the creation of the Intersection Control Evaluation (ICE) report.

10) 5th Avenue Extension

We have submitted a Preliminary Engineering Report to the City.

11) GIS Implementation

We are creating the platform for the City GIS system and incorporating maps previously created for the City.

In addition to the current projects listed above we have completed and accepted 44 private developments and 48 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 2, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. April 18, 2017 – Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. Special Planning Commission Meeting	Tuesday, May 9, 2017 @ 7:00 p.m.
2. City Council Meeting	Tuesday, May 16, 2017 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, May 16, 2017 at 7:00 p.m. *(Immediately following City Council Meeting)*
4. Parks, Recreation, and Culture Board Meeting	Tuesday, May 23, 2017 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution Approving a Special Event Permit Application for Rum River Rods Regular and Summer Spectacular Car Shows *(Amy Campbell-Davis, Rum River Rods)*

City Administrator Don Lorsung
2. Resolution Authorizing Northland Landscape Nursery for City Hall Landscaping

Police Chief Gene Hill
3. Resolution Approving to Proceed with the Application to CenterPoint Energy for their 50/50 Safety Emergency Equipment Matching Grant

City Engineer Brad DeWolf
4. Resolution Authorizing Engineering Services for 2017 Storm Pond Maintenance Work

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $86,435.28 and Payroll in the amount of $87,047.76
2. Final Meeting Minutes for the March 28, 2017 Parks, Recreation and Culture Board Meeting
3. Resolution Approving the Commercial Insurance Representative Selection Process
4. Consider Authorization of Advertising for Quotes for Lease of City Owned Crop Land
5. Resolution Amending the Holiday Policy as It Relates to The Liquor Store Policies

6. Resolution Approving a Check Be Written to Girl Scouts for Volunteering at the Community Movie Night

M. Other Communications

1. Draft Meeting Minutes for the April 18, 2017 Planning Commission Meeting
2. Draft Meeting Minutes for the April 25, 2017 Parks, Recreation and Culture Board Meeting

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, APRIL 18, 2017 – 7:00 P.M.
CITY HALL

F.1.

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Administrator Don Lorsung, City Engineer Brad DeWolf, Economic Development Director Sean Sullivan, Human Resources/City Clerk Lindsey Giese, Police Chief Gene Hill, Interim Community Development Director Alex Conzemius, and City Attorney Clark Joslin

Others Present: M. Warring, J. Ward, A. Strom, and A. Maxwell

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by adding Item K4. Consideration of Participation in an Economic Development Property – which will be discussed by Mayor Wimmer. And All K Business Items were renumbered accordingly. Also, adding Item L14. Resolution Offering the Position of Finance Director to Mr. Michael Betker and L. 15 Resolution Offering the Position of Community Development Director to Mr. Ryan Kernosky

Motion by Collison, second by Lorinser to approve the agenda with modifications listed above. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

Week of the Young Child - April 24 through April 28, 2017

Mayor Wimmer read the proclamation and then invited all young guests attending the meeting to receive a small gift and have a group picture taken with him.

F. Approve City Council Minutes

1. April 4, 2017 – Regular Meeting of the City Council

Motion by Lundeen, second by Lorinser to approve. Motion carried unanimously.

G. Citizens Input

None.

H. Announcements

1.	Parks, Recreation, and Culture Board Meeting	Tuesday, April 25, 2017 at 6:00 p.m.
2.	City Council Meeting	Tuesday, May 2, 2017 at 7:00 p.m.
3.	EDA Meeting	Tuesday, May 2, 2017 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

None.

J. Public Hearings

K. Business Items

1. **<u>Resolution 2017-114</u> Accepting the 2016 Audit and Financial Statement and Presentation of 2016 Annual Financial Report and Management Letter** *(Steve McDonald, AEM, LLP)*
Steve McDonald of Abdo, Eick & Meyers, LLP stated that the 2016 Audit has been completed. The Council Members have been provided hard copies of the full audit for review. He indicated that the required communications have been provided. That in a job audit the goal is giving an opinion on the city's financial statements. McDonald stated that the object of their intent was met. The city has been provided with an unmodified opinion, which is the highest form of assurance given on financial statements. He did further outline that there were two findings. One, was that of many small cities, which occurs when within the preparation of financial statements there are not enough people involved in the process to accurately segregate the duties. The other was considered a material audit adjustment, which is more out of the ordinary adjustments being made. It was stated that this is likely due to the changes within the Finance Department, and processes have been put in place to help assure these types of adjustments do not occur in the future. Mr. McDonald also stated that there were no findings as it relates to compliance issues according to what is reviewed against State Statutes.

   From a financial aspect, the general fund has a target of maintaining a reserve of 50% of what is expected to be spent in the following year. For 2016, the city was very close to that target at 49%. The City maintained an adequate working capital over the past 4-5 years in the general fund. The Mayor mentioned that in 2015 we were at about 40% and jumped back up to 49% in 2016, so that we are moving very quickly back towards that 50% goal. Steve McDonald further discussed the enterprise funds, specifically stating that the Water and Sewer Fund built sufficient cash for working capital and set aside reserves for future capital needs. At the end of 2016, there was a $1.9 million end cash balance for Water. The Sewer Fund, also had significant cash balance of $3.8 million, but McDonald cautioned that the increase is really driven by unspent bond proceeds, which will be used. He further explained that the Storm Water Fund had significant improvement, ending with a deficit of $16,000 but still had great improvement from where it was at the end of 2015. The other enterprise account for the Liquor Store ended with an overall gross profit of 27% for 2016, with the overall income before transfers being 11%. He indicated that we are a couple percentage points higher than State average. The cash balance for that fund is also up, which goes to show that it is well performing.

   The Mayor pointed out that the city's debt per capita is coming down, which is good. He also stated that the expenditures per capita has increased slightly, but compared to the comparable cities, we are still doing quite well in that area. The City's per capita spending is double digits less than our peer groups. The Mayor stated that overall the one area we do spend more on is in our public safety. However, we take the safety of our citizens very seriously, and it is something that we will likely continue to do because of the great value we get for our dollars. He further went on to explain that the dollars the City does receive are managed very well, and money is spent as efficiently as possible.

Motion by Lundeen, second by Lorinser to approve acceptance of the 2016 Audit via Resolution 2017-114 as presented. Motion carried unanimously.

2. **<u>Resolution 2017-115</u> Approving a Special Event Permit Application for the 2017 Land O' Lakes National Event** *(Andy Strom, Rum River BMX Association)*
Andy Strom with Rum River BMX stated that they are excited to host the Land O' Lake National Event for the 2nd year in a row. He said that Rum River BMX is becoming a destination for all those that ride BMX across the nation. For this particular event, it is expected to have about 7,500 people in

attendance and of those have about 1,500 racers. Strom stated that Rum River BMX has been working with the City and the Chamber to try to find ways for those visiting in town to connect with local businesses. The Mayor then said that this is kind of the last component, by getting every business to realize the potential with all the visitors in town for the big races.

Councilmember Lorinser asked if there would be camping this year. The Mayor stated that there will be camping there. However, that the Mayor and Katie, Community Events & Parks Coordinator, are working with Rum River BMX and discussing options for next year (2018) including if there will be a fee associated with camping or parking in order to cover any costs of potential repairs.

Mayor Wimmer further reminded everyone that this organization is run all by volunteers and they do a fantastic job.

Motion by Lorinser, second by Lundeen to approve Resolution 2017-115 as presented. Motion carried unanimously.

3. **Resolution 2017-116 Approving a Special Event Application for the Isanti Allina Health Clinic Grand Opening** *(Jon Ward, Allina Health)*
   Mr. Jon Ward of Allina Health stated the new Isanti Allina Health Clinic has been open for about six weeks. On May 6th is the open house and ribbon cutting. They expect about 300-350 people, but there could be more. The Mayor stated that the open house is the same day as city wide garage sales, he expects that it will be well attended. Mr. Ward went on to state that there will be a tent with food, face painting for kids and educational activities inside the building. Mr. Ward said the clinic has family practice, primary care, a pediatrician, a mental health provider, a psychologist, and a social worker. They also have an acupuncturist and nutritionist on site. The Courage Kenny Rehabilitation Institute also has sports medicine. The clinic is equipped with radiology and a lab, and will be adding things like OBGYN in the near future. He stated that they basically have a full-service operation and that they do accept walk-ins.

Motion by Lundeen, second by Collison to approve Resolution 2017-116 as presented. Motion carried unanimously.

4. **Consideration of Participation in an Economic Development Property** *(Mayor Wimmer)*
   The Mayor stated that he and Sean Sullivan (Economic Development Director) have been working diligently with a prospective developer for the hotel project. A national chain is interested in building in Isanti. The proposed hotel would consist of 50 rooms, an oversized pool, a 12-16 person hot tub and some additional features. There have been a few potential sites located for this project. It is expected to create between 8 and 12 jobs within the City. The goal would be to have construction begin in Summer 2017. The City would be able to receive just under $60,000 in city taxes for this project. The Mayor went on to say that this project will not happen unless there is City participation. He said that the negotiation process has gone as far as it can go without having the go-ahead from City Council. The initial discussion was that the City would have somewhere between 40%-50% ownership, with an intention of selling that within 5 years or less to be removed from the deal. The Mayor stated that this is just a rough outline of what is being looked at, but he is asking City Council for approval to move forward and continue the negotiation process based on the parameters he's explained.

   Councilmember Bergley asked for clarification on what the Council would be approving. The Mayor said they would be approving having the negotiators go back to finalize the negotiation process. The Mayor then stated that the specifics of the project would be provided to the Council once the deal comes in. He said that the one of the big concerns that were brought up last time a hotel project was

discussed, was the level of involvement of the city. He said previously partial ownership was expected to last 7-9 years, and this deal would be 5 years or less. Mayor Wimmer said that this deal has a conservative estimate of bringing in about $56,000 of tax dollars because it is not a TIF project. Councilmember Bergley stated that this deal sounds better than the one that was previously discussed. He recalls stating that he would only want involvement in ownership if the deal was 5 years or less, which is what is being proposed.

Mayor Wimmer said that this deal is likely as good as we are going to get. The Mayor discussed that the BMX project was a $2.3 million-dollar project that was more high risk than this project would be. He expressed that the BMX project turned out phenomenal. Mayor said that we put all projects of the city through the same rigors, and although there is not a 100% guarantee that this project will be successful, this hotel project would still be less risky than that of BMX. Councilor Bergley asked the Mayor why he thought this project would be less risky. The Mayor stated that there would be significantly less money involved, as far as the financial impact. He also stated that Rum River BMX is operated by a non-profit, all volunteer organization. That they could up and leave whenever they choose. That this project is working with a nationwide hotel chain. The Mayor reiterated, that if we do not make a deal for a hotel project, that the hotel will be placed somewhere else outside the city, and that we won't have another chance for 5 or 10 years.

Councilmember Lundeen asked where this money would be coming from. He said that his biggest concern was that he did not want to see tax dollars go up from funding a project like this. The Mayor said that there are a few options, and that there would likely be internal transfers. The Mayor did not expect this to have any effect on taxes. The Mayor stated that having a facility like this will allow a lot more activities such as BMX, Soccer, the bowling alley and maybe a future curling team to be possible. He said that this is the best situation we've had. Mayor Wimmer said that this is the missing piece, that previously the goal from many years ago to get a clinic, a pharmacy and a hotel in the city. We now have a clinic, a pharmacy and the possibility of a hotel.

Motion by Collison, second by Lorinser to approve moving forward in the negotiation process with the potential developer for a hotel project utilizing the general parameters indicated by the Mayor. Motion carried unanimously.

5. **Resolution 2017-117 Authorizing Purchase of City Promotional Bags** *(Mayor Wimmer)*
   Mayor discussed that previously the Isanti-Buck program was approved through Council, but that there has been a snag in that. However, the Isanti bag program would be the purchase of nice reusable canvas like bags (similar to those at the Farmer's Market). The goal would be to purchase 1,000 bags and give them out at big events. We want to have something that people are using and taking places. The bags would be given out at the upcoming National BMX event in May, the soccer event occurring in June and then State Finals for BMX. Money has already been approved for the program this would just be accepting the cost from Promo-Direct for purchasing.

Motion by Lundeen, second by Lorinser to approve Resolution 2017-117 as presented. Motion carried unanimously.

6. **Resolution 2017-118 - Request from Beverly A. Cox VanRuden and Brennan and Rebecca Cox for Resolution Approving the Annexation of Parcels No. 05.031.3300 and 05.031.3301 Under the Orderly Annexation Agreement Between the Township of Isanti and the City of Isanti, Minnesota Pursuant to Minnesota Statutes 414.0325. Subd. 1** *(Mayor Wimmer)*
   This will be adding about 40 acres into the City of Isanti. This is the parcels in-between the original property in Athens Township, which will connect up towards the City. The entire properties together will be about 80 acres.

Motion by Bergley, second by Collison to approve Resolution 2017-118 as presented annexing the property of Parcels No. 05.031.330 and 05.031.3301 Motion carried unanimously.

City Administrator Don Lorsung

7. **Resolution 2017-119 Approving an Extension of the Site Plan/Building Appearance, Conditional Use Permit and Variance for the Construction of Prairie Senior Cottages II on the Property Legally Described as Lot 1, Block 1, Bank Site Second Addition**
   Councilor Lundeen had asked if there was a hiccup in this project. Economic Development Director Sean Sullivan stated that the timing with financing and ownership details had pushed things off a bit farther than expected. However, they are going to move forward this year, which is the reason for requesting the extension.

Motion by Lundeen, second by Collison to approve Resolution 2017-119 as presented. Motion carried unanimously.

8. **Ordinance No. 673 to Amend the Code for the City of Isanti Chapter 76 Alcoholic Beverages**
   The Mayor stated that this is our first step in having Sunday sales.

Motion by Lorinser, second by Bergley to approve Ordinance No. 673 as presented. Motion carried unanimously.

9. **Resolution 2017-120 Authorizing Services for Water Tower Interior and Exterior Cleaning**

Motion by Lundeen, second by Collison to approve Resolution 2017-120 as presented. Motion carried unanimously.

10. **Resolution 2017-121 Awarding the Lease of City Owned Crop Land**

Motion by Lundeen, second by Collison to approve Resolution 2017-121 as presented. Motion carried unanimously.

11. **Resolution 2017-122 Authorizing the Execution of Repayment Agreement with J Robinson Construction, Inc.**

Motion by Collison, second by Lorinser to approve Resolution 2017-122 as presented. Motion carried unanimously.

City Engineer Brad DeWolf

12. **Resolution 2017-123 Awarding the Bid for the 2017 Pavement Management Project**
    Brad DeWolf, City Engineer, stated that both bids were below the engineers estimate. The recommendation is to approve the bid from ASTECH Corporation in the amount of $181,701.04.

Motion by Lundeen, second by Lorinser to approve Resolution 2017-123 as presented. Motion carried unanimously.

13. **Resolution 2017-124 Awarding the Bid for the 2017 1st Avenue Sidewalk & Curb Replacement Project**
    DeWolf stated that they received 4 bids for this project, with Innovative Concrete Solutions being the lowest bidder. The bid came in at $$41,060.00.

Motion by Lundeen, second by Bergley to approve Resolution 2017-124 as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $482,714.92 and Payroll in the Amount of $97,226.11
2. Contractor Pay Request No. 08 Wastewater Treatment Improvements to Gridor Construction in the amount of $170,558.00.

3. Final Meeting Minutes for the March 7, 2017 Economic Development Authority Meeting
4. Final Meeting Minutes for the February 21, 2017 Planning Commission Meeting
5. **Resolution 2017-125 Awarding Quote for Outsourcing the Mowing Nuisance Week/Grass Abatement of Lots**
6. **Resolution 2017-126 Authorizing Exempt Gambling Permit for Rum River BMX Association**
7. **Resolution 2017-127 Approving Street Dance Advertisement in the June, July and August Editions of the Courier**
8. **Resolution 2017-128 Authorizing Training Request for Human Resource/City Clerk, Lindsey Giese**
9. **Resolution 2017-129 Offering the Internal Position of Equipment Mechanic to Scot Klersy**
10. **Resolution 2017-130 Authorizing Execution of Release of Covenants, Conditions Restrictions and Provisions**
11. **Resolution 2017-131 Providing a Process on Nuisance Abatements for Dangerous Appliances**
12. **Resolution 2017-132 Authorizing the Hire of Part Time Liquor Store Clerk Brandy Anker**
13. **Resolution 2017-133 Approving Training Request for 2017 LMC Annual Conference for Mayor Wimmer**
14. **Resolution 2017-134 Offering the Position of Finance Director to Mr. Michael Betker**
15. **Resolution 2017-135 Offering the Position of Community Development Director to Mr. Ryan Kernosky**

Motion by Lundeen, second by Lorinser to approve Consent Agenda as presented. Motion carried unanimously.

Adjournment

Motion to adjourn by Lundeen, second by Collison. Motion carried unanimously. The meeting was adjourned at 7:38 p.m.

Respectfully Submitted,

Lindsey Giese

Lindsey Giese
Human Resources/City Clerk

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events & Parks Coordinator

Date: May 2, 2017

Subject: A Resolution Approving a Special Event Permit Application for the Rum River Rods Regular and Summer Spectacular Car Shows

---

Background

The City of Isanti received a special event application from Amy Campbell-Davis on behalf of Rum River Rods to host classic car shows the 2nd and 4th Wednesday evenings June 14 – August 30 from 5:30 p.m. to 8:30 p.m. on Main Street in downtown Isanti. Set-up for the event would begin at 5:00 p.m. Estimated 50-100 people are anticipated for the regular car shows. Also included in the application is the Summer Spectacular Car Show on August 12 from 11:00 am to 5:00 pm. Attendance for this event is estimated at 250-500 people. Parking will be along City streets and within city owned parking lots the evenings of the events.

A section of Main Street would need to be closed from the railroad tracks to its intersection with 4th Avenue, as well as 1st, 2nd, and 3rd Avenues north and south of Main Street to the alleys. The Applicant will make arrangements to close off the road with barricades. Cars would be located in these areas for showing. Volunteers from the car club will assist with clean-up after the show. The Rum River Rods are asking people to bring a non-perishable item which will be donated to Family Pathways.

A 12'x12' tent will be placed in front of Isanti Bike for the regular shows. A 30'x30 tent will be placed on the grassy lot adjacent to the Family Pathways for the Summer Spectacular event. A letter from Family Pathways granting this approval has been attached for Council review. A public address system and music will be utilized during the events. The regular events are free; the Summer Spectacular event will include a $10.00 participant registration fee; money collected will go to charity and cover expenses. Spectators are always free.

A $100 clean-up deposit fee, proof of insurance, and signed Release and Indemnification Form are outstanding.

The August 12 Summer Spectacular will also include a vendor fair and swap meet. These activities require a Peddler's Permit and $25 fee to be filed. These items must be submitted prior to July 14, 2017; a complete list of vendors must also be submitted to the City of Isanti prior to the event.

A copy of the application, department review, permission for property use, event map, proof of notification, and event flyers have been attached for City Council review.

Staff Request
City staff is requesting action on this item.

Attachments

- Resolution No. 2017-xxx
- Special Event Application
    - Application forms
    - Departmental Review Sheet
    - Permission for property use
    - Site Map
    - Proof of notification to addresses within 350'
    - Event flyers

RESOLUTION 2017-

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE RUM RIVER RODS REGULAR AND SUMMER SPECTACULAR CAR SHOWS

WHEREAS, Amy Campbell-Davis (applicant) has submitted a Special Event application on behalf of Rum River Rods requesting approval to host a car shows on Main Street, Downtown Isanti; and,

WHEREAS, the regular shows are scheduled to take place on the 2nd and 4th Wednesday evenings of each month in June, July, and August from 5:00 p.m. to 8:30 p.m. and the Summer Spectacular is scheduled for Saturday, August 12 for their 11:00 am to 5:00 pm.; and,

WHEREAS, the estimated number of people to be in attendance at the regular events is anticipated to be 50-100, and 250-500 are anticipated for the August 12 event; and,

WHEREAS, parking for the event will be at the public lot north of Main Street (City Hall/Community Center); and,

WHEREAS, a PA system will be used for announcements and music; and,

WHEREAS, barricades will be placed by the applicant on Main Street from the Railroad tracks to 4th Avenue and to the alleys north and south of Main Street; and,

WHEREAS, the August 12 Summer Spectacular will include a vendor fair and swap meet, and these activities require a Peddler's Permit to be filed including a $25 fee; and,

WHEREAS, Special Event Permit applications require a $100 clean-up deposit fee to be submitted prior to the first event;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the Rum River Rods Classic Car Show for the event to be held as specified above with the following conditions:

- Special Event Application submitted on behalf of the Rum River Rods, subject to the comments provided by City Staff Members; which include:
    - Temporary signage shall require the necessary application to be submitted to the City for review and approval. Signatures authorizing approval for their placement on private property must also be included.
    - Barricades are in place to close the roads prior to the start of the event and removed after.
    - $100 Clean-up deposit fee, Release and Indemnification form, and Proof of Insurance must be submitted prior to first regular event.
    - Coordinate August 12 event details (electricity, vendors, stage placement and timing of placement, etc.) with the Community Events & Parks Coordinator prior to the day of the event.
    - Peddler's Permit and $25 fee must be submitted prior to July 14, 2017.A complete list of vendors must be submitted prior to the event.
    - If any signs are to be used for Car Show events, the appropriate Temporary Sign Permit must be submitted with permission from private property owners.
- City allows the portable restrooms accessible for the events which are located in Eagle Park.
- Closure of Main Street from the Railroad tracks to 4th Ave.
- Closure of 1st Ave, 2nd Ave, and 3rd Ave for one block North and South of Main Street to the alleys on either side

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 2nd day of May, 2017.

Attest:

George A. Wimmer
Mayor

Lindsey Giese
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [ ] Cleanup Deposit Fee - $100
- [ ] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [x] Approval Letter from the Property Owner
- [x] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [x] Vendors will be present: Aug 12 Event
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [ ] Event will occur on City Property:
  - [ ] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: April 21, 2017

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River Rods

Contact Person: Amy Campbell-Davis

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: [redacted] Fax: ___-___-___ Cell: ___-___-___

E-mail: [redacted]

Secondary Contact Person: Lee Kreyer

Address: [redacted]

City: [redacted] State: [redacted] Zip: [redacted]

Phone: ___-___-___ Cell [redacted] E-mail: ___

EVENT INFORMATION

Event Name: Wednesday Night Car Shows & Summer Spectacular

Date(s) of Event: Wednesdays Starting June ~~7th~~ 14th & Saturday Aug 12, 2017 (2nd & 4th; then Aug 30th)

Hours of Event: Wed nights 5-8:30pm Sat. Aug 12th from 11a-5pm

Type of Event: [X] Open to the Public [ ] Private [ ] Other: ___

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

Car Show - Wed. evenings

Car Show, pie eating contest, vendors, swap meet for Aug. 12th and 50/50 raffle.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Main Street from railroad tracks West to 4th Street, and half a block in to Alleys - north and South of Main Street

Estimated Number of People in Attendance (includes staff, participants, and spectators):
Wed nights 50-100 Saturday Aug 12th 250-500

Parking Impact – Describe in detail:
main Street will be closed, Spectator parking will be available in public parking - north of main Street

Tents, equipment, amusement rides, etc.
Type: Pop-up tents | for Saturday also canopy
Size: 12 x 12 x 2 | 30 x 30
Location: infront of Isanti bike | grass next to family Pathways

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
NA-

Are you requesting any street closures? If yes, list streets:
main Street from railroad tracks to forth & north and South to alleys off of main Street.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Wed night We will use Eagle Park restroom
Saturday will share w/ Street dance portables.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
NA-

Clean-up Plans – Describe in detail:
Volunteers will clean-up following each show.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:

NA -

Will any other public addressing system or sound amplification be used? If so, describe:

PA used for announcements and pre-recorded music | possible radio station doing live broadcast.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?

Wed night show is free and we ask for a food donation for family Pathways. Saturday show - participants - $10/per Money goes to show expenses! - Spectators are free

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Amy Campbell-Diaz

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Public Services Director
__✓__ Approved _____ Denied _____ N/A Signature: Joni Wood

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: Katie Everett

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: DJ

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: DJ

City Council
_____ Approved _____ Denied

Date of Review: _____

* Barricades from PW
* $100 deposit check needed
* Signed Release required
* If signs will be used, a sign permit must be filed
* City not providing portable bathroom @ Eagle Park this year

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Monday, April 24, 2017 8:22 AM
To: Isanti Parks
Subject: RE: Special Event Application - Car Shows

Hi Katie,

Isanti Fire approves the Rum River 2017 car show special event permit application as presented. Al Jankovich | Isanti Fire District

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

ISANTI FIRE DISTRICT

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Friday, April 21, 2017 4:58 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Application - Car Shows

Good afternoon,

I have received the Special Event Permit application for this years' car shows. Please note that Rum River Rods had elected to do these the 2nd and 4th weeks of the month only (instead of every Wednesday). I spoke with the coordinator, and she said they in the event of rain they will not reschedule for a 1st or 3rd week instead, they'll just cancel. The closure area is the same as last year.

Please review the attached application and respond with your approval or comments by the end of the day next Wednesday (4/26).

Thank you!

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Isanti Parks

From: Chief Gene Hill
Sent: Tuesday, April 25, 2017 8:52 AM
To: Isanti Parks
Subject: RE: Special Event Application - Car Shows

APPROVED

Respectfully,

Gene C. Hill
Chief of Police
Emergency Management Director
Isanti Police Department
401 1st Ave. NW.
PO BOX 428
Isanti, Mn. 55040-0428

Px# (763) 444-4761
Fax# (763) 444-4868

"Never tell people how to do things…tell them what to do, and they will surprise you with their ingenuity"

"The unauthorized disclosure or interception of e-mail is a federal crime. See 18 U.S.C. SEC 2517(4). This e-mail is intended only for the use of those to whom it is addressed and may contain information which is privileged, confidential and exempt from disclosure under the law. If you have received this e-mail in error, do not distribute or copy it. Return it immediately to the sender with attachments, if any, and notify the sender by telephone."

From: Isanti Parks
Sent: Friday, April 21, 2017 4:58 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Application - Car Shows

Good afternoon,

I have received the Special Event Permit application for this years' car shows. Please note that Rum River Rods had elected to do these the 2nd and 4th weeks of the month only (instead of every Wednesday). I spoke with the coordinator, and she said they in the event of rain they will not reschedule for a 1st or 3rd week instead, they'll just cancel. The closure area is the same as last year.

Please review the attached application and respond with your approval or comments by the end of the day next Wednesday (4/26).

Faith Lutheran Church

P.O. Box 87
109 Second Avenue North
Isanti, MN 55040

Pastor Clifton Hanson

Office: (763) 444-9201 • Pastor's Cell Phone: (612) 590-1534 • Fax: (763) 444-6527
Email: flcisanti@qwestoffice.net • www.faithlutheranisanti.com
Heavenly Sunshine Preschool: (763) 444-7527 • erika.heavenlysunshine@aol.com

March 28, 2017
To: City of Isanti
From: Faith Lutheran Church
RE: Use of vacant lot south of Faith Lutheran Church

To Whom it May Concern:
Faith Lutheran Church has granted permission for Rum River Rods to use our vacant lot across the street from the church parking lot for their event on Saturday, August 12.

Thank you!

Erin K. Olson

Erin Olson, Church Office Administrator

Family PATHWAYS
BUILDING STRONGER COMMUNITIES ONE PERSON AT A TIME

Central Office
6413 Oak Street
North Branch, MN 55056
651-674-8040

mail@familypathways.org
familypathways.org

To whom it may concern:

Rum River Rods has requested to use the common grassy area located at 16 Main Street West Isanti, MN. 55040 on Saturday August 12, 2017. This letter will serve as authorization from Family Pathways.

Any questions please feel free to contact me,

Kay Coulter

651-246-3154
Regional Manager
Family Pathways

April 18, 2017

To Whom It May Concern:

Rum River Rods Car Club will be hosting our annual car shows on Wednesday evenings from 5-8:30pm starting in June-August. We will also be hosting our annual car show on Saturday August 12th from 9a-5pm. During this time, Main Street from the Railroad tracks to 4th will be closed, along with the side streets North and South of Main Street to the alley ways. If you have any questions feel free to reach out.

Thanks,

Lee Kreyer

Rum River Rods President

651-895-4381

Postage for letters

L&B

LUNDS&BYERLYS

Maple Grove
Gen. Manager Tom Gordon
763-416-1611
Open 6am - midnight

Cashier:Jovita

04/18/17 13:47:04

POSTAGE STAMPS	1000	9.80
POSTAGE STAMPS	1000	9.80
POSTAGE STAMPS	1000	9.80
POSTAGE STAMPS	1000	9.80
POSTAGE STAMPS	1000	9.80
SUBTOTAL		49.00
TOTAL TAX		.00
TOTAL	49.00	
TENDER		49.00
Acct:		
APPRVL CODE		
Cas Ref#		
Cash		
CHANGE		.00
NUMBER OF ITEMS		5

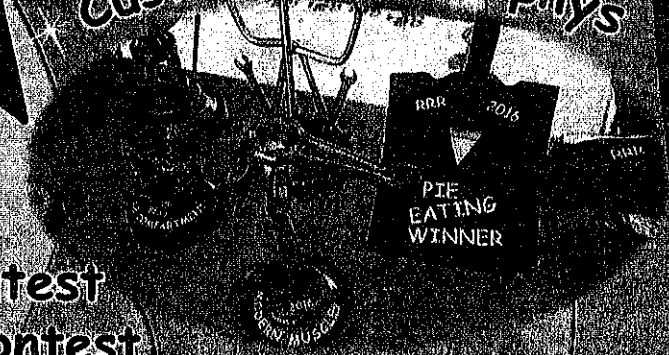
FSA Total $0.00

7th ANNUAL
SUMMER SPECTACULAR

$10.00

Isanti
Minnesota
August 12 2017
11:00 AM - 5:00 PM

Custom Built Trophys



- Kids Events
- 50/50 Raffle
- Food Venders
- Pie Eating Contest
- Muffler Rap Contest
- Craft & Vender Show
- Dash plaque 1st 100
- Swap Meet Car Parts And Related Items Only!

$10.00 per 12' X 24'

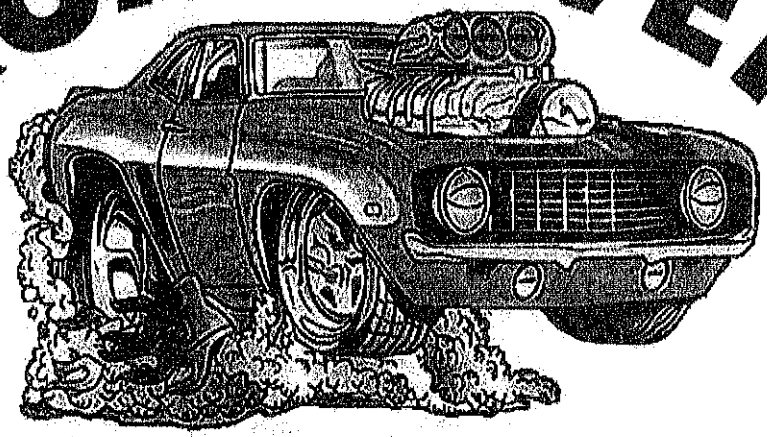
Must be Pressent At Awards To Win !

RUM RIVER RODS
ISANTI MN

You Can Follow us on facebook Rum River Rods for the latest information

For More Info: www.rumriverrods.com or Contact Dan 763-670-0835

RUM RIVER



RODS

Weekly Car Show

5:30-8:30pm Downtown Isanti, MN

Every 2nd & 4th Wednesday

June - August 2017

Weather Permitting

Trophies awarded to the top 3

All years, makes and models welcome

We encourage you to bring a food donation

Find us on the Web:
www.rumriverrods.com

Find us on Facebook:
Rum-River-Rods-Isanti-Weekly-Car-Show

Markel Insurance Company

COMMERCIAL GENERAL LIABILITY POLICY DECLARATIONS

POLICY NUMBER: 3602SS449122 - 0 RENEWAL OF NUMBER: NEW

Named Insured And Mailing Address (No., Street, Town or City, County, State, Zip Code)

Rum River Rods
1013 Hillock St NW
Isanti, MN 55040

Policy Period: From 03-09-2017 To 03-09-2018, at 12:01 A.M. Standard Time at your mailing address shown above.

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL TERMS OF THIS POLICY, WE AGREE WITH YOU TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

Limits Of Insurance

General Aggregate Limit (Other Than Products-Completed Operations)	$	3,000,000	
Products-Completed Operations Aggregate Limit	$	1,000,000	
Personal And Advertising Injury Limit	$	1,000,000	
Each Occurrence Limit	$	1,000,000	
Damage To Premises Rented To You Limit	$	100,000	Any One Premises
Medical Expense Limit	$	10,000	Any One Person

Retroactive Date (CG 00 02 Only) N/A In New York

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" which occurs before the Retroactive Date, if any, shown below.

Retroactive Date: None

(Enter Date Or "None" If No Retroact Date applies)

Business Description And Location Of Premises

Form Of Business: Organization

Business Description: Clubs

Location Of All Premises You Own, Rent Or Occupy:

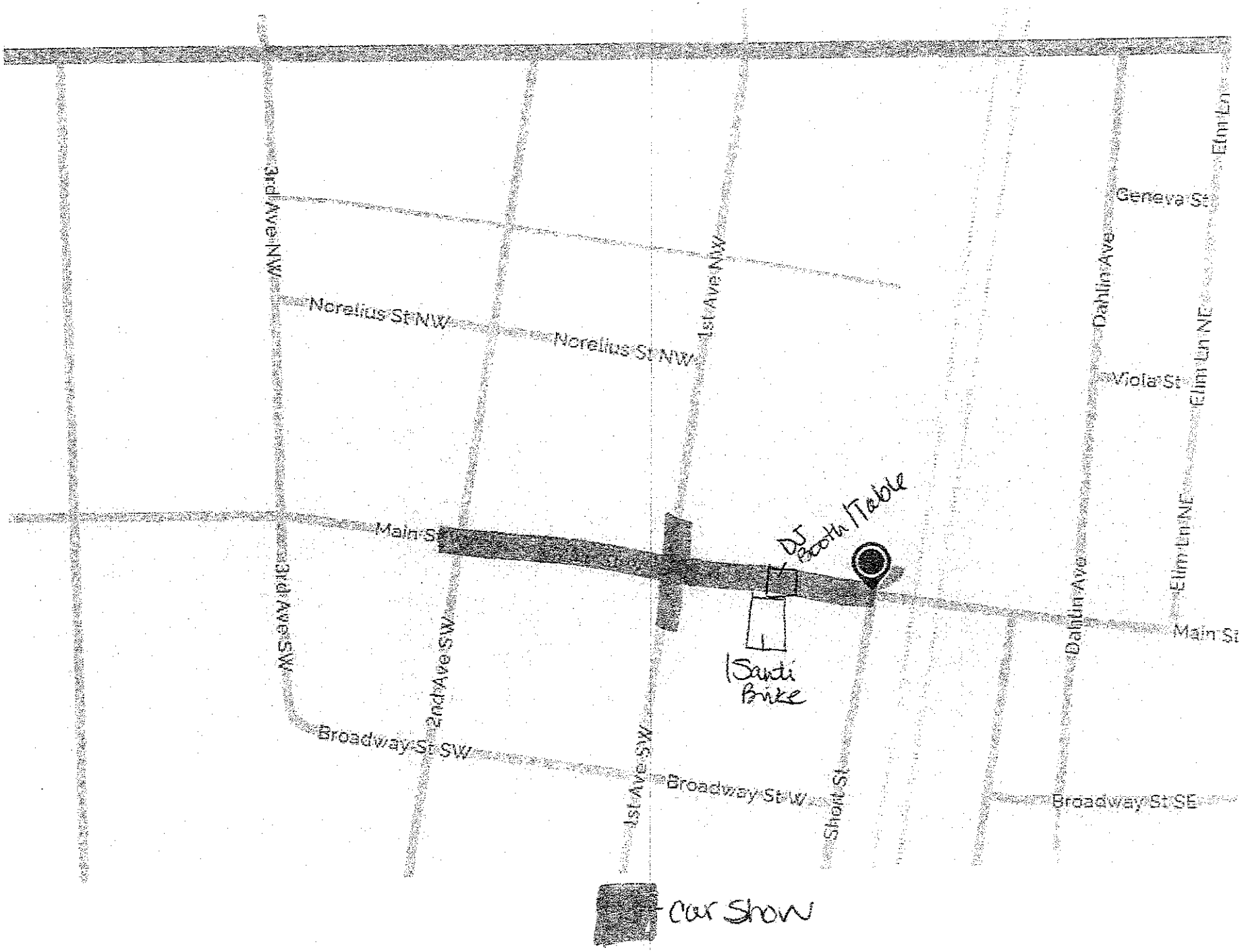
SEE ATTACHED "EXTENSION OF DECLARATIONS"

Producer Number, Name and Mailing Address

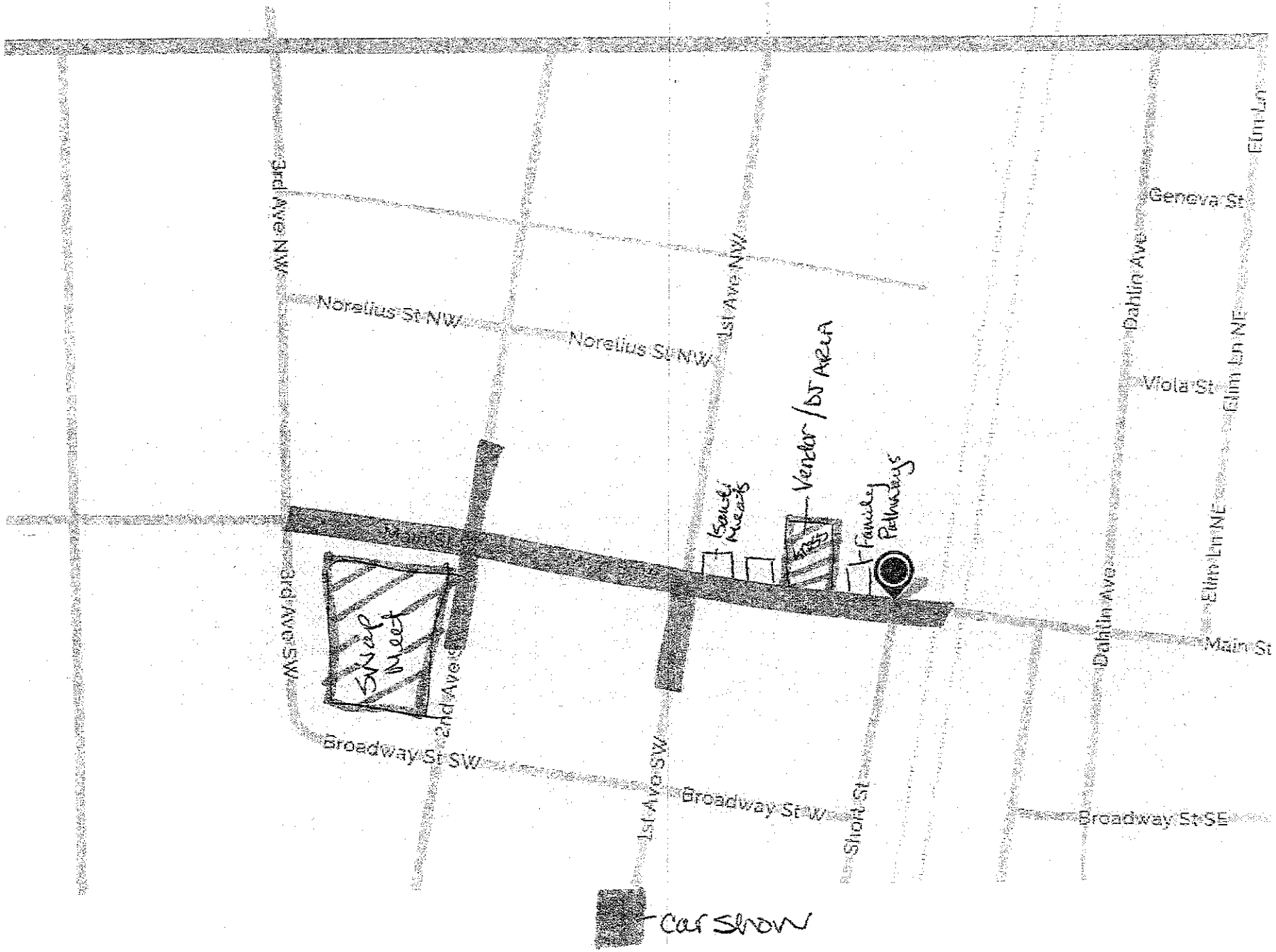
56197 / Hagerty Insurance Agency LLC
141 Rivers Edge Drive
Traverse City, MI 49684

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

Wednesday Night Car Shows.



Saturday Show. August 12th, 2017



SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Car Shows and Swap meet on Saturday August 12th, along w/ Vendors. Car shows 2nd & 4th Wed. night.

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder Initials Here) ____

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☐ NO ☒

(Special Events Holder Initials Here) ____

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) W

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) W

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) W

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) W

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) W

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER: _____

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name _____

Title _____

Signature _____

Date _____

K.2.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Josi Wood
Public Services Director/ Assist. City Admin.

Date: May 2, 2017

Subject: Resolution Authorizing Northland Landscape Nursery for City Hall Landscaping

---

Background
The City budgeted $3,500.00 for landscaping on the North side of City Hall. Staff solicited quotes from local vendors and found the below information. The varieties of plants chosen will do well on the north side of a building as well as provide a fuller look with plants of varying heights. The variety was also to have different colors and time of year when the flowers blossom. Specific plant information including color and time of bloom will be provided at the meeting. Rock was chosen to provide a cleaner look and to be able to handle rain coming off the roof of the building.

Vendor	Cost for Design	Cost for Plants	Cost for Rock *all comparable*	Cost of Installation	Total
Northland Landscape Nursery	$0	$923.17 (gave 25% discount for current acct)	$700.00 (max. cost dependent on color)	$1,800.00	$3,423.17
Green Barn	Does not offer service	Does not give pricing over the phone	$700.00 (max. cost dependent on color)	Does not offer service	N/A
Mickman Bros. Landscaping	Verbal Quote $500.00 ($65.00/hr)	$1,250.00	$700.00 (They recommended Bebergs for rock. Max. cost)	$2,000.00 (min. cost)	$4,450.00

Finance Committee Recommendation
Finance Committee is recommending Northland Landscape Nursery for plants and materials. They also recommend having Northland do the installation on the North side of City Hall. The total cost will not exceed $3,500.00 which is budgeted within Municipal Building. Public works will implement landscaping on the West side of City Hall utilizing plants from the North side.

Request
Staff is requesting action on this item.

Attachment
- Res-XXX

RESOLUTION NO. 2017-XXX

A RESOLUTION AUTHORIZING NORTHLAND LANDSCAPE NURSERY FOR CITY HALL LANDSCAPING

WHEREAS, the City budgeted $3,500.00 in the 2017 budget for landscaping on the North side of City Hall to beautify the area and fill in where initial plantings have satisfied their lifespan or died; and,

WHEREAS, staff solicited services and quotes from three vendors and found Northland Landscape Nursery was able to provide all services; and,

WHEREAS, Finance Committee reviewed the quotes and services and recommends Northland Landscape Nursery for their expertise and services for the materials and installation; and,

WHEREAS, Northland Landscape Nursery services including plants, rock material and installation would be in the amount, not to exceed, $3,423.17; and,

WHEREAS, Public Works will be assisting with the project and performing landscaping work on the West side of City Hall; and,

WHEREAS, the funding source is identified as General Fund - Municipal Building;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept services from Northland Landscape Nursery and total project costs in the total amount, not to exceed, $3,500.00.

This resolution was duly adopted by the Isanti City Council this 2nd day of May, 2017.

Attest:

George A. Wimmer
Mayor

Lindsey Giese
Human Resources / City Clerk

K.3.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**

From: Chief Gene C. Hill **MEMO**

Date: April 26, 2017

Subject: Center Point Energy Safety Equipment Matching Grant

Background:

Center Point Energy has a 50/50 matching grant available not to exceed $2,500.00 for the purchase of safety / emergency equipment. The grant application deadline is May 5th, 2017.

The police department would like to purchase Motorola Portable Radios to be used by the PD, during Emergency Management Events and Public Works.

The matching funds would come from the forfeiture fund.

Action:

I am requesting the City Council to review and consider to allow application to this grant funding opportunity for the purchase of safety related equipment.

Thank you for your time and consideration,

Chief Gene C. Hill

RESOLUTION 2017-_____

RESOLUTION APPROVING TO PROCEED WITH THE APPLICATION TO CENTERPOINT ENERGY FOR THEIR 50/50 SAFETY EMERGENCY EQUIPMENT MATCHING GRANT

WHEREAS, CenterPoint Energy has a 50/50 matching grant opportunity to purchase safety / emergency related equipment; and

WHEREAS, the application deadline is May 5th, 2017; and

WHEREAS, the police department is seeking authorization to make application to purchase safety / emergency related equipment:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the application process and to allow the Chief of Police signature authority to apply for the grant.

This Resolution is approved by the City of Isanti Council this 2nd Day of May, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

K.4.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Josi Wood
Public Services Director/ Assist. City Admin.

Date: May 2, 2017

Subject: Resolution Authorizing Engineering Services for 2017 Storm Pond Maintenance Work

---

Background
Bolton and Menk, Inc. completed the Storm Pond Assessment and Inventory in 2016. The Assessment outlined the storm pond's integrity and function and then rated them based on the severity of the work that needed to be performed. All ponds were scheduled into a 5 year maintenance plan. This 5 year maintenance plan and corresponding storm pond work was approved by Council in October, 2016.

Bolton and Menk, Inc. has put together a proposal for services to create plans and specs for the ponds and apron work defined in Year 1 of the maintenance plan, go out for bids and also inspect the work and ponds after the construction. Their work also includes notifying via mail and door postings to affected residents. The cost for their work is in the amount, not to exceed, $7,500.00.

Finance Committee Recommendation
The Finance Committee discussed the work to be done and funds available for such work. The Finance Committee recommends the engineering work as proposed by Bolton and Menk, Inc. in the amount, not to exceed, $7,500.00.

Request
Staff is requesting action on this item.

Attachments
- Res-XXX
- Proposal for services by Bolton and Menk, Inc_dated 3.27.17

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: March 27, 2017

To: Don Lorsung, City Administrator

From: Bradley C. DeWolf, P.E.

Subject: 2017 Pond Maintenance Fee Proposal
City of Isanti, MN

Bolton & Menk, Inc. is pleased to present this proposal to provide engineering services for the 2017 Pond Maintenance Project.

It is our understanding the scope of work to be completed for the Pond Maintenance project is as follows:

- Create Plans and Specs for ponds and aprons designated for 2017 in the 5 year maintenance plan.
- Solicit bids from contractors and provide a recommendation to council.
- Provide Resident Project Representative during maintenance work.

Bolton & Menk proposes to complete the above engineering services for an hourly, not-to-exceed fee of $7,500.00.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2017-XXX

A RESOLUTION AUTHORIZING ENGINEERING SERVICES FOR STORM POND MAINTENANCE WORK

WHEREAS, in order to comply with the MS4 permit, the City is required to monitor storm sewer discharge points and perform corrective measures for any noted deficiencies; and,

WHEREAS, the City of Isanti approved Bolton & Menk, Inc. to perform a storm pond assessment to review all City owned ponds and storm sewer aprons and determine the maintenance needs for each pond and apron; and,

WHEREAS, a five year maintenance schedule was created to restore all deficient ponds and aprons which was approved by Council October 6, 2016; and,

WHEREAS, Bolton and Menk, Inc. provided a proposal for services for the first year of storm pond maintenance which includes creating specifications, public notification, solicitation of quotes, and inspection in the amount, not to exceed, $7,500.00; and,

WHEREAS, the Finance Committee recommends approval of services by Bolton and Menk, Inc. as determined per this Resolution; and,

WHEREAS, this item was budgeted within the Storm Fund fund, Engineering;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the proposal by Bolton and Menk, Inc. for storm pond maintenance work including creating specifications, public notification, solicitation of quotes and inspection in the amount, not to exceed, $7,500.00.

Adopted by the Isanti City Council this 2nd day of May, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 4/26/2017 - 4/26/2017

Apr 26, 2017 11:47AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/17	04/26/2017	46264	127	ABDO, EICK & MEYERS, LLP	101-20200	7,750.00
04/17	04/26/2017	46265	1882	AEM FINANCIAL SOLUTIONS, LLC	609-20200	3,916.00
04/17	04/26/2017	46266	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	521.32
04/17	04/26/2017	46267	53	BELLBOY CORPORATION	609-20200	3,272.62
04/17	04/26/2017	46268	9	BERNICKS PEPSI-COLA	609-20200	698.85
04/17	04/26/2017	46269	1387	BJORKLUND COMPANIES	101-20200	253.10
04/17	04/26/2017	46270	1474	CDW GOVERNMENT INC	609-20200	615.89
04/17	04/26/2017	46271	1815	CENTURYLINK	609-20200	807.80
04/17	04/26/2017	46272	328	C-I COMMUNITY EDUCATION	101-20200	195.00
04/17	04/26/2017	46273	1629	CITY OF ISANTI	108-20200	8.65
04/17	04/26/2017	46274	918	CRYSTAL SPRINGS ICE	609-20200	160.52
04/17	04/26/2017	46275	475	CUSTOM TRUCK ACCESSORIES INC	101-20200	369.00
04/17	04/26/2017	46276	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,362.55
04/17	04/26/2017	46277	100	DEPUTY REGISTRAR #90	101-20200	1,725.24
04/17	04/26/2017	46278	2478	East Central Energy	101-20200	42.85
04/17	04/26/2017	46279	55	ECM PUBLISHERS INC	601-20200	753.66
04/17	04/26/2017	46280	912	FASTENAL COMPANY	101-20200	77.17
04/17	04/26/2017	46281	2118	FRANSEN, LINDA	101-20200	220.00
04/17	04/26/2017	46282	2490	GIRL SCOUTS	101-20200	18.56
04/17	04/26/2017	46283	596	GRAFIX SHOPPE	101-20200	957.00
04/17	04/26/2017	46284	739	HACH COMPANY	601-20200	312.36
04/17	04/26/2017	46285	1223	HARRIS, MICHAEL	601-20200	9.94
04/17	04/26/2017	46286	113	ISANTI TIRE & AUTO CARE	101-20200	22.00
04/17	04/26/2017	46287	1534	J. J. TAYLOR	609-20200	811.17
04/17	04/26/2017	46288	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,621.41
04/17	04/26/2017	46289	5	KAWALEK TRUCKING	609-20200	345.40
04/17	04/26/2017	46290	762	KEEPRS INC	101-20200	978.00
04/17	04/26/2017	46291	1773	KLERSY,SCOT	601-20200	7.43
04/17	04/26/2017	46292	1282	LEAF TOWING AND	101-20200	100.00
04/17	04/26/2017	46293	136	LEAGUE OF MN CITIES	101-20200	800.00
04/17	04/26/2017	46294	394	LMCIT	101-20200	1,000.00
04/17	04/26/2017	46295	1789	MADDEN GALANTER HANSEN, LLP	101-20200	497.75
04/17	04/26/2017	46296	17	MCDONALD DISTRIBUTING CO	609-20200	5,742.95
04/17	04/26/2017	46297	616	MENARDS - CAMBRIDGE	601-20200	30.15
04/17	04/26/2017	46298	1536	MINNESOTA DEED	219-20200	1,498.62
04/17	04/26/2017	46299	2116	MINUTEMAN PRESS	108-20200	789.50
04/17	04/26/2017	46300	1945	MN DEPT OF LABOR	101-20200	1,447.45
04/17	04/26/2017	46301	2266	MN POST BOARD	101-20200	180.00
04/17	04/26/2017	46302	2080	MVTL LABORATORIES INC	601-20200	356.40
04/17	04/26/2017	46303	283	OLSON POWER & EQUIPMENT	101-20200	12.94
04/17	04/26/2017	46304	2353	PERFORMANCE DOCK	101-20200	36.00
04/17	04/26/2017	46305	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,633.04
04/17	04/26/2017	46306	1884	REICHMANN, WADE	101-20200	1,300.55
04/17	04/26/2017	46307	1834	RIVARD COMPANIES	603-20200	2,177.45
04/17	04/26/2017	46308	2028	SELECTACCOUNT	861-20200	303.00
04/17	04/26/2017	46309	1892	SIGNS BY JILL	104-20200	1,068.75
04/17	04/26/2017	46310	2396	SOUTHERN GLAZERS OF MN	609-20200	8,625.55
04/17	04/26/2017	46311	2156	SUMMIT COMPANIES	101-20200	144.50
04/17	04/26/2017	46312	2150	TRAFFIX GRAPHIX INC	101-20200	160.00
04/17	04/26/2017	46313	2485	ULINE	601-20200	364.95
04/17	04/26/2017	46314	42	VIKING COCA-COLA BOTTLING CO	609-20200	466.61
04/17	04/26/2017	46315	874	WASTE MANAGEMENT -	101-20200	386.98
04/17	04/26/2017	46316	4	WATSON CO INC	609-20200	2,066.65

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/17	04/26/2017	46317	780	WINE MERCHANTS	609-20200	192.00
Grand Totals:						86,435.28

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	75,132.10
Social Security & Medicare	3,869.72
Public Employees Retirement	8,045.94
Total City Expense	87,047.76

Pay Date 4/21/2017

Pay Period 8 (4/2-4/15/17)

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
March 28, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, Mayor Wimmer, James Witte, and Aaron Zdon
Staff Present: Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Zdon asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Witte to approve the March 28, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from February 28, 2017 Parks, Recreation and Culture Board Meeting.

Motion by Wimmer. Second by Garvey. Vote was unanimously approved.

3. Sand Removal Update at Isanti Hills and Mattson Parks

Everett stated that this was one of the last remnants of the prioritized list from 2015. Park Board had noticed the areas that had sand were getting sand burs, so our plan is to replace the remaining sand with wood chips, which is what we have everywhere else. A couple of things for the board to note: at Mattson Park, we measured (and swing zones have a ridiculous fall zone around them), so the swing set that's closest to the sidewalk right now is not in compliance. When the woodchips go in, they'll go pretty much up to the sidewalk to make sure we have the correct distance back from the swings. Otherwise, we're just doing the fall distances around any of the equipment with wood chips. There's kind of an awkward space between the two swing sets at Mattson that's sand, that will be grass so we're not paying to put woodchips in the middle of nowhere. The pictures are rough estimates, Everett stated she didn't measure on them, but wanted to give the board an idea. Staff looked at costs for getting more of the play curbing, and long term it's looking like a cement strip, similar to what we have at Bluebird, is going to be more maintenance efficient, if nothing else. We have noticed in a few different places that the play curb is warping. The playground rep said he's never heard of that happening before and didn't have a solution for it, and wasn't willing to replace any of it. For now, this new stuff we'll plan on doing a concrete curb. The ones out at Bluebird are a little fancier, these ones will just be a strip of concrete to keep the woodchips where they need to be.

We'll do some final measurements at Isanti Hills before all of that happens. We are going to keep just kind of a sand box so we can keep the diggers out there. The digging equipment we have needs to be replaced. It's something we'll look at the end of this year to see if we have it in the budget. They're about $900 a piece, before freight and all the other things they charge us for. There are two different kinds, one has a seat and one doesn't, so one can be accessible. We'll make sure we get one of each. Towards the

middle of this year, if it doesn't look like we'll be able to get them, we'll budget for them next year. In the meantime, Public Works will tighten them up the best they can; the handles just get really wobbly on them. Then extra area that isn't in a fall zone and isn't the sand will become grass. That one is kind of a unique situation because the playground isn't dug in. So when you go out to Isanti Hills, we have that raised wood and then the playground is a step up. We may have to get a little creative with how that part is curbed to make sure we have the depth of woodchips that we need. Public Works has lots of creative people on staff, so we'll make sure that happens, and all of the footings are as deep as they need to be.

4. Parks and Program Updates

Everett stated that we did not get a very big turnout for New Hope Church. When the youth director was there, Everett asked how many kids they have in their program and he told her 100. They had 4 or 5 kids there volunteering and hadn't told anyone else. It was also spring break and it was nice outside and St. Patrick's Day. The last one is the Girl Scouts and the Little Prince. The Girl Scouts have never volunteered before, but seem very excited about it. They have also told Everett they're interested in participating in Earth Day.

The Cultivate Wellness sponsorship program, which combines opportunities to sponsor the community garden and the farmers' market, has been sent out. Everett worked with Economic Development to send it to more people this year that may be interested in town. They were given until May 1st, so they have some time. The Street Dance sponsorships are a separate program. Coborn's was very excited to get involved with that this year. Everett also sent them the Cultivate Wellness one, and they forwarded to the dietician to see if she had some interest in getting involved with it. Their dietician did attend the Two Cities event last year. Otherwise, the Street Dance sponsorships have the regular people back and then adding on Coborn's is great. Everett is meeting with Allina at the end of this week to talk about all kinds of ways we can get them involved now that their clinic is open. The Princeton Zimmerman farmers' market has a cool partnership with the Fairview over there. Doctors basically prescribe farmers' markets, and then patients come and have a $2 coin they can spend there.

Wimmer stated that on a side note, someone will need to talk to Allina about their ribbon cutting because they're expecting 300+ people. We'll probably need a special event permit because they'll have people parking everywhere. Everett asked if he knew when it was; Wimmer stated the 6th of May. Zdon stated that is also City Wide Garage Sale. Everett stated she got a call from Harvest Church and they are interested in getting involved with the City Wide Garage Sale too, so lots of stuff will be happening that day. Wimmer stated that we don't actually do the City Wide Garage Sale. Everett confirmed, but stated that people just call the City because it's the only place they see information.

Everett stated that in other events, she also attended the Master Gardeners' Burst into Spring event. We just attend with a table and all of our City information and talk with Master Gardeners between classes and then all the people who attend the event. She pushed the Farmers' Market this year and let everyone know we're moving. It's a good place to connect with people who are interested in those kinds of things that we're doing. We've been to that a few years now.

Earth Day Clean Up is coming up. Everett stated she was at Legacy today and the trash is not that bad. If the groups, like Access Church and the Girl Scouts, do want to come, she thinks we can probably tap on some other parks too and get everything looking really good.

Signs are coming for the farmers' market especially. Additionally, in the park sign plan, Public Services Director Wood noticed that the Bike/Walk trail sign down on the far end is looking pretty rough. Everett will look into getting that made too. She's not sure if we'll want to match those signs with what's going in at the other parks, in which case we might want to do both. We can look at those and see what we've got budgeted.

The farmers' market location stuff is pretty much set. Public Works has some good ideas for helping us get on and off the grass with vendor trucks and that kind of stuff. Community Development Director Achman buttoned up the Interim Use Permit before her last day, so that will go to council on the 4th. Then it's just getting the word out and getting people there. Everett stated she was just talking with staff about potentially getting a snapchat filter for the farmers' market, so that could be really fun. She will look into the details, some of those you have to pay for, some you don't, but she's just looking at other ways to market to people, and have people share all of that stuff. Wimmer stated that we should get something at the liquor store so people know. Everett stated she asked the sign company she's been working with to quote a post and panel sign, which is similar to what is at the community center but with metal posts, and it was about $3,000. So that is not what we'll do, but we are planning on having something there so people always know it's there. Wimmer stated we need to fix the downtown one too. Everett confirmed that we do, and that one we will be able to just remove stickers, so it shouldn't be too horrible to get it fixed.

Arts and Science Academy stuff is moving along. That also will be going to Council on the 4th. Basically, our agreement is going to be that during school days, they will have exclusive use of the playground and soccer field, and the rest of the park will be open for the public to use. All of the park will be available for the public to use during the rest of park hours. They'll also be helping with maintenance costs. Zdon asked if there's a timeline on that project. Everett stated that's a more interesting question than he knew. Zdon stated that then there's no concrete timeline. Wimmer stated that there is not, but they won't be able to expand unless they start getting this thing done. Everett stated that they would like sooner rather than later. Garvey asked if we have thought about putting a sign up at that location. Everett stated that it's part of the agreement as well. It states that we'll put up a sign that conveys what the agreement is. So, if somebody shows up from the daycare and wants to use the playground, it will be posted that it's for the school's use at that time.

Everett stated that next month is the annual parks tour. We will plan to meet here and leave from here. So far, priorities are to look at benches and tables at Mattson and Isanti Hills, and then signs especially at Bluebird. Wimmer stated to tell the Public Services Director that he wants the bridge in.

Wimmer stated that we had a meeting with BMX last week. It went okay, we're getting set up for the national coming up.

Garvey asked if Everett knew when the skate park equipment is getting moved. Everett stated that it will be soon, and the panels shipped on Monday she thought. Once we have all of the pieces that will begin. Wimmer added we'll move and repair; Zdon confirmed that those will happen simultaneously. Garvey asked if we have a way to get it out to the public that from this date to this date the skateboard equipment is going to be moved or unavailable. Even if it's a laminated sign on the equipment. Everett stated that she does have some signs for when they start working that will say it's closed for construction, but we can definitely put a post on the website explaining what's happening too. Garvey stated it may get one or two people's questions answered instead of having to call City Hall. At least it's a due diligence to notify the public about it.

5. Adjournment

Motion by Wimmer, second by Witte to adjourn the March 28, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:16 p.m.

Dated at Isanti, Minnesota this 28th day of February, 2017.

Respectfully submitted,

Katie Everett
Community Events and Parks Coordinator

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer & City Council

From: Don Lorsung, City Administrator

Date: April 21, 2017

Subject: Commercial Insurance Representative – Selection Process

---

The current contract with Associated Financial Group as our Commercial Insurance Representative expires on October 31, 2017. In keeping with our professional service contracts, we would like to move ahead with the Request for Proposal (RFP) process to procure services for a five-year period.

In 2015, the Finance Committee reviewed firms for our Benefits Insurance Representative. Staff met with representatives from three firms that had previously submitted proposals, and the Finance Committee interviewed two of those firms. Staff would like to use a similar process for the Commercial Insurance agency proposals. Staff would like to invite RFPs from the larger commercial insurance vendors who submitted proposals in 2012. With our current firm of Associated Financial Group, we would also like to invite proposals from: Bearence Management Group, Northern Capital Insurance Group and Arthur J Gallagher & Co. Staff will also be publishing notice requesting RFPs. We will be using our approved template to request RFPs for this service.

The recommended timeline for this work is:

City Council Approval of RFP & Process – May 2, 2017
Publication/Proposals out to Vendors– August 16, 2017
Proposals Due – September 15, 2017
Finance Committee Interview – October 5, 2017
City Council Consideration – October 17, 2017
New 5 Year Service Contract Starts – November 1, 2017

The Finance Committee has reviewed this matter. Staff is requesting approval of the process for procurement of these services.

RESOLUTION 2017-____

APPROVE SELECTION PROCESS FOR COMMERCIAL INSURANCE REPRESENTATIVE

WHEREAS, the City of Isanti contracts for a Commercial Insurance Representative that provides agent and insurance administrative services, working with the League of Minnesota Cities Insurance Trust (LMCIT); and,

WHEREAS, these professional services are contracted for a 5-year period with the current term expiring on October 31, 2017; and,

WHEREAS, the City needs to procure services of a consultant to perform such services and staff has prepared a Selection Process. As a part of this process, staff will be using the approved Request for Proposals template. The Finance Committee has reviewed is matter:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota:

1. That the Selection Process for Commercial Insurance Representative Services, as outlined in the City Administrator's Memo to the City Council (dated 4/21/17) is approved.

This Resolution is hereby adopted by the Isanti City Council this 2nd day of May, 2017.

Attest: _____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

L.4.

TO: Mayor Wimmer & City Council

FROM: Don Lorsung, City Administrator

DATE: April 24, 2017

RE: Authorize Advertising for Quotes for Lease of City Owned Crop Land

The current leases expire at the end of the 2017 growing season. Staff is requesting permission to advertise for quotes for the lease of the two parcels. The larger acreage behind the WWTP and the smaller parcel behind UPS will be leased for the 2018 growing seasons. Attached is the bid advertisement and specifications for both parcels.

Requested Action:

Authorize staff to advertise for quotes for lease of city owned crop land.

RESOLUTION 2017-_____

AUTHORIZE ADVERTISING FOR QUOTES FOR LEASE OF CITY OWNED CROP LAND

WHEREAS, the City of Isanti owns two parcels that are available to be leased annually for agricultural use (crop land); and,

WHEREAS, currently both parcels are rented for the 2017 crop season; and,

WHEREAS, subject to annual consideration by the City Council, it is staff's recommendation to make available both parcels for lease for the 2018 crop season.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota:

1. That subject to the attached specifications, both Parcel A (82.7 acres) and Parcel B (4 acres), staff is authorized to advertise for quotes for the lease of both parcels for agricultural use (crop land) for the 2018 crop season.

This Resolution is hereby adopted by the Isanti City Council this 2nd day of May, 2017.

Attest: _____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

Specifications for Lease of City Owned Property for Crop Farming

Location and Description of Lease Area A:
South and east of the Wastewater Treatment Facility, located to the east of 3rd Avenue North and south of 299th Avenue. Site size 82.7 acres

Lease Term:
Lease for Area A shall be for a period of one crop season and shall run from November 1, 2017 to October 31, 2018.

Location and Description of Lease Area B:
Located East of 500 East Dual Boulevard (United Parcel Service), access from Adjacent Crop Land (no road or site access). Site size is 4 acres.

Lease Term:
Lease for Area B shall be for a period of one crop seasons and shall run from November 1, 2017 through October 31, 2018.

Right to Develop:
The City reserves the right to develop the property at anytime through the contract period. If the City exercises this right, the City shall compensate the successful bidder for the fair market value of the crop destroyed valued at the average market price per bushel as of the date of initial construction activity resulting in the removal of the crop based upon the average per acre yield as established by the records maintained by USDA pertaining to the subject field or as available for similar fields located in Isanti Township in the event such records are not available for the specific field herein.

CITY OF ISANTI

REQUEST FOR QUOTES FOR LEASE OF CITY OWNED CROP LAND

The City of Isanti is accepting quotes for leasing City owned property for crop farming for the 2018 crop year. Specifications are available upon request from the City Administrator's Office at Isanti City Hall, 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. 763-444-5512. The City Council reserves the authority to waive irregularities and award in the best interest of the City of Isanti. Bids shall be submitted in sealed envelopes addressed to the City Administrator at 110 - 1st Avenue NW, PO Box 428, Isanti MN 55040. All bids submitted must be clearly marked as "Quote for Leasing City Crop Land". Bids will be accepted until 11:00 a.m. Wednesday June 7, 2017 and will be opened and read aloud at that time. The City reserves the right to accept or reject any and/or all quotes.

Donald Lorsung
City Administrator

Publish on: May 10, 2017

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: April 24, 2017

Subject: Amendment of Liquor Store Policy – Holidays & Sunday Sales

---

The Personnel Committee has reviewed Sunday Liquor Sales, as it affects holidays. Typically for Holidays, or defined days adjacent to holidays that do not have a set day of the week, if on a Sunday the Liquor Store would be open from 11:00 a.m. to 6:00 p.m. The Committee is also recommending changing the Christmas Eve closing time from 4:00 p.m. to 6:00 p.m., so it would be consistent with allowed Sunday hours. They are further recommending that the Liquor Store be open on Easter Sunday.

For your consideration, please find attached a Resolution amending the Liquor Store Policy on Holidays.

RESOLUTION NO. 2017-____

RESOLUTION AMENDING THE HOLIDAY POLICY AS IT RELATES TO THE LIQUOR STORE POLICIES

WHEREAS, State law on the off-sale of liquor on Sundays has changed and effective July 2, 2017, off-sale of liquor in licensed premises will be allowed from the hours of 11:00 a.m. and 6:00 p.m.; and

WHEREAS, the Isanti Liquor Store 'Holidays' policy must be amended to accurately reflect the holidays on Sundays that the Liquor Store will open for sales; and

WHEREAS, the Personnel Committee has since reviewed the policy and has made a recommendation that the Holiday Policy is amended as per Attachment A. This amendment includes the extension of Christmas Eve store hours to 6:00 p.m., and the addition of Easter Sunday to open store hours:

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota:

1) To hereby amend the Isanti Liquor Policy for Holidays regarding Sundays that the Liquor Store will be open, as per Attachment A, Holidays, effective on July 2, 2017.

This resolution was duly adopted by the Isanti City Council this 2nd day of May, 2017.

Attest: _____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

Attachment A

HOLIDAYS

POLICY

Isanti Liquors is statutorily required to close the holidays of Thanksgiving and Christmas. In addition, Isanti Liquors remains closed the holiday of New Year's Day.

Regular hours of business occur on the following holidays:

Martin Luther King's Birthday (third Monday in January)
Washington's and Lincoln's Birthday (third Monday in February)
Memorial Day (Last Monday in May)
Labor Day (first Monday in September)
Veterans Day (November 11)

Revised hours of business occur on the following days:

Independence Day (Monday – Thursday open until 8:00 p.m.), (Friday – Saturday open until 9:00 p.m.) and (Sunday open from 11:00 a.m.-6:00 p.m.)
Wednesday prior to Thanksgiving (open until 9:00 p.m.)
Christmas Eve (Monday – Saturday open 9:00 a.m. – 6:00 p.m.) and (Sunday open from 11:00 a.m.-6:00 p.m.)
New Year's Eve (Monday – Thursday open until 8:00 p.m.), (Friday – Saturday open until 9:00 p.m.) and (Sunday open from 11:00 a.m. - 6:00 p.m.)
Easter (Sunday open from 11:00 a.m. – 6:00 p.m.)

The weekend or days leading up to a major holiday are the busiest, thus requiring more staff on duty. All employees not restricted by another employer are required to work the major holidays with no exceptions. Store management reserves the right to reject any requests for time off one week prior to a major holiday.

Holiday pay is not provided for permanent part-time (less than 30 hours) employees.

L.6.

RESOLUTION NO. 2017-

RESOLUTION APPROVING A CHECK BE WRITTEN TO GIRL SCOUTS FOR VOLUNTEERING AT THE COMMUNITY MOVIE NIGHT

WHEREAS, free public movie nights at the Isanti Community Center were approved by City Council January 21, 2014 Resolution No. 2014-013; and,

WHEREAS, the City of Isanti receives requests from various non-profit youth organizations and groups from Isanti to volunteer at the ICC Movie Nights approved by City Council September 16, 2014 Resolution No. 2014-226 ; and,

WHEREAS, the volunteer group per the policy are to receive the profits from the concessions sold at the movie night; and,

WHEREAS, the City of Isanti received an application for the Girl Scouts to volunteer at the April 21, 2017 movie; and,

WHEREAS, the profit from the April 21, 2017 movie night was $18.56; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Girl Scouts in the amount of $18.56.

This resolution was duly adopted by the Isanti City Council this 2nd day of May, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/ City Clerk

(SEAL)

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
April 18, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:41 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: None

Staff Present: Alex Conzemius, Planner with Bolton & Menk
Lindsey Giese, Human Resources/City Clerk

Others Present:

D. Agenda Modifications.

Giese stated there were none.

Motion by Lundeen second by Lorinser to approve the agenda. Motion carried unanimously.

2. Approval of Minutes from March 21, 2017 Planning Commission Meeting.

Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Collison to approve the March 21st, 2017 Planning Commission Meeting Minutes. Motion was unanimously approved.

3. Other Business.

A. Property Annexation: Chairman Wimmer provided background on discussions of planned annexation of Parcels 05.031.3300 and 05.031.3301 totaling approximately 40 acres and located South of the City of Isanti and in close proximity to recently annexed property from the same owner. The property is planned to be developed as part of the Circle B Ranch campus and will serve as a bed and breakfast facility with crafting and gathering spaces.

The City of Isanti has an orderly annexation agreement in place over this property to facilitate the annexation into City limits. Upon annexation, it is anticipated that the property will be zoned Recreational Commercial (RC) similar to contiguous and adjacent property on the Circle B Ranch site.

B. Arts and Science Academy Middle School: Chairman Wimmer provided updates to the planning commission regarding recent conversations and development plans on the site. It was noted that the timeline for construction of the site is hurried and the applicant is working to

submit all information and fees in order to move the project forward. The City is waiting for all necessary signatures, application material and fees in order to consider the preliminary plat. The applicant has expressed some interest in holding a special meeting to expedite the process.

An update was provided regarding construction of 7th Ave and discussions with the applicant on the timing and staging of construction. The City of Isanti needs the extension of the road to provide access to the school property and the extension of the road through the property to provide a connection to the property to the north.

4. Other Communications.

A. None.

5. Adjournment

Motion by Collison second by Bergley to adjourn the April 18th, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:48 p.m.

Dated at Isanti, Minnesota this 18st day of April 2017.

Respectfully submitted,

_____

Alex Conzemius, AICP
Interim City Planner

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
April 25, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, Mayor Wimmer, James Witte, and Aaron Zdon
Staff Present: Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Zdon asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Witte to approve the April 25, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from March 28, 2017 Parks, Recreation and Culture Board Meeting.

Motion by Wimmer. Second by Garvey. Vote was unanimously approved.

3. Annual Park Tour

A. Unity Park – Everett explained that Public Works will be doing some maintenance to the ballfield soon. They will scrape the edge where kind of a bowl has been created and grass is creeping in, and more crushed limestone will be brought in. A drag has been purchased. Zdon asked if it would be kept at the field; Everett said she had thought about that and didn't know yet because a lot of our things tend to disappear when they are left out, but she had talked to Public Services Director Wood who had also discussed getting some bases to rent out. Zdon explained that a lot of fields will have a box with those kinds of items in them that is locked. Everett said she'll look into this option here. The group also looked at the new park sign that is now posted on the backstop.

B. Bluebird Park – The board started at the skate park equipment that has been moved to the cement slab. Everett explained which boards have been replaced and that Public Works has been able to do more sections than originally planned already this year. There will be a couple more of the panels coming, and when those are delivered Public Works will close the equipment for a few more days to replace the panels on the bigger ramp. Zdon stated that there are still a few of the bars from the hockey boards sticking up out of the cement that should get ground off so no one catches on them. The group then walked over to the rain garden. Everett explained that there are some existing plants that have not come up yet, like the black eyed susans which are later season plants. More plants will be coming on May 8 to fill in more spaces. Public Works will also be added new mulch, and we are experimenting with types of mulch that won't wash away. Everett also stated that the gutter seams on the Indoor Arena have not been sealed and a vent stack that was knocked over by snow is fixed. The group then walked back to the Bluebird playground area to discuss park signs and determined that rather than getting one large sign somewhere in the park, we should post something like a 4'x2' sign at each end of 1st Avenue entering the park and a 2'x2' where the trail enters from 3rd Avenue. If there is not one of the park rules signs near the playground equipment, the board recommended posting one on the pavilion, and it could be positioned to

still direct people toward the public restroom like the sign currently posted near the skate park equipment. The group thought that the Bike/Walk Trail signs should be updated to match the new signs and decided to discuss what goes on them at a later time.

C. Legacy Park – Park Board members met at the new gate and discussed that it seems so far like the gate is helping, but it may be that it's still early in the season so we will keep an eye on the activity in the park. There were some tire tracks present, so it does appear that someone way be driving around the gate still. Mayor Wimmer stated that because they will now be trespassing if anyone sees this happening, they need to call the Police Department right away so they can handle it while it's happening. Everett explained that Earth Day was a success with 17 people at Legacy cleaning up and about 15 over at River Bluff. They didn't find a ton of trash, which she took as a good sign; and the best benefit was that many of them had never been there before and intended to come back once they saw it.

D. Riverside Park – The Board members had a discussion about the picnic tables which are constantly being moved under the equipment. One was placed under the glider. Garvey asked if we thought it was there so that kids could reach the handles, and maybe if we find some way to have a step up if the kids would stop putting the table there. The group also noticed that the second table was underneath equipment that did have steps, so that may or may not be effective. Everett stated that this equipment is more "big kid equipment" anyway, except the toddler equipment. Wimmer stated that there had been discussions in the past about moving that equipment closer to the main playground so it wasn't so far away, and the group agreed the current location is awkward for parents who might have kids playing at both to be able to watch everyone.

E. River Bluff Preserve – Mayor Wimmer and Everett explained that they went on a walk through with Wood and will be doing some maintenance on a washout on the trail between the dock and Martin's Landing where ATVs have eroded the shoreline. Everett explained that the garden is over half reserved at this point and more people have been coming in this week to reserve spaces. A new shed will be delivered next week; Public Works has tilled once already and will till the plots again before the season opens. Everett explained that they have money budgeted for a kids area so she is planning to have a place for them to dig with signs showing bugs to look for and that kind of thing, planting some shorter sunflowers, as well as some tomatoes and cucumbers that kids can help grow with any produce going to the Senior Dining program. Everett asked how much of the remaining space could be used for the Planting for Pollinators program coming up and explained that she could potentially get a seed mix to cover the whole space, depending on what it costs. She reminded the board members that the space was originally intended to be room for more beds as they're needed and didn't know if the pollinator plants would be missed if they were taken out to make more room. Wimmer asked if Everett would be growing pumpkins again this year, and she said she could also do that, but thought since we have the pollinator program scheduled, she wanted to get the board's opinion about how to use the space.

F. Rum River Meadows – Everett stated that Public Works will be getting the volleyball net back up soon. Zdon asked if that was well used last year, and Wimmer said he saw a number of people using it, but it wasn't a high traffic area. Everett stated that the City has been dealing with some dog feces issues on the empty lot to the west of the playground; Wimmer explained that the dog owners have been fined and the issue is on going. Everett explained that otherwise, the park equipment is good shape right now. The group discussed that this is a park that is used often.

G. Isanti Hills Neighborhood Park – Everett explained that she will be getting the sign replaced with the new name, and they may move the sign to the corner and position it so it can be seen better from the two more highly used entrances. Garvey also asked if we had ever thought about putting small signs out at the sidewalk indicating that the park was there. The board members thought this would be a good idea. The group discussed getting new tables and benches for the park and determined that the current benches are okay for now and we could potentially get two new tables for under the pavilion, but thought this may not be high priority.

H. Whisper Ridge – Everett stated what when she was out on Monday she noticed a lot of trash in the area. She didn't know if she was more aware of it because it was very windy and things were blowing around or if there was more trash than usual. Wimmer asked that we make sure Public Works gets out to

clean it up. Zdon stated that he knew his son and a group of friends had been out using the basketball court, so at least it is being used.

I. Mattson Park – The board members discussed how this park is one of the worst in terms of vandalism within the city and it's an ongoing problem. With the tables that got painted last year, they thought it would not be a good investment to put brand new tables in this park at this point that will likely be damaged. The benches and tables around the park are currently in good condition; the ones under the pavilion are in the worst condition, but the board felt they should not be replaced at this time. Everett explained that the basketball court is still in pretty good shape and Zdon stated that this one gets used all the time too. Wimmer asked about the tennis court resurfacing; Everett stated that we can't fill the cracks now and resurfacing will be about a $14,000 project, so it will be budgeted for next year.

Due to time, the group decided not to visit VFW Park and wrapped up the meeting at Mattson Park.

J. VFW Park – Everett stated that this park is in kind of the same condition it always is and she will order a smaller sign to mount on the fence there.

4. Parks and Program Updates

Everett explained that there were 19 in attendance at the last movie night, and considering that it was really nice outside that day that was a good number. Rum River BMX will be hosting Nationals on May 11-14, and they have been working with the City to make sure there aren't any surprises this year. Celebrate Isanti planning is under way and sign up for the run/walk and bike ride is open online. The Cultivate Wellness Sponsorships are coming in, and Everett will send a reminder email this week. The compost site did open over the weekend and collects leaves and grass from City of Isanti residents.

5. Adjournment

Motion by Witte, second by Garvey to adjourn the April 25, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 7:25 p.m.

Dated at Isanti, Minnesota this 25th day of April, 2017.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

DRAFT

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 16, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. May 2, 2017 – Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. Parks, Recreation, and Culture Board Meeting	Tuesday, May 23, 2017 at 6:00 p.m.
2. **CITY OFFICES CLOSED**	Monday, May 29, 2017 *(In observance of Memorial Day)*
3. City Council Meeting	Tuesday, June 6, 2017 at 7:00 p.m.
4. EDA Meeting	Tuesday, June 6, 2017 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Consider Resolution Authorizing Execution of Term Sheet for Hotel Project *(Mayor Wimmer)*

City Administrator Don Lorsung
2. Resolution Approving the Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for the Preliminary Plat of Arts and Science Addition
3. Resolution Approving the Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for a Site Plan/Building Appearance and a Conditional Use Permit for a Middle School

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $583,006.06 and Payroll in the amount of $91,503.81.
2. Contractor's Pay Request No. 09 Wastewater Treatment Improvements in the Amount 253,019.00
3. Final Meeting Minutes for the April 4, 2017 Economic Development Authority Meeting
4. Resolution Extending the Application Period for Residential Rain Garden Incentive Program in 2017
5. Resolution Offering the Position of Economic Development/Marketing Intern to Shaun Gilyard
6. Resolution Approving a Temporary On-Sale Liquor License for Isanti Firefighter's Rodeo Association
7. Resolution Approving a Temporary On-Sale 3.2 Malt Liquor License for Isanti Lions Club for the 2017 Street Dances
8. Resolution Approving a Temporary On-Sale 3.2 Malt Liquor License for Isanti Lions Club for Support of the Hockey (Civic) Arena Fundraiser

9. Resolution Accepting a Change Order for Interim Financial Management Services
10. Resolution Setting 2018 Budget Work Sessions
11. Consider Resolution Adopting City Logo Use Policy and Agreement
12. Resolution Approving New Position of Assistant Liquor Store Manager (Job Description, Job Points and Salary Range)
13. Resolution Authorizing to Enter into an Agreement with the Minnesota Office of Traffic Safety Grant for Safe and Sober High Visibility Enforcement

M. Other Communications

1. Draft Meeting Minutes for the May 2, 2017 Economic Development Authority Meeting
2. Draft Meeting Minutes for the May 9, 2017 Planning Commission Special Meeting
3. April Police Department Report
4. April Code Enforcement Report
5. April Building Inspector Report
6. May Engineering Report

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 2, 2017 – 7:00 P.M.
CITY HALL

F.1.

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Administrator Don Lorsung, City Engineer Brad DeWolf, Economic Development Director Sean Sullivan, Police Chief Gene Hill, and City Attorney Clark Joslin

Others Present: O. Canfield, E. Honzik

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by adding Item K.2. Resolution Approving Earnest or Option Money for Purchase of Real Property for Hotel Project– which will be discussed by Mayor Wimmer. And All K Business Items were renumbered accordingly.

Motion by Lorinser, second by Collison to approve the agenda with modifications listed above. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

1. April 18, 2017 – Regular Meeting of the City Council

Motion by Lundeen, second by Bergley to approve. Motion carried unanimously.

G. Citizens Input

None.

H. Announcements

1. Special Planning Commission Meeting	Tuesday, May 9, 2017 @ 7:00 p.m.
2. City Council Meeting	Tuesday, May 16, 2017 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, May 16, 2017 at 7:00 p.m. *(Immediately following City Council Meeting)*
4. Parks, Recreation, and Culture Board Meeting	Tuesday, May 23, 2017 at 6:00 p.m.

I. Council Committee Reports

Councilmember Lundeen wanted to inform the Council that past Isanti Police Chief Norry Sorensen's wife passed away recently.

Councilmember Lundeen also mentioned that the Fire District received notice that the State is re-looking into how the fire rating process has worked in the past, and potentially looking to change it. The process is being reviewed to potentially combine the City and neighboring townships into one

rating. Mayor Wimmer indicated that this could be a significant cost to the residents, and that this cannot happen. He stated that if the City's rating is impacted negatively due to neighboring townships not having sufficient water supply nearby that this could be a big issue. He intended to follow up with Fire Chief Jankovich and determine who they could talk to about the matter. Councilmember Lundeen concurred that the Fire District was not in favor of the potential change, and agreed that we should reach out to the necessary party about our concerns.

J. Public Hearings

K. Business Items

1. **Resolution 2017-136 Resolution Approving a Special Event Permit Application for Rum River Rods Regular and Summer Spectacular Car Shows** *(Amy Campbell-Davis, Rum River Rods)*
Amy Campbell-Davis mentioned that the final Summer Spectacular will coincide with Celebrate Isanti on August 12th. She stated that this is a great car show that will have over 100 cars and likely bring in about 300 spectators. This year there will be a swamp meet, as well as a variety of vendors. Rum River Rods will be advertising for the event. Mayor Wimmer stated that he agreed this is a great event, and is happy that it brings people into downtown Isanti.

Motion by Lorinser, second by Lundeen to approve Resolution 2017-136 as presented. Motion carried unanimously.

City Administrator Don Lorsung

2. **Resolution 2017-137 Approving Earnest or Option Money for Purchase of Real Property for Hotel Project**

Mayor Wimmer said this approval would allow for the option of obtaining earnest money towards purchase of a site for the hotel. The request is for money to be transferred into the EDA Land Acquisition account.

Motion by Lorinser, second by Collison to approve Resolution 2017-137 as presented. Motion carried unanimously.

3. **Resolution 2017-138 Authorizing Northland Landscape Nursery for City Hall Landscaping**

Motion by Lundeen, second by Bergley to approve Resolution 2017-138 as presented. Motion carried unanimously.

Police Chief Gene Hill

4. **Resolution 2017-139 Approving to Proceed with the Application to CenterPoint Energy for their 50/50 Safety Emergency Equipment Matching Grant**

The Mayor indicated that this grant is a matching grant for emergency equipment.

Motion by Lundeen, second by Bergley to approve Resolution 2017-139 as presented. Motion carried unanimously.

City Engineer Brad DeWolf

5. **Resolution 2017-140 Authorizing Engineering Services for 2017 Storm Pond Maintenance Work**

City Engineer, Brad Dewolf stated this is a proposal for engineering services associated with the storm pond maintenance work. He indicated that this was reviewed by the Finance Committee and they recommend approval of the service agreement.

Motion by Lundeen, second by Lorinser to approve Resolution 2017-140 as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $86,435.28 and Payroll in the amount of $87,047.76
2. Final Meeting Minutes for the March 28, 2017 Parks, Recreation and Culture Board Meeting
3. **Resolution 2017-141 Approving the Commercial Insurance Representative Selection Process**
4. **Resolution 2017-142 Authorization of Advertising for Quotes for Lease of City Owned Crop Land**
5. **Resolution 2017-143 Amending the Holiday Policy as It Relates to The Liquor Store Policies**
6. **Resolution 2017-144 Approving a Check Be Written to Girl Scouts for Volunteering at the Community Movie Night**

Motion by Lundeen, second by Bergley to approve Consent Agenda as presented. Motion carried unanimously.

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion carried unanimously. The meeting was adjourned at 7:09 p.m.

Respectfully Submitted,

Lindsey Giese

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: May 16, 2017

Subject: **Consider Resolution Authorizing Execution of Term Sheet for Hotel Project**

The City Development Team has been working with a Developer to bring a hotel to the City of Isanti. Outlining the items needed to be resolved and the parameters to work within to finalize the terms of a deal is necessary to represent the level of City commitment to this important project. City Development Attorney Campbell Knutson and Northland Securities have worked with the Development Team to identify and clarify items and terms relevant to putting a successful project together. The Development Team understands that flexibility in negotiations is needed to assure that the City achieves a deal that protects the City, yet enables the project to be successful. The attached Term Sheet serves as a guide to finalizing terms and associated documents that will be brought back to the City Council and Isanti EDA for final approvals.

City Council Action:

The Development Team is asking for the City Council to consider adoption of Resolution 2017-___ Authorizing Execution of Term Sheet for Hotel Project.

Attachment:

1) Resolution 2017-___ Authorizing Execution of Term Sheet for Hotel Project.

RESOLUTION 2017-___

AUTHORIZATION OF EXECUTION OF TERM SHEET FOR HOTEL PROJECT

WHEREAS, the City Development Team has been directed by the City Council to negotiate a deal that will result in a hotel being built in the City of Isanti; and,

WHEREAS, The City Development Team has been diligently working with a developer to put together the framework of a deal that will bring a hotel to the City of Isanti; and,

WHEREAS, identifying items and terms pertinent to the project and the level of commitment by the City of Isanti and its EDA is necessary to move this project forward; and,

WHEREAS, the City Development Attorney has drafted the attached Term Sheet outlining tenants of a proposed hotel deal and framework to bring the deal to fruition; and,

WHEREAS, execution of the attached Term Sheet will solidify the level of the City of Isanti and its EDA's commitment to bringing a Hotel to the City of Isanti.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor to execute the attached Terms Sheet on behalf of the City of Isanti.

This Resolution hereby approved by the Isanti City Council this 16th day of May 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

Term Sheet

This Term Sheet is executed as of this ____ day of May, 2017 by and between various Individuals and the EDA and the City (as those terms are defined below) and is intended to set forth the general terms upon which the parties hereto may be willing to enter into a Limited Partnership Agreement and Preliminary Agreement for Private Development (the "Limited Partnership" and "Development Agreement") for the purpose of developing a Hotel within the City of Isanti (the "Project" and the "City" respectively). This Term Sheet shall not be deemed conclusive or legally binding upon any party and no party shall have any obligations regarding the Project defined below unless and until a definitive Limited Partnership and Development Agreement are approved by the EDA and the City, and executed by all parties.

1. **Parties**: The Isanti Economic Development Authority; Individual 1; Individual 2 (and others as determined to be required for the Project).

EDA and the City: Isanti Economic Development Authority, and the City of Isanti, both public bodies corporate and politic and political subdivisions of the State of Minnesota.

Individuals: -------, and ------.

2. **Property**: To be identified and purchased by the EDA.

3. **Minimum Improvements**: Improvements to the Property will include a hotel facility to a quality as approved by the EDA.

4. **General Conditions of the Project** as determined to date:

a. Creation of a Limited Partnership with Individuals as General Partners and the EDA as Limited Partner.
b. Contributions of equity from the EDA in an amount between 40-60% with the balance from the Individuals.
c. City Site Control.
d. Execution of a Development Agreement between the Limited Partnership and the City.
e. Financing from private lenders in an amount to be determined.
f. Abatement of Development fees, access charges and property taxes from The State of Minnesota, Counties, the appropriate School District and the City to the extent possible.
g. Municipal conditions and approvals via resolutions and other processes as required.

5. **EDA Conditions**, as determined to date:

a. City Council approval of participation in and the terms of the Limited Partnership subject to additional or revised conditions and requirements.
b. City Approval of all Development and Planning Applications and Construction Plans.

c. Execution of a Development Agreement.
d. Approval of financial subsidies and assistance after public hearings as required.
e. Approval for the waiver or abatement of required development and utility access fees and charges.
f. Approval of the sale and disposition of real property following applicable City processes and other requirements.
g. Approval of all Public Assistance provided to the Project.
h. Equity contribution not to exceed $-------.
i. EDA receipt of documents and agreements from the parties to the Limited Partnership and third parties.
j. EDA receipt of affidavits and reports showing the General Partners have no outstanding unsatisfied judgments, tax liens or bankruptcies.
k. EDA receipt of all financing documents and details of financing obtained by the General Partners.

6. **Public Assistance**: Subject to all terms and conditions of the Limited Partnership and a Development Agreement, and to the extent authorized by applicable law, the EDA will:

a. Obtain real property and transfer it to the Limited Partnership.
b. Provide various guarantees as applicable and approved by financial and legal consultants.
c. Provide guarantees and security pledges in amounts equal to the EDA equity contributions to the Limited Partnership.
d. Obtain fee waivers and abatements as necessary.

7. **Miscellaneous**: Additional conditions of public assistance remain under consideration. Additional terms and requirements for the Limited Partnership also remain under consideration.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first set forth above.

INDIVIDUALS AND OTHERS ENTITIES (to be determined)

By: _____ Its: _____

CITY OF ISANTI

By: _____ Its: Mayor

A Community For Generations.

Isanti

K.2.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Independent Consultant

Date: May 16, 2017

Subject: Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

Background

Charter Schools Development Corporation, Art and Science Academy (CSDCPC ASA, LLC), is in the process of purchasing a 13.3-acre parcel from Premier Bank for the construction of a middle school. The subject property is located north of Cajima St NE and adjacent to 7th Ave NE. The property is required to be platted before development begins and includes the dedication of right-of-way for the extension 7th Ave NE.

The preliminary plat of Arts and Science Addition indicates the layout of 7th Ave NE, which will provide a 60ft wide right-of-way extending north and east, ending on the east property line where it will eventually provide an outlet/inlet for future residential development. A sidewalk will be installed on the west side of 7th Ave NE. A temporary cul-de-sac and easement will be necessary until 7th Ave NE is extended to intersect with another roadway. The plat will consist of a 10.9-acre parcel that the middle school will be situated on, and a 1.37 acre Outlot that will contain the storm water pond.

The platting and development of this property requires the execution of a development agreement. Such agreement is being drafted and will be reviewed and acted on by the City Council at the time the Final Plat is ready for the City Councils review and approval.

The City Engineer recommends approval once the following items are addressed:

Site Plan:

1. A temporary bituminous cul-de-sac will be required at the end of the proposed curb, sized to meet City standards
   a. The temp cul-de-sac pavement section may be 6" of Class 5 and 3" of bituminous pavement.
2. Show the emergency overflow elevation for the infiltration basin at the rip-rap overflow.
3. A long term inspection and maintenance schedule needs to be submitted for the infiltration basin.

Hydraulic Report:

1. Verify the bottom of the infiltration basin is at a minimum 3-feet above the water table.

Final & Preliminary Plat:

1. A temporary easement will be required around the temporary cul-de-sac.
2. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
3. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.

Certification of Taxes Paid
Prior to approving an application for Preliminary Plat, certification must be provided to the City that there are no delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. As of May 2nd, 2017, all taxes have been paid.

Public Notice
Notice was published within the Isanti County News on April 26, 2017. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

Public Comments
No public comments had been received regarding the proposed amendment prior to the release of the staff memo.

Development and Operations Advisory Committee Comments
The Development and Operations Advisory Committee reviewed the request at their meeting held on Thursday, March 22nd, April 6th and April 20th, 2017. The Committee recommended approval with the condition that all review comments are addressed.

Planning Commission Recommendation:
Motion by Kennedy second by Collison to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. with the following conditions

1. A Development Agreement will need to be in place for the plat to be in effect.

Site Plan:

2. A temporary bituminous cul-de-sac will be required at the end of the proposed curb, sized to meet City standards
   a. The temp cul-de-sac pavement section may be 6" of Class 5 and 3" of bituminous pavement.
3. Show the emergency overflow elevation for the infiltration basin at the rip-rap overflow.
4. A long-term inspection and maintenance schedule needs to be submitted for the infiltration basin.

Hydraulic Report:

5. Verify the bottom of the infiltration basin is at a minimum 3-feet above the water table.

Final & Preliminary Plat:

6. A temporary easement will be required around the temporary cul-de-sac.
7. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
8. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.

Motion carried unanimously.

Deadline for City Council Action
The applicant submitted an application for Preliminary Plat approval on March 17, 2017. City staff did verify that the application was complete on April 18, 2017. Pursuant to Minnesota State Statute, the City must act on this request by August 16, 2017 (120-days); unless an extension of the review period has been agreed to by the applicant.

Options & Proposed Motion Language

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

2. Recommend Approval with Conditions: Motion to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. with the following conditions……
3. Recommend Denial: Motion to recommend denial of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. for the following reasons……
4. Table: Motion to table the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. (a specific reason and information request should be included in the motion to table).

Attachments

- Resolution No. 2017-XXX
- Findings of Fact and Conclusions
- City Engineers Review Comments dated 5.10.2017
- Preliminary Plat for Arts and Science Addition as prepared by Rehder and Associates dated May 5, 2017
- Temporary cul-de-sac sketch dated 5.2.2017

RESOLUTION NO. 2017-

A RESOLUTION APPROVING THE PRELIMINARY PLAT OF ARTS AND SCIENCE ADDITION

WHEREAS, Premier Bank, on behalf of CSDCPC ASA, LLC, has made application for Preliminary Plat Approval for Arts and Science Addition; which is legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels:1) The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota, AND, 2) That part of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South of the North 565 feet thereof and Westerly of the following described line: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 39 seconds West assumed bearing, along the South line of said Northwest Quarter of the Southeast Quarter, a distance of 536.69 feet to the point of beginning of the line to be described; then North 00 degrees 38 minutes 48 seconds East, a distance of 761.49 feet, more or less, to the South line of said North 565 feet and said line there terminating, Isanti County, Minnesota; and,

WHEREAS, the Isanti Planning Commission conducted a public hearing on the Preliminary Plat on May 9th, 2017; and,

WHEREAS, all required public notices regarding the public hearing were posted and sent; and,

WHEREAS, the Isanti Planning Commission had recommended approval of the requested Preliminary Plat based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City Council reviewed the Preliminary Plat request at its meeting on May 16th, 2017; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Preliminary Plat of Arts and Science Addition and **BE IT FURTHER RESOLVED** that the requested Preliminary Plat Approval from Premier Bank, on behalf of CSDCPC ASA, LLC, be approved with the following conditions:

1. A Development Agreement will need to be in place for the plat to be in effect.

Site Plan:

2. A temporary bituminous cul-de-sac will be required at the end of the proposed curb, sized to meet City standards
   a. The temp cul-de-sac pavement section may be 6" of Class 5 and 3" of bituminous pavement.
3. Show the emergency overflow elevation for the infiltration basin at the rip-rap overflow.
4. A long-term inspection and maintenance schedule needs to be submitted for the infiltration basin.

Hydraulic Report:

5. Verify the bottom of the infiltration basin is at a minimum 3-feet above the water table.

Final & Preliminary Plat:

6. A temporary easement will be required around the temporary cul-de-sac.
7. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
8. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.

Adopted by the Isanti City Council on this 16th day of May 2017.

_____

Attest:

Mayor George A. Wimmer

_____

Lindsey Giese
Human Resources/City Clerk

(SEAL)

FINDINGS OF FACT AND CONCLUSION

Request

Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

Findings of Fact

1. The applicant, Premier Bank, on behalf of CSDCPC ASA, LLC ('the applicant'), has made application for Preliminary Plat Approval of Arts and Science Addition, Isanti County, Minnesota.
2. The property is legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels:1) The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota, AND, 2) That part of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South of the North 565 feet thereof and Westerly of the following described line: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 39 seconds West assumed bearing, along the South line of said Northwest Quarter of the Southeast Quarter, a distance of 536.69 feet to the point of beginning of the line to be described; then North 00 degrees 38 minutes 48 seconds East, a distance of 761.49 feet, more or less, to the South line of said North 565 feet and said line there terminating, Isanti County, Minnesota.
3. The Applicant is requesting Preliminary Plat Approval in an effort to create a buildable lot for a middle school.
4. The property is zoned "R-3A" Low Density Multi-Family Residential District.
5. A preliminary plat is considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval by the City Council.
6. The Applicant submitted an application for Preliminary Plat Approval on March 17th, 2017. It was deemed complete on April 18, 2017.
7. A public hearing date before the Planning Commission was scheduled for Tuesday, May 9th, 2017 at 7:00 p.m.at City Hall within the Council Chambers.
8. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

Conclusions

1. The platting of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "R-3A" Low Density Multi-Family Residential District.
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

The Planning Commission held a public hearing on the item at the **May 9th, 2017** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.

Planning Commission Recommendation:

Motion by Kennedy second by Collison to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Preliminary Plat Approval of Arts and Science Addition, legally described as the

Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. with the following conditions

1. A Development Agreement will need to be in place for the plat to be in effect.

Site Plan:

2. A temporary bituminous cul-de-sac will be required at the end of the proposed curb, sized to meet City standards
   a. The temp cul-de-sac pavement section may be 6" of Class 5 and 3" of bituminous pavement.
3. Show the emergency overflow elevation for the infiltration basin at the rip-rap overflow.
4. A long-term inspection and maintenance schedule needs to be submitted for the infiltration basin.

Hydraulic Report:

5. Verify the bottom of the infiltration basin is at a minimum 3-feet above the water table.

Final & Preliminary Plat:

6. A temporary easement will be required around the temporary cul-de-sac.
7. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
8. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.

Motion carried unanimously.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: May 10, 2017

To: Roxanne Achman, Community Development Director
Alex Conzemius, Interim City Planner

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Arts & Science Addition – Site Plan Review
City of Isanti, MN
Project No.: R13.113898

Arts & Science Addition

We have reviewed the site plan created by Rehder & Associates, Inc entitled "Arts & Science Addition" stamped PRELIMINARY with a revision date of May 5, 2017. The hydraulic report was not resubmitted with this document. The Preliminary and Final Plat were not re-submitted with this documents.

The site plan includes a grading plan, utility plan, and site layout for the proposed roadway extension of 7th Avenue NE north of Cajima Street NE including a storm water infiltration basin.

We have reviewed the submitted documents and have the following comments:

Site Plan:

1. Add a leader and call out on the 6-inch gate valve on the water service line at the right-of-way. It is hard to see.
2. Label the emergency overflow elevation for the infiltration basin at the rip-rap overflow.
3. A long term inspection and maintenance schedule needs to be submitted for the infiltration basin.

Hydraulic Report:

1. Verify the bottom of the infiltration basin is at a minimum 3-feet above the water table.

Final & Preliminary Plat:

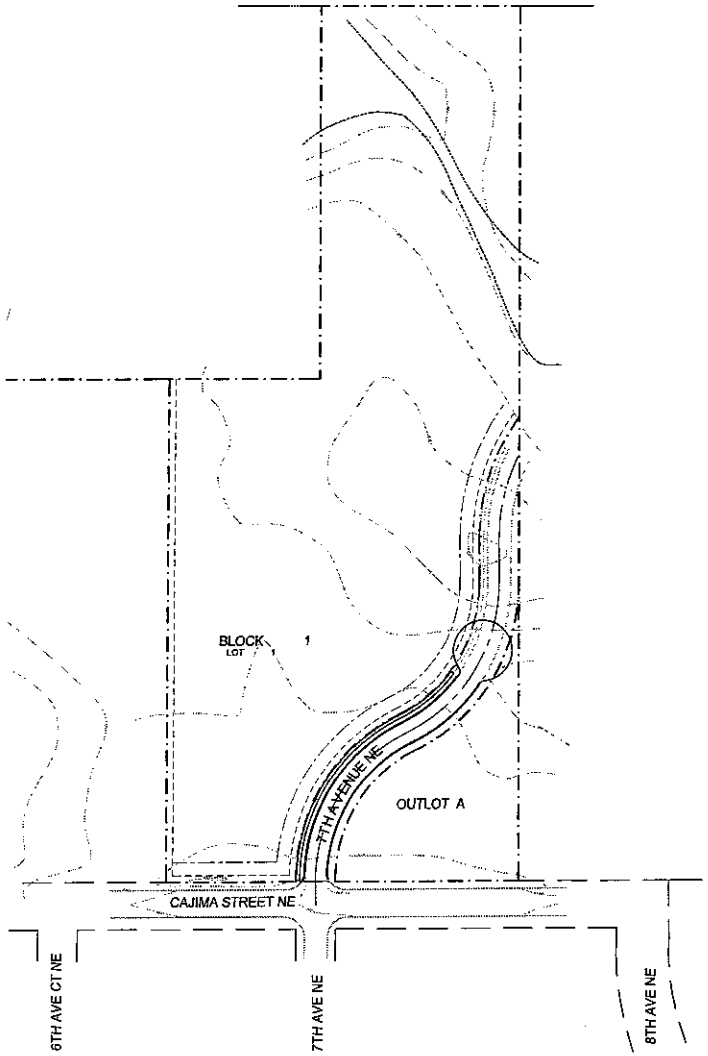
1. A temporary easement will be required around the temporary cul-de-sac.
2. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
3. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.

We recommend approval of the "Arts & Science Addition" site plan, hydraulics report, and plat once the above comments are addressed.

Please contact me if you have any questions.

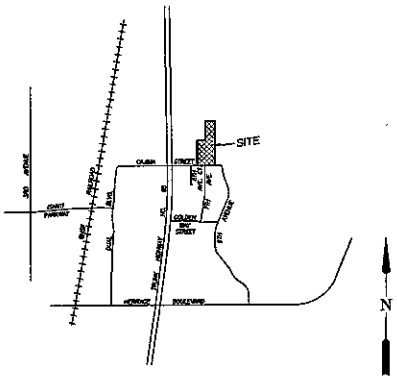
Bolton & Menk is an equal opportunity employer.

ARTS AND SCIENCE ADDITION
CITY OF ISANTI, MN



SHEET INDEX

TITLE	SHEET NO.
COVER SHEET	C0
GRADING, DRAINAGE, & EROSION CONTROL PLAN	C1
UTILITY PLAN	C2
DETAILS PLAN	C3



Vicinity Map
No Scale

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3150 Patriot Drive, Suite 110 • Isanti, Minnesota 55040
763-450-2651 • Fax: 763-450-2655 • email: info@rehderassoc.com

PROJECT NO.: 171-2828.01 DRAWING FILE: 2828d17.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

PRELIMINARY

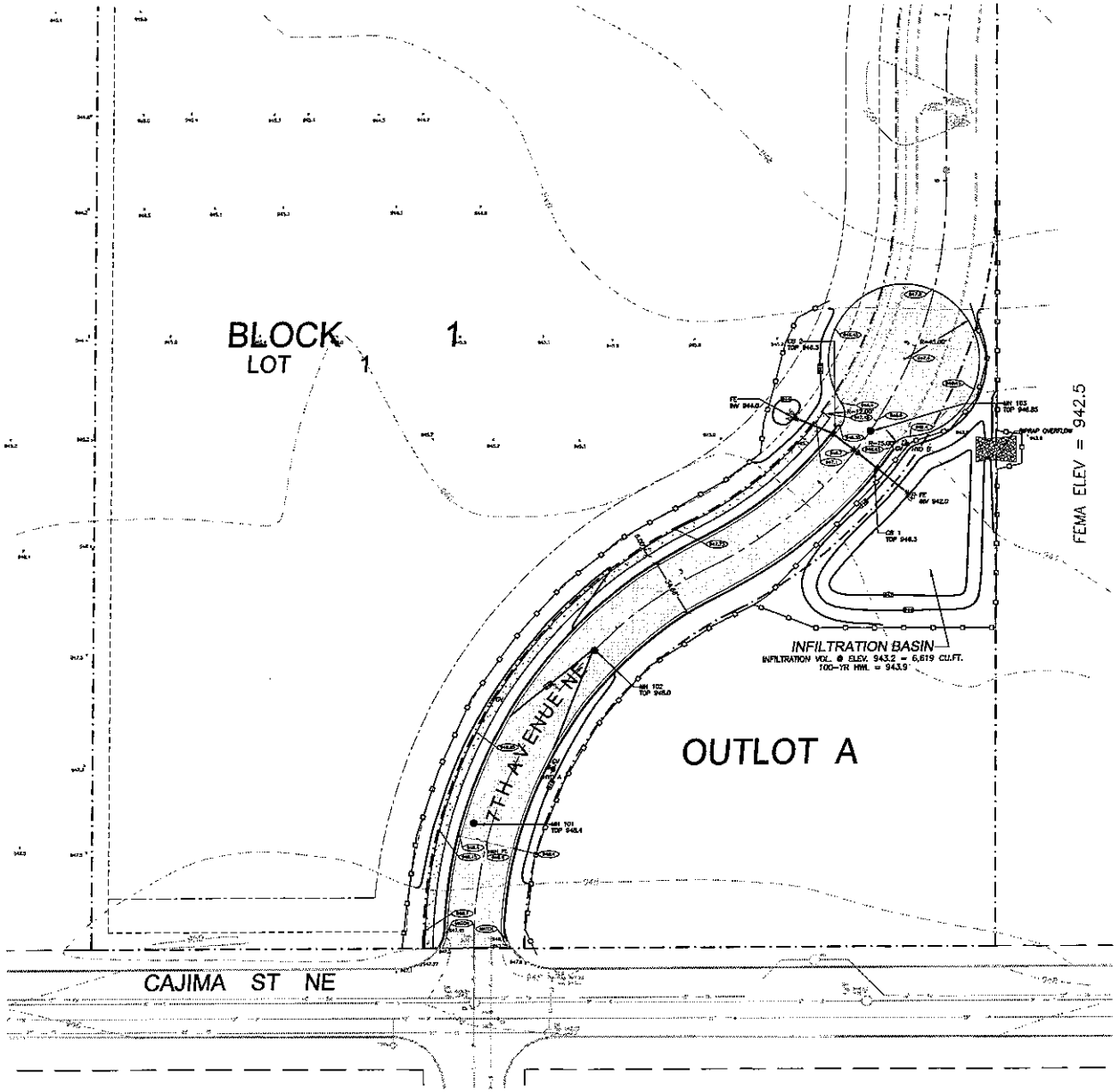
Name _____ Date _____ Reg. No. _____

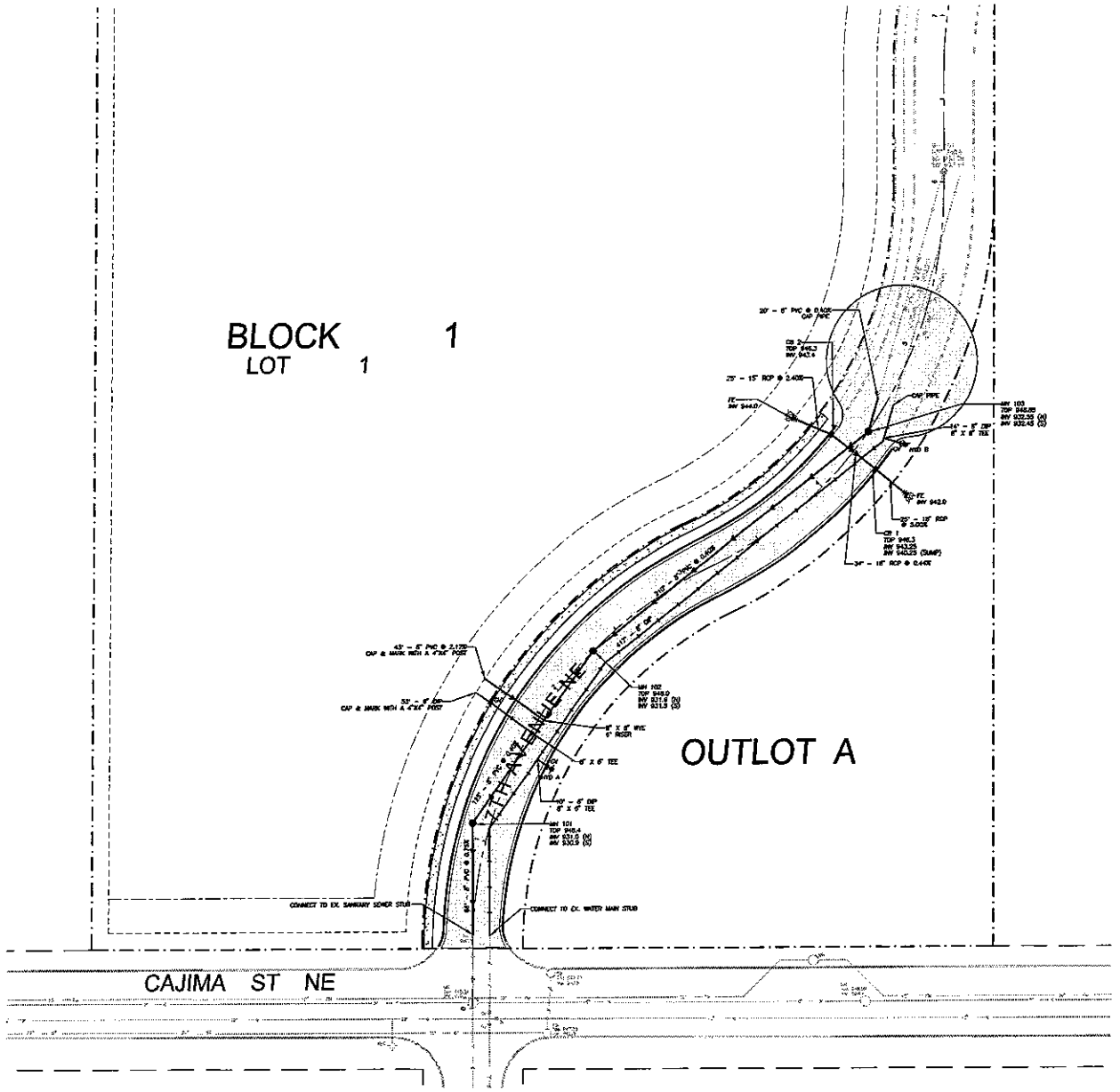
Issued

1st Review Comments	2-17-17
Address City Comments	4-14-17
Address City Comments	5-5-17

COVER SHEET
ARTS AND SCIENCE ADDITION
CITY OF ISANTI

SHEET NUMBER
C0


BLOCK 1
LOT 1
OUTLOT A
INFILTRATION BASIN
INFILTRATION VOL. @ ELEV. 943.2 = 6,619 CU.FT.
100-YR HWL = 943.9
FEMA ELEV = 942.5
77TH AVENUE NE
CAJIMA ST NE
SWALE
SWALE
SWAL



UTILITY NOTES

1. All water main & services to have a minimum of 8.0' & a maximum of 10.0' of cover.
2. Water main pipe shall be Class 52 DIP.
3. Sanitary sewer service pipe shall be SDR 26 PVC. Sanitary sewer main shall be SDR 35 PVC.
4. Contractor is responsible for trench design and O.S.H.A. Requirements.
5. All hydrants and gate valve boxes must be installed per City Standards.
6. Provide a minimum of 18" of separation for all water main crossings with sanitary sewer and storm sewer.

LEGEND

- PROPOSED MANHOLE
- PROPOSED CATCH BASIN
- PROPOSED HYDRANT
- PROPOSED GATE VALVE
- PROPOSED FLARED END
- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED WATERMAIN
- PROPOSED STD. DUTY BITUMINOUS
- BOUNDARY/ROW/BLOCK LINE
- EASEMENT
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING BURIED FORCE MAIN

N

0 15 30 60 90
Scale in Feet

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3110 Fernal Drive, Suite 110 • Hugen, Minnesota 55122
651-452-5051 • Fax 651-452-0593 • email info@rehders.com

PROJECT NO.: 171-2926.011 DRAWING FILE: 2926011.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the State of Minnesota.

PRELIMINARY

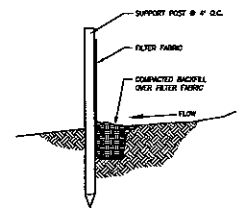
Name Date Reg. No.

Issued

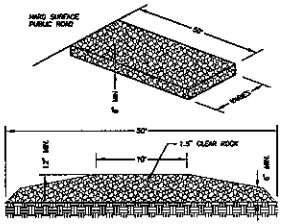
Per 1 Submittal	3-17-17
ADDRESS CITY COMMENTS	4-11-17
ADDRESS CITY COMMENTS	5-5-17

UTILITY PLAN
ISANTI ARTS & SCIENCE ADDITION
CITY OF ISANTI

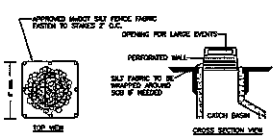
SHEET NUMBER
C2



1 C3 SILT FENCE
NO SCALE

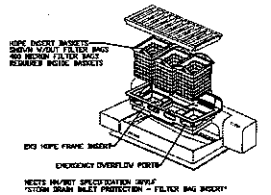


2 C3 ROCK CONSTRUCTION ENTRANCE
NO SCALE



NOTE: USE THIS TYPE OF INLET PROTECTION BEFORE THE CASTING IS INSTALLED.

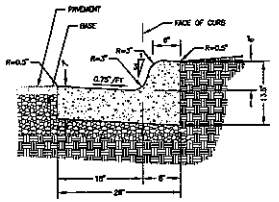
3 C3 INLET PROTECTION (INFRASAFE OR EQUAL)
NO SCALE



MEETS MN/DOT SPECIFICATION 3891 "STORM DRAIN INLET PROTECTION - FILTER BAG INSERT"

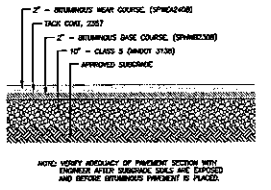
NOTE: USE THIS TYPE OF INLET PROTECTION AFTER THE CASTING IS INSTALLED.

4 C3 INLET PROTECTION (INFRASAFE OR EQUAL)
NO SCALE



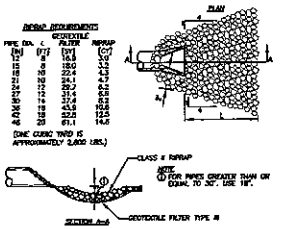
Note: Where contours indicate, ignore 0.75"/ft slope indicated above and match adjoining pavement slope to prevent gutter from "ponding".

5 C3 B618 CONCRETE CURB & GUTTER (7TH AVENUE NE)
NO SCALE



NOTE: VERIFY ADEQUACY OF PAVEMENT SECTION WITH ENGINEER AFTER SUBGRADE SOILS ARE EXPOSED AND BEFORE BITUMINOUS PAVEMENT IS PLACED.

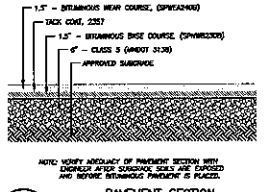
6 C3 PAVEMENT SECTION (7TH AVENUE NE)
NO SCALE



(ONE CUBIC YARD IS APPROXIMATELY 3,600 LBS.)

NOTE:
(1) FOR PIPES GREATER THAN OR EQUAL TO 30", USE 18".

7 C3 RIPRAP DETAIL
NO SCALE



NOTE: VERIFY ADEQUACY OF PAVEMENT SECTION WITH ENGINEER AFTER SUBGRADE SOILS ARE EXPOSED AND BEFORE BITUMINOUS PAVEMENT IS PLACED.

8 C3 PAVEMENT SECTION (TEMP. CUL-DE-SAC)
NO SCALE

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3440 Federal Drive, Suite 110 • Eagan, Minnesota 55122
651-365-5050 • Fax 651-452-9737 • email: info@rehder.com

PROJECT NO.: 171-2828.011 DRAWING FILE: 2828011.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

PRELIMINARY

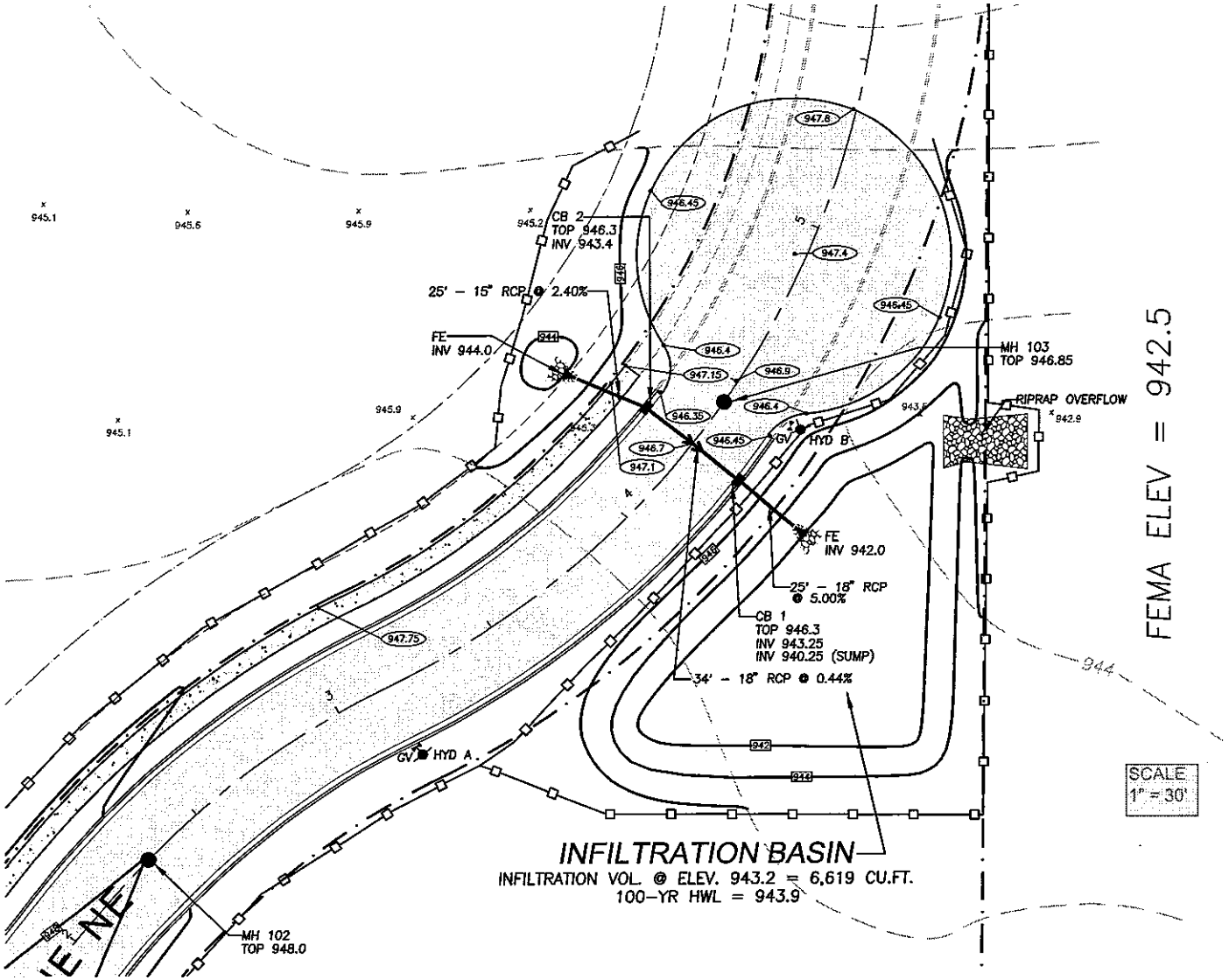
Name Date
Reg. No.

Issued

CITY SUBMITTAL	3-17-17
ADDRESS COMMENTS	4-14-17
ADDRESS CITY COMMENTS	5-5-17

DETAILS
ISANTI ARTS & SCIENCE ADDITION
CITY OF ISANTI

SHEET NUMBER
C3


945.1
945.6
945.9
945.2
CB 2
TOP 946.3
INV 943.4
25' – 15" RCP @ 2.40%
FE
INV 944.0
947.6
946.45
947.4
946.45
946.4
947.15
946.9
946.35
946.4
946.45
946.7
947.1
MH 103
TOP 946.85
RIPRAP OVERFLOW
942.9
GV
HYD B
FE
INV 942.0
25' – 18" RCP
@ 5.00%
CB 1
TOP 946.3
INV 943.25
INV 940.25 (SUMP)
34' – 18" RCP @ 0.44%
947.75
GV
HYD A
MH 102
TOP 948.0
INFILTRATION BASIN
INFILTRATION VOL. @ ELEV. 943.2 = 6,619 CU.FT.
100-YR HWL = 943.9
FEMA ELEV = 942.5
SCALE
1" = 30'

A Community For Generations.

Isanti

K.3.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman, AICP
Independent Consultant

Date: May 16, 2017

Subject: Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

Background

The Art and Science Academy opened its doors in 2014 at 905 6th Ave Ct NE for grades K-8. Since it's opening the school has been growing to the point where they have decided to build a middle school just north of their existing site. The middle school will house grades 5-8 and the existing school will be for grades K-4.

The Art and Science Academy is working with Premier Bank to purchase a 13.3 acre parcel north of Cajima. The property will be platted to include a 10.9 acre parcel for the school, right-of-way for the extension of 7th Ave NE, and a pond lot.

The school will be one story and have 10 classrooms and up to 250 students. The site exceeds parking requirements by providing 33 stalls. The parking ratio for schools is 1/20 students and 1/classroom. The parking lot is designed to have busses and staff enter at the northern entrance, where parents and visitors will enter from the southern entrance. The site plan shows traffic flow arrows and "Do Not Enter" signs where appropriate. Bicycle parking is shown on the south side of the building.

The R-3A building setbacks are met with greater than 30 ft in the front and rear yards and greater than 10 ft on the side yard. Parking and drive aisles are set back the minimum 10ft. A trash receptacle and enclosure is shown on the northeast side of the building. The exterior of the building will be finished with a stucco in two different colors; a variation of brown (*tobacco road or cocoa bean*) and cream (*cream or sand point*). It will have an architectural shingle roof.

The plans note that all disturbed areas will be sodded and irrigated. Staff has requested a landscaping plan and lighting plan be submitted as part of the approval.

All of staff's comments and requests for revision have been made to the attached plans. The City Engineers comments have all been addressed and are reflected in the approval letter from Bolton & Menk dated May 3, 2017. Plat comments will be addressed separately.

Staff Recommendation:

Staff recommends approval of the site plan/building appearance and conditional use permit under the condition that the final plat, a temporary easement for a cul-de-sac is and the development agreement are recorded.

Comprehensive Plan

The purpose of this category (*Public/Semi-Public*) is to identify areas in Isanti that are used for the benefit of the public. This includes publicly owned uses, such as schools, City buildings, county buildings and utility/infrastructure related uses such as sewage treatment plants, power plants, etc. This also includes semi-public private institutional uses such as hospitals, colleges, cemeteries, religious institutions etc.

Both existing and future planned public / semi-public facilities are designated on the Land Use Plan map. Future possible locations of the high school are also shown. Generally, existing community facilities should continue to be maintained and preserved at their current location. If a public facility or institution ceases to exist or moves from its present site, that site should be designated as the same use, other public / semi-public use, or the predominate land use that surrounds it until such time as a comprehensive plan amendment designates it differently. For example, if a school is surrounded by low density residential relocates; the school property should either be a new school or other public use, or be designated for low-density residential development. In addition, new development should incorporate appropriate public/semi-public uses as they are developed. The actual location of these public/semi-public sites will be determined by the site design of each development.

Zoning Ordinance Provisions

The property is zoned "R-3A" Low Density Multiple Family District. The "R-3A" District is designed to provide for low density areas, which accommodate a variety of housing types, to include detached and attached single-family, two-family, duplexes, and attached and detached townhomes. These districts shall be located and are intended to function as a transition area between the less intense single-family developments and the more intense multiple family districts. The district promotes more walkable neighborhoods with a variety of housing types.

Site Plan Review Requirements

Prior to the construction of any new building or addition to a building that expands or changes the use of the building or parcel of land or modifies a building, accessory structure or site or land feature in any manner which results in a different intensity of use, including the requirement for additional parking or the enlargement of a building by more than 10% of its gross floor area would require a Site Plan/Building Appearance Review. When evaluating a site and building plan; Section 18, Subdivision 7 of the Zoning Ordinances states that City staff and the City Council must consider its compliance with the following:

A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.
B. Consistency with City Codes.
C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
D. The amount and location of open space and landscaping.
E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
G. Consistency with the City's Engineering Design Standards as adopted by Resolution of the City Council.

Conditional Use Permit Requirements

Upon review of a Conditional Use Permit request, the Zoning Ordinance provides factors and standards that must be reviewed by the Planning Commission. Section 21, Article 2 Conditional Uses states:

D. The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.
4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.
5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
8. The conditional use complies with the general and specific performance standards as specified by within this Article.

Certification of Taxes Paid

Prior to approving an application for approval of a site plan or conditional use permit, certification must be provided to the City that there are not any delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. As of May 2nd, 2017, all taxes have been paid.

Public Notice

Notice was published within the Isanti County News on April 26th, 2017. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

Public Comment

To date, no public comment or questions had been received.

Development and Operations Advisory Committee:

The Development and Operation Advisory Committee met on March 24th and April 20th, 2017 to discuss the site plan and building appearance. The committee recommended approval of the site plan/building appearance and conditional use permit under the condition that all staff and city engineer comments are addressed.

Planning Commission Recommendation:

Motion by Lundeen second by Kennedy to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota with the following conditions:

1. The execution and recording of a development agreement.

Motion carried unanimously.

Deadline for City Council Action

The City of Isanti received an application for the Site Plan/ Building Appearance Review and Conditional Use Permit request on March 17th, 2017. The application was deemed complete on April 18, 2017. Pursuant to Minnesota State Statute, the City must act on this request by June 17th, 2017 (60 days).

Options & Proposed Motion Language

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota with the following conditions……
3. Recommend Denial: Motion to recommend denial of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota for the following reasons…….
4. Table: Motion to table the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota (a specific reason and information request should be included in the motion to table).

Attachments

- Resolution No. 2017 – XXX
- Findings of Fact and Conclusion
- Bolton & Menk, Inc. Approval dated May 10, 2017
- Site Plan and Civil Plan Package dated May 5, 2017
- Building Elevations
- Interior layout

RESOLUTION NO. 2017-

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP) AND SITE PLAN/BUILDING APPEARANCE FOR THE CONSTRUCT OF A MIDDLE SCHOOL ON PID 16.030.0901

WHEREAS, Premier Bank, on behalf of CDSCPC ASA, LLC, is requesting Conditional Use Permit and Site Plan/Building Appearance approval for the construction of a middle school; and,

WHEREAS, such property is legally described as: the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels:1) The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota, AND, 2) That part of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South of the North 565 feet thereof and Westerly of the following described line: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 39 seconds West assumed bearing, along the South line of said Northwest Quarter of the Southeast Quarter, a distance of 536.69 feet to the point of beginning of the line to be described; then North 00 degrees 38 minutes 48 seconds East, a distance of 761.49 feet, more or less, to the South line of said North 565 feet and said line there terminating; and,

WHEREAS, the properties are located within the "R-3A" Low Density Multi-Family Residential District, which requires a Conditional Use Permit (CUP) for educational institutions within said district; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit and Site Plan/Building Appearance on May 9th, 2017; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the proposed Conditional Use Permit and Site Plan/Building Appearance subject to the conditions as listed below; and,

WHEREAS, the City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on May 16th, 2017; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit and Site Plan/Building Appearance and **BE IT FURTHER RESOLVED** that the requested Conditional Use Permit and Site Plan/Building Appearance for an educational institution to be located within, be hereby approved subject to the following conditions:

1. The execution of recording of a development agreement.

Adopted by the Isanti City Council on this 16th day of May 2017.

Attest: _____ Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

FINDINGS OF FACT AND CONCLUSION

Request

Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

Findings of Fact

1. The applicant is requesting to construct a middle school on the property is legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels:1) The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota, AND, 2) That part of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South of the North 565 feet thereof and Westerly of the following described line: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 39 seconds West assumed bearing, along the South line of said Northwest Quarter of the Southeast Quarter, a distance of 536.69 feet to the point of beginning of the line to be described; then North 00 degrees 38 minutes 48 seconds East, a distance of 761.49 feet, more or less, to the South line of said North 565 feet and said line there terminating.
2. The property is zoned "R-3A" Low Density Multi Family Residential District.
3. A Conditional Use Permit is required for educational institutions within the "R-3A" Low Density Multi Family Residential District.
4. Site Plan/Building Appearance Review is required for all new buildings.
5. The petitioner submitted a Site Plan/Building Appearance and Conditional Use Permit Application on March 17th, 2017. The application was deemed complete on April 18th, 2017. Pursuant to Minnesota State Statute, the City must act on this request by June 17th, 2017 (60-day rule).
6. A public hearing date before the Planning Commission was scheduled for Tuesday, May 9th, 2017 at 7:00 p.m. at City Hall within the Council Chambers.
7. Notice of the Site Plan and Conditional Use Permit request was published within the Isanti-County News on Wednesday, April 26th, 2017. Notices were sent to all property owners located within 350 feet of the subject property.
8. Section 18, Subdivision 7 Standards of the Zoning Ordinance shall be used to evaluate any proposed site plans.
9. Section 21, Article 2: Conditional Use Permits, Subdivision 3 (D) of the Zoning Ordinance establishes factors that the judgment of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed conditional use permit request.

Conclusions

1. In review of the standards established in Section 18, Subdivision 7, the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:
   A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.
   The location of the school is consistent with the City's Comprehensive Plan in that the school is located within a residential area, yet it serves as a buffer to the commercial district.
   B. Consistency with City Codes.

Overall, the proposal appears to be consistent with city codes and ordinances. The plans provided would appear to meet the minimum requirements set by the zoning ordinance (setbacks, parking, landscaping, lighting, etc).

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
There will be no trees or other landscaping removed. The grading and general appearance is consistent with surrounding development. The site is currently a field.

D. The amount and location of open space and landscaping.
The amount of open space and landscaping exceeds the required amount.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
The parking exceeds requirements and is designed for the best and safest flow of traffic.

F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
Surface drainage has been reviewed and approved by the City Engineer. There is not expected to be any other hindrances to surrounding property owners.

G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.
Storm water ponding has been reviewed and approved by the City Engineer.

2. In review of the standards established in Section 21, Article 2 Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*: The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
As noted, the proposed use for the site would be consistent with the goals and objectives of the comprehensive plan. Public facilities have been planned for this area and will be extended for this development.

B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
The proposed use is consistent with the underlying zoning district. Educational institutions are generally best served in residential areas.

C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.
The establishment of the conditional use does not appear to endanger the public health, safety, morals and comfort of the surrounding area or the community. The proposed use will likely enhance the general public welfare for this area.

D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.
The conditional use may increase property values as families may want to be closer to the middle school. A school is not likely to affect the enjoyment of other properties in the area.

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

The use will not impede on the development of the area. If anything, it may enhance development in that it provides the ultimate buffer between residential uses and commercial uses.

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
ditional public facilities and services will be extend for the proposed use and future uses.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
The requested conditional use permit appears to conform to the applicable regulations required for the district and the performance standards outlined within the zoning ordinance. Conditions will be placed on any approval to ensure that the property is developed in accordance to ordinance requirements and the proposed plan provided by the applicant.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.
These have been evaluated as part of the findings of fact; and can be found within this document.

3. In review of the standards established in Section 21, Article 2 Conditional Use, Subdivision 4 General Performance Standards; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.
A collector street will be installed as part of the site development. This will help control the amount of traffic entering/exiting the school.

B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.
There will be two entrance points and one exit. Buses and staff will enter the northern most access. Parents and visitors will enter the southern access. Both will exit from the southern access point. Parents and visitors will be separated from the bus and staff vehicles.

C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.
Busses and parents will pull up to the sidewalk next to the school to drop kids off.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.
The required parking is provided on site.

E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.
Bus loading and drop-off areas are separated from regular traffic flow to alleviate any potential conflicts.

F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.
Not applicable.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.
Landscaping will be provided per Section 15 of this Ordinance.

H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.

The applicant will be providing an exterior lighting plan.

I. The site drainage system shall be subject to the review and approval of the City Engineer.
Site drainage has been reviewed and approved by the City Engineer.

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.
The building meets the requirements for exterior finish materials and treatment.

K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.
The refuse container is located on site and is screened.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.
There are no signs proposed at this time.

M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.
The applicant will need to pull the appropriate permits and curb cut permits through the city engineer. Any appropriate fees must be paid for these permits and inspections completed by the appropriate staff person prior, during, and following construction.

N. Any applicable business licenses mandated by City Code are approved and obtained.
Not applicable.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.
Not applicable.

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformity shall be eliminated.
The use appears to be in compliance with all applicable performance standards.

Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

Decision

The Planning Commission held a public hearing on the item at the **May 9th, 2017** meeting. The meeting minutes shall be made part of the Findings of Fact.

Planning Commission Recommendation:

Motion by Lundeen second by Kennedy to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Site Plan and Building Appearance and Conditional Use Permit Approval of a Middle School on the property legally described as Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota with the following conditions:

1. The execution and recording of a development agreement.

Motion carried unanimously.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: May 10, 2017

To: Roxanne Achman, Community Development Director
Alex Conzemius, Interim City Planner

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Arts & Science Addition – Site Plan Review
City of Isanti, MN
Project No.: R13.113898

Arts & Science Addition

We have reviewed the site plan created by Rehder & Associates, Inc entitled "Arts & Science Addition" stamped PRELIMINARY with a revision date of May 5, 2017. The hydraulic report was not resubmitted with this document. The Preliminary and Final Plat were not re-submitted with this documents.

The site plan includes a grading plan, utility plan, and site layout for the proposed roadway extension of 7th Avenue NE north of Cajima Street NE including a storm water infiltration basin.

We have reviewed the submitted documents and have the following comments:

Site Plan:

1. Add a leader and call out on the 6-inch gate valve on the water service line at the right-of-way. It is hard to see.
2. Label the emergency overflow elevation for the infiltration basin at the rip-rap overflow.
3. A long term inspection and maintenance schedule needs to be submitted for the infiltration basin.

Hydraulic Report:

1. Verify the bottom of the infiltration basin is at a minimum 3-feet above the water table.

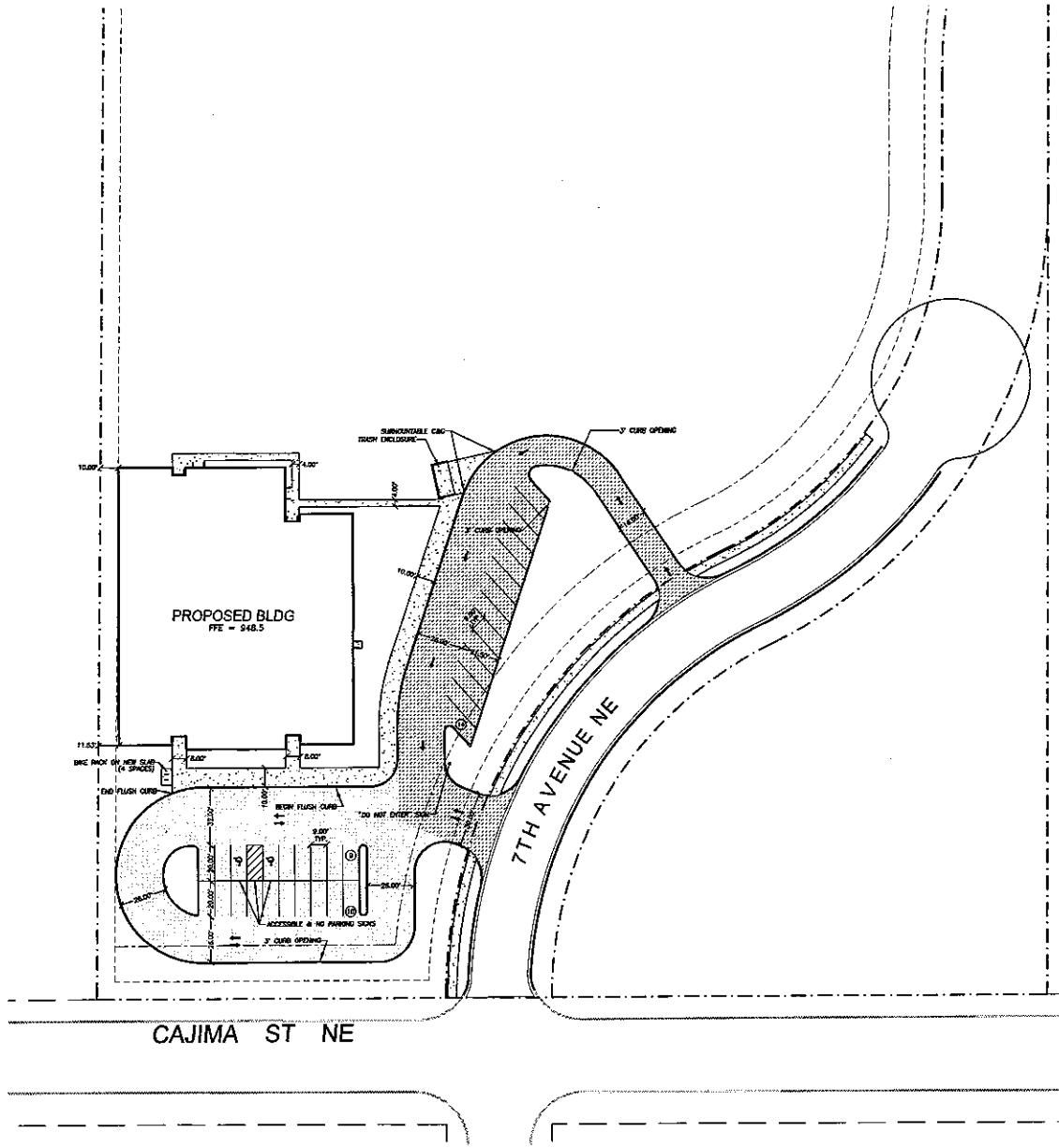
Final & Preliminary Plat:

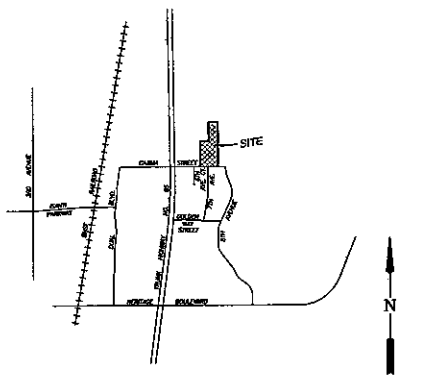
1. A temporary easement will be required around the temporary cul-de-sac.
2. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
3. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.

We recommend approval of the "Arts & Science Addition" site plan, hydraulics report, and plat once the above comments are addressed.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.





Vicinity Map
No Scale

PARKING STALLS REQUIRED

	STALLS
250 STUDENTS X 1 STALL/ 20 STUDENTS =	13
10 CLASSROOMS X 1 STALL/ CLASSROOM =	10
TOTAL	23

PARKING STALL COUNT SUMMARY

STANDARD STALLS	ACCESSIBLE STALLS	TOTAL STALLS PROVIDED
31	2	33

SITE NOTES

1. All dimensions between curbing and to radius points are to face of curb.
2. All dimensions abutting curbs are to back of curb.
3. All curb and gutter on private property shall be type B-612 unless otherwise noted.
4. Construct drives/entrances according to City of Isanti Std. Plates.
5. All parking stall striping width is 9.00' unless otherwise noted.

LEGEND

- PROPOSED STD. DUTY BITUMINOUS
- PROPOSED HEAVY DUTY BITUMINOUS
- PROPOSED CONCRETE
- BOUNDARY/ROW/BLOCK LINE
- BUILDING/PARKING SETBACK LINE
- EASEMENT

N

0 15 30 60 90
Scale in Feet

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3249 Fridley Plaza, Suite 110 • Fridley, Minnesota 55432
763-502-0591 • Fax: 763-502-0592 • e-mail: info@rehderlaw.com

PROJECT NO.: 171-2928.011 DRAWING FILE: 2928011.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

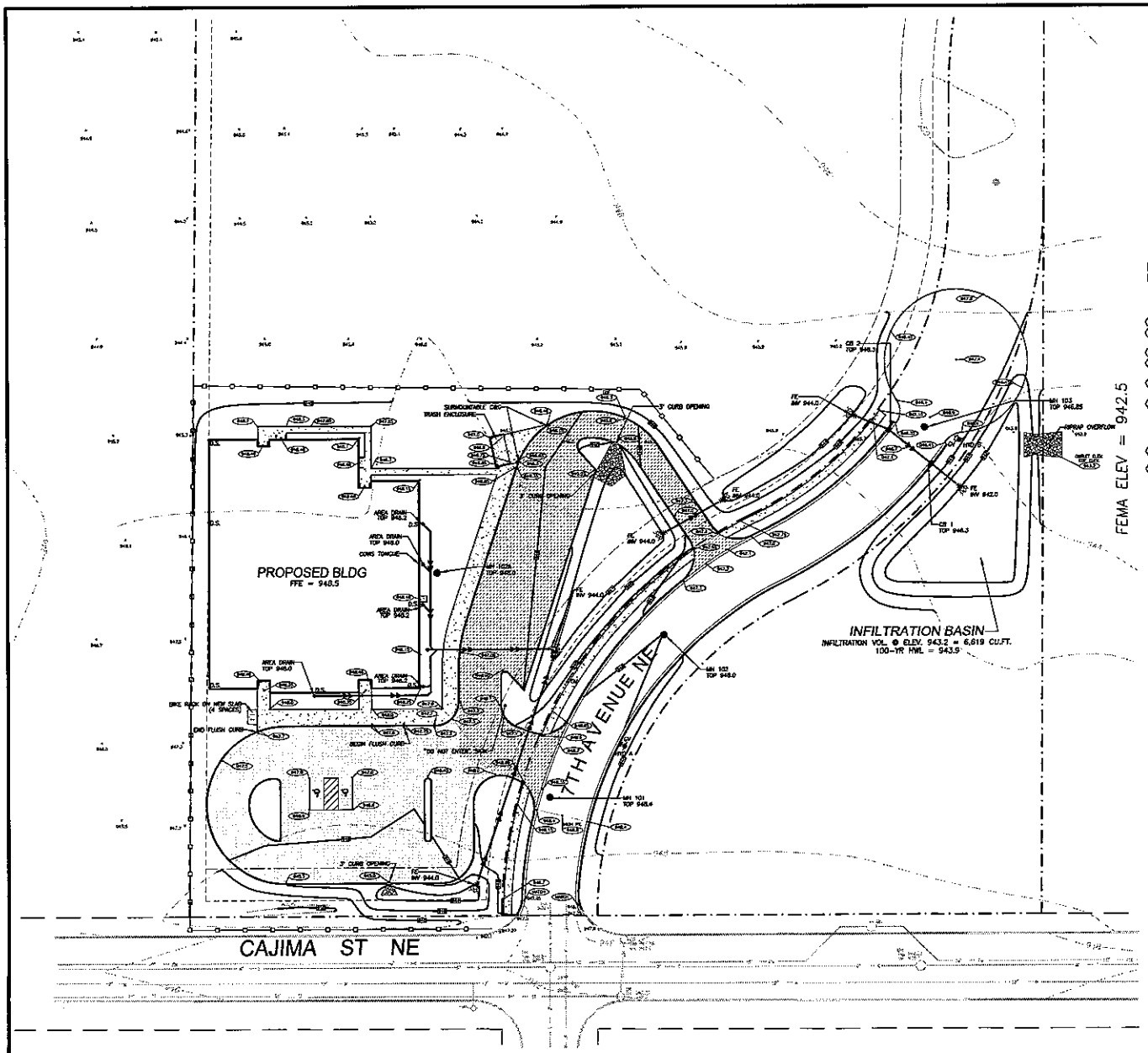
Name: Rehder & Ford Date: 3-24-17
Reg. No. 43382

Issued

PRICING SET	2-10-17
ADDRESS PLAN COMMENTS	2-24-17
ADDRESS CITY COMMENTS	3-6-17
ADDED PARKING LEGEND	3-16-17
ADDRESS CITY COMMENTS	3-23-17

SITE DIMENSION PLAN
ARTS & SCIENCE ACADEMY MIDDLE SCHOOL
CITY OF ISANTI

SHEET NUMBER
C1



NOTE: ALL DISTURBED AREAS ON THE SCHOOL SITE TO BE SODDED AND IRRIGATED

GRADING NOTES

1. – All elevations shown are to final surfaces.
2. – Contractor is responsible for obtaining a National Pollutant Discharge Elimination System (NPDES) General Storm Water Permit for Construction Activity before construction begins.

EROSION CONTROL NOTES

1. – Contractor is responsible for all notifications and inspections required by General Storm Water Permit.
2. – All erosion control measures shown shall be installed prior to grading operations and maintained until all areas disturbed have been restored.
3. – Sweep paved public streets as necessary where construction sediment has been deposited.
4. – Each area disturbed by construction shall be restored per the specifications within 14 days after the construction activity in that portion of the site has temporarily or permanently ceased.
5. – Temporary soil stockpiles must have silt fence around them and cannot be placed in surface waters, including storm water conveyances such as curb and gutter systems, or conduits and ditches.
6. – The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from any portion of the construction site, or diverts water around the site, must be stabilized within 200 lineal feet from the property edge, or from the point of discharge into any surface water. Stabilization of the last 200 lineal feet must be completed within 24 hours after connecting to a surface water.
7. – All pipe outlets must be provided with temporary or permanent energy dissipation within 24 hours of connection to a surface water.
8. – Excess concrete/water from concrete trucks shall be disposed of in portable washout concrete basin or disposed of in a contained area.

INSPECTION AND MAINTENANCE

- The site must be inspected once every seven (7) days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours.
- All inspections and maintenance conducted must be recorded in writing and records retained with the SWPPP.
- Areas of the site that have undergone final stabilization, may have the inspection of these areas reduced to once per month.
- All silt fence must be repaired, replaced, or supplemented within 24 hours when they become nonfunctional or the sediment reaches 1/3 of the height of the fence.
- Surface waters and conveyance systems must be inspected for evidence of sediment being deposited. Removal and stabilization must take place within seven (7) days of discovery unless precluded by legal, regulatory, or physical access constraints.
- Construction site vehicle exit locations must have sediment removed from off-site paved surfaces within 24 hours of discovery.
- Infiltration areas shall be graded to finished grade when all contributing drainage areas have been stabilized. Protect infiltration area from sediment and heavy equipment compaction during/after construction with silt fence.

POLLUTION PREVENTION MANAGEMENT

- All solid waste must be disposed of off-site per the MPCA disposal requirements.
- All hazardous waste must be properly stored with restricted access to storage areas to prevent vandalism. Storage and disposal of hazardous waste must be in compliance with MPCA Regulations.

LEGEND

- PROPOSED MANHOLE
- PROPOSED CATCH BASIN
- PROPOSED FLARED END
- PROPOSED STORM SEWER
- PROPOSED STD. DUTY BITUMINOUS
- PROPOSED HEAVY DUTY BITUMINOUS
- PROPOSED CONCRETE
- PROPOSED CONTOUR
- PROPOSED ELEVATION
- SILT FENCE
- BOUNDARY/ROW/BLOCK LINE
- EASEMENT
- BUILDING/PARKING SETBACK LINE
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING BURIED FORCE MAIN
- EXISTING CONTOUR
- EXISTING ELEVATION

N

0 15 30 60 90
Scale in Feet

Reinder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
Phone: (763) 241-3801 Fax: (763) 241-3899
651-462-5051 • e-mail: info@reinder.com

PROJECT NO: 171-2018.011 DRAWING FILE: 20180111.DWG

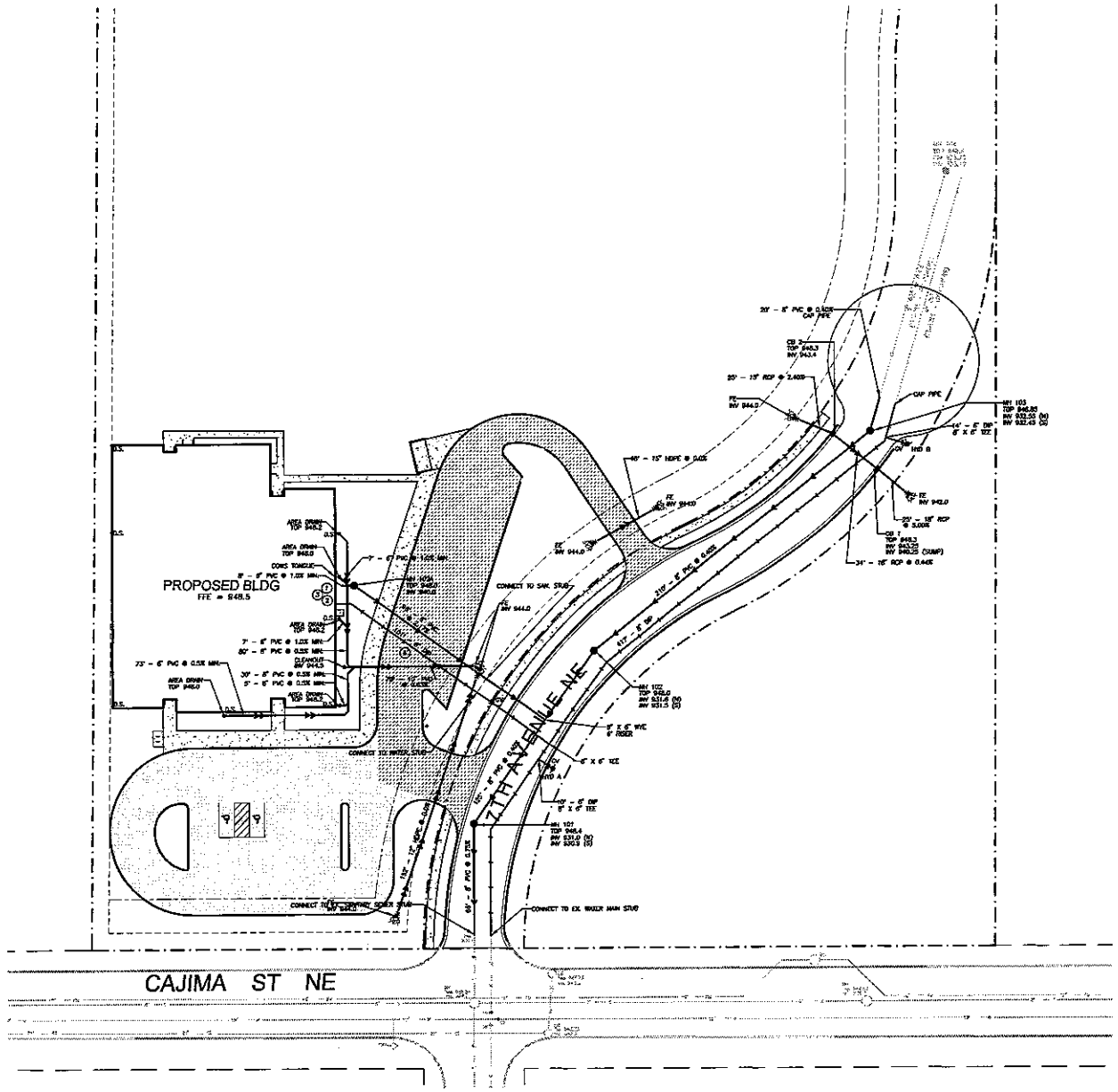
I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

Name Reinder B. Smit Reg. No. 25322 Date 3-26-18

Issued	
PHASE SET	2-26-17
75% SUBMITTAL	3-31-17
ADDRESS CITY COMMENTS	4-14-17
ADDRESS CITY COMMENTS	4-28-17
ANGLED PARKING LAYOUT	5-8-17
ADDRESS CITY COMMENTS	5-31-17

GRADING, DRAINAGE, & EROSION CONTROL PLAN
ARTS & SCIENCE ACADEMY MIDDLE SCHOOL
CITY OF ISANTI

SHEET NUMBER
C2



UTILITY NOTES

1. All sewer services to extend to a point 5' from proposed building.
2. Bring water main into proposed building and cap at the floor.
3. Verify all service locations and inverts with mechanical engineer before construction.
4. All watermain to have a minimum of 7.5' of cover.

LEGEND

- PROPOSED MANHOLE
- PROPOSED CATCH BASIN
- PROPOSED HYDRANT
- PROPOSED GATE VALVE
- PROPOSED FLARED END
- PROPOSED STORM SEWER
- PROPOSED SANITARY SEWER
- PROPOSED WATERMAIN
- PROPOSED STD. DUTY BITUMINOUS
- PROPOSED HEAVY DUTY BITUMINOUS
- PROPOSED CONCRETE
- BOUNDARY/ROW/BLOCK LINE
- EASEMENT
- BUILDING/PARKING SETBACK LINE
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING BURIED FORCE MAIN

N

0 15 30 60 90
Scale in Feet

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3595 Federal Drive, Suite 130 • Eagan, Minnesota 55122
651-452-8011 • Fax: 651-452-0757 • email: info@rehderinc.com

PROJECT NO.: 171-2028.011 DRAWING FILE: 2828011.DWG

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

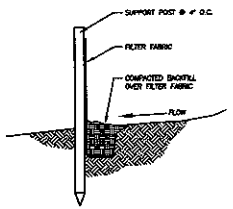
Name: Bradley G. Sons Reg. No. 24392 Date 3-26-12

Issued

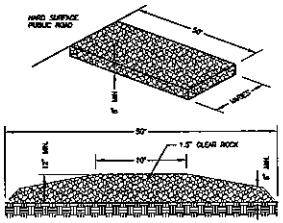
PRICING SET	3-26-12
PER SCHOOL BOARD	4-11-12
ADDRESS CITY COMMENTS	4-13-12
ADDRESS CITY COMMENTS	4-18-12
ADDRESS CITY COMMENTS	4-20-12
ADDRESS CITY COMMENTS	5-4-12

UTILITY PLAN
ARTS & SCIENCE ACADEMY MIDDLE SCHOOL
CITY OF ISANTI

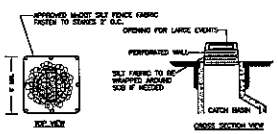
SHEET NUMBER
C3



1 C4 SILT FENCE
NO SCALE

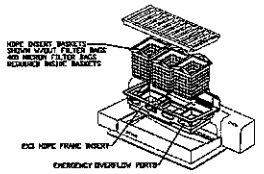


2 C4 ROCK CONSTRUCTION ENTRANCE
NO SCALE



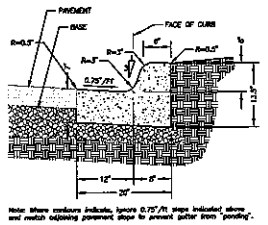
NOTE: USE THIS TYPE OF INLET PROTECTION BEFORE THE CASTING IS INSTALLED.

3 C4 INLET PROTECTION (INFRASAFE OR EQUAL)
NO SCALE



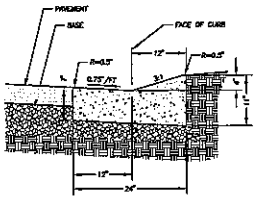
NOTE: USE THIS TYPE OF INLET PROTECTION AFTER THE CASTING IS INSTALLED.

4 C4 INLET PROTECTION (INFRASAFE OR EQUAL)
NO SCALE

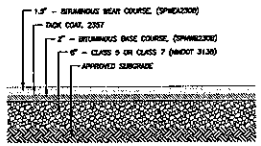


Note: Where conditions indicate, ignore 0.75"/ft. slope indicated above and match adjoining pavement slope to prevent gutter from "ponding".

5 C4 B612 CONCRETE CURB & GUTTER (SCHOOL SITE)
NO SCALE

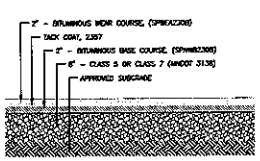


6 C4 SURMOUNTABLE CURB & GUTTER D412 STYLE
NO SCALE



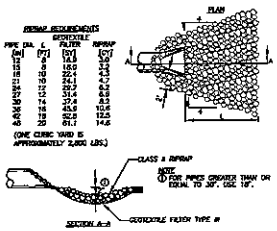
NOTE: VERIFY ADEQUACY OF PAVEMENT SECTION WITH ENGINEER AFTER SUBGRADE SOILS ARE EXPOSED AND BEFORE BITUMINOUS PAVEMENT IS PLACED.

7 C4 PAVEMENT SECTION
NO SCALE

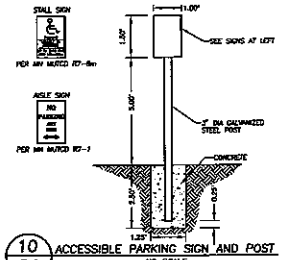


NOTE: VERIFY ADEQUACY OF PAVEMENT SECTION WITH ENGINEER AFTER SUBGRADE SOILS ARE EXPOSED AND BEFORE BITUMINOUS PAVEMENT IS PLACED.

8 C4 HEAVY DUTY PAVEMENT SECTION
NO SCALE



9 C4 RIPRAP DETAIL
NO SCALE



10 C4 ACCESSIBLE PARKING SIGN AND POST
NO SCALE

Belgier & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
7550 Federal Drive, Suite 110 • Eagan, Minnesota 55122
651-454-0951 • Fax: 651-454-0995 • email: info@belgier.com

PROJECT NO.: 171-2939.011 DRAWING FILE: 2939011.DWG

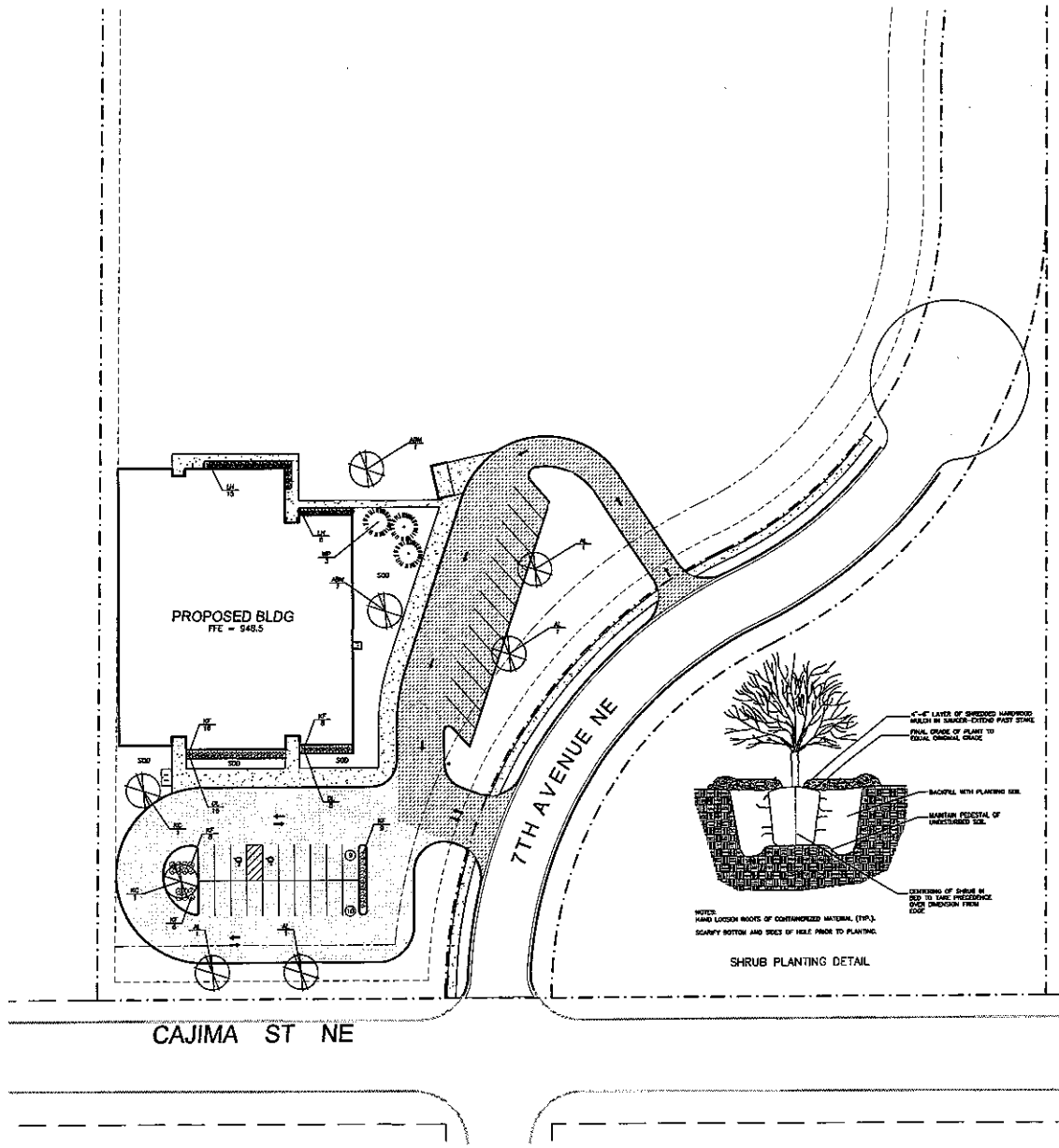
I Hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Name: Bradley A. Ford Date: 3-24-17
Reg. No. 24392

Issued	
PERMIT SET	2-20-17
PERMIT SET	2-24-17
ADDRESS CITY COMMENTS	2-24-17
ADDRESS CITY COMMENTS	2-24-17
ADDRESS CITY COMMENTS	2-24-17
ADDRESS CITY COMMENTS	3-3-17

DETAILS & SPECIFICATIONS
ARTS & SCIENCE ACADEMY MIDDLE SCHOOL
CITY OF ISANTI

SHEET NUMBER
C4



PLANT AND TREE LIST

PLANTS

SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE/ROOT
LH	23	Ilex 'Blueberry Muffin'	Large Hosta	#1 Pot
DL	24	Hemerocallis 'Stella D'Oro'	Stella D'Oro Daylily	#1 Pot
KF	47	Calamagrostis acutiflora	Karl Forester	#2 Pot
TOTAL	94			

TREES

SYMBOL	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE/ROOT
ASH	2	Acer x freemanii	Autumn Blaze Maple	2 - 1/2" B & B
AL	4	Tilia Americana	American Linden	2 - 1/2" B & B
KC	2	Gymnocladus dioicus	Kentucky Coffeetree	2 - 1/2" B & B
WP	3	Pinus strobus	White Pine	6' B & B
TOTAL	11			

TREE SYMBOL LEGEND

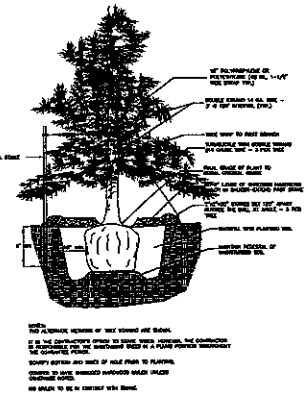
DECIDUOUS TREE

CONIFEROUS TREE

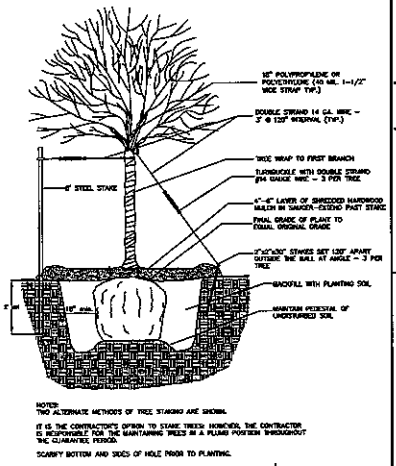
REQUIRED LANDSCAPE CALCULATIONS
Total Site Frontage: 515 LF
Trees Required: 11 (1 per 50 LF Frontage)

LANDSCAPE PROVIDED
Trees Provided: 11 Total

SHRUB PLANTING DETAIL



CONIFEROUS TREE PLANTING DETAIL



DECIDUOUS TREE PLANTING DETAIL

LEGEND

- PROPOSED STD. DUTY BITUMINOUS
- PROPOSED HEAVY DUTY BITUMINOUS
- PROPOSED CONCRETE
- BOUNDARY/ROW/BLOCK LINE
- BUILDING/PARKING SETBACK LINE
- EASEMENT

N

0 15 30 60 90
Scale in Feet

Rehder & Associates, Inc.
Civil Engineers, Planners and Land Surveyors
3249 Federal Drive, Suite 110 • Eagan, Minnesota 55122
651-452-3051 • Fax 651-454-0187 • email:info@rehderinc.com

PROJECT NO.: 171-2928.011 DRAWING FILE: 2928011.DWG

Issued
ADDRESS CITY COMMENTS
6-5-17

LANDSCAPE PLAN
ARTS & SCIENCE ACADEMY MIDDLE SCHOOL
CITY OF ISANTI

SHEET NUMBER
L1

EXTERIOR MATERIAL SCHEDULE

WINDOWS – PAIR OF EAGLE CLAD (WHITE)
CASEMENT WINDOWS – CMT2850 (2)
WITH INTEGRATED 3/4" BLINDS

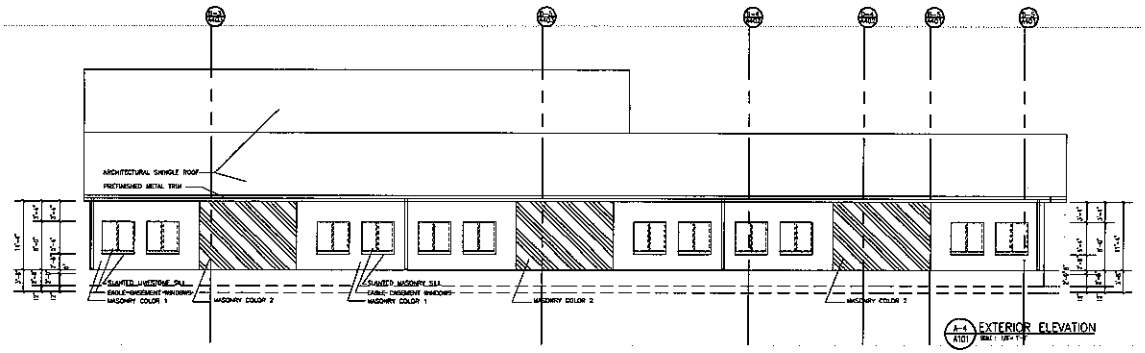
LP SMARTSIDE PANELS
STUCCO FINISH
(COLOR TO BE DETERMINED)
TO BE SITE PAINTED

CMU – COUNTY MATERIALS CORPORATION
OPTION 1
COLOR 1 – TOBACCO ROAD
COLOR 2 – CREAM

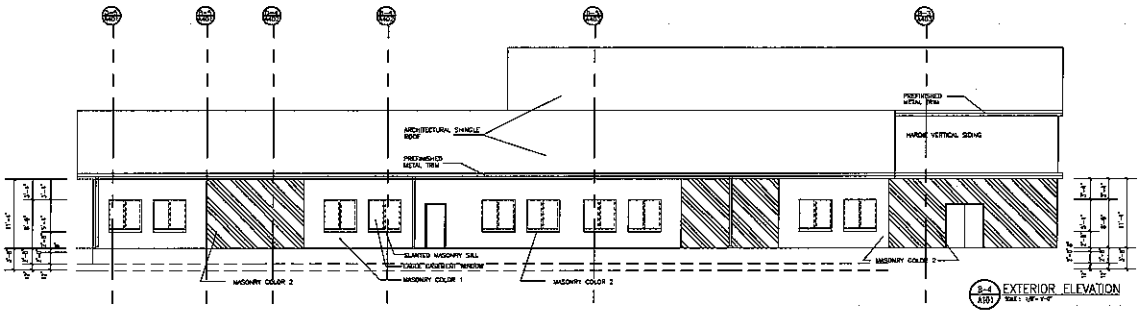
OPTION 2
COLOR 1 – COCOA BEAN
COLOR 2 – SAND POINT

ARCHITECTURAL SHINGLE ROOF
GAF–ELK
TIMBERLINE SHADOW
COLOR: WEATHERED WOOD

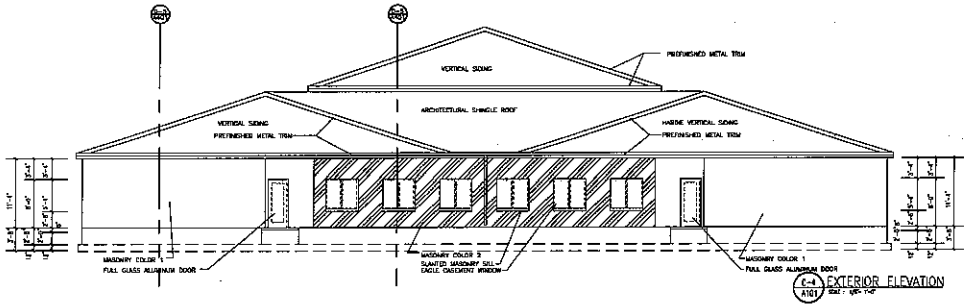
PREFINISHED METAL TRIM
WHITE



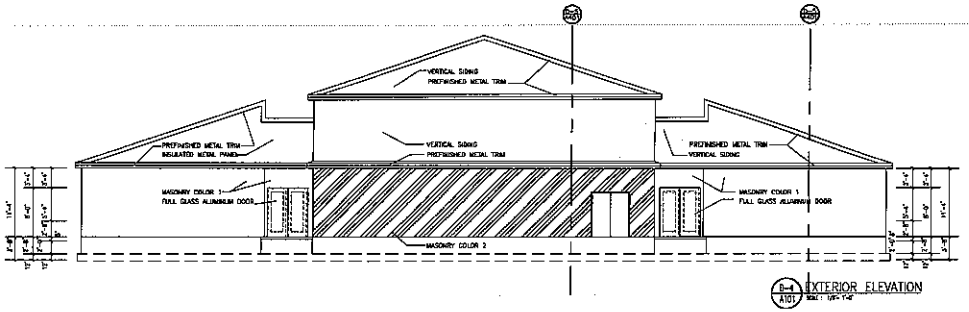
A-4 / A101 EXTERIOR ELEVATION



B-4 / A101 EXTERIOR ELEVATION



C-4 / A101 EXTERIOR ELEVATION



D-4 / A101 EXTERIOR ELEVATION

PERMIT

SIGN OFF

DATE

ART AND SCIENCE ACADEMY
CORNER OF 7th AND CAJIMA NE
ISANTI, MINNESOTA

RMD ARCHITECTS
616 527 2997 OFFICE
616 914 2613 MOBILE
RMDARCHITECTS@GMAIL.COM
1744 MAPLE CREEK DR.
TALLMADGE TOWNSHIP, MI 49425

ISSUED FOR:

DATE:

ISSUED FOR:
DATE:
02/03/17 REVIEW
02/06/17 REVIEW
02/13/17 REVIEW
03/06/17 REVIEW
04/04/17 REVISIT
04/10/17 REQUESTED CHANGES

SCALE: 1/8"=1'-0"

SHEET NAME

PROJECT NUMBER
AS12317

SHEET NUMBER
A201

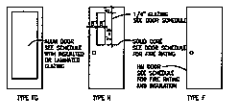
DOOR SCHEDULE

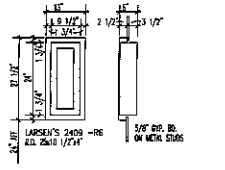
NO.	ROOM NAME	DOOR SIZE	TYPE	MATL.	INSERT	FRAME TYPE	MATL.	INSERT	ADDT. WORK	HDW SET	GLAZING	REMARKS
100A	VESTIBULE	3'-0"X7'-0"X1 3/4"	FG	ALUM	PR	1	ALUM	PR		11	1" INSUL	NEW ELECTRIC STRIKE
102A	CORRIDOR	3'-0"X7'-0"X1-3/4"	FG	ALUM	PR	1	ALUM	PR		9	1" INSUL	
103A	VESTIBULE	3'-0"X7'-0"X1 3/4"	FG	ALUM	PR	1	ALUM	PR		9	1" INSUL	
104A	CORRIDOR	3'-0"X7'-0"X1-3/4"	FG	ALUM	PR	1	ALUM	PR		9	1" INSUL	
106A	CORRIDOR	3'-0"x8'-0"x1-3/4"	FG	ALUM	PR	2	ALUM	PR		9	1" INSUL	REMOVABLE MULLION
107A	CORRIDOR	3'-0"x8'-0"x1-3/4"	FG	ALUM	PR	2	ALUM	PR		9	1" INSUL	REMOVABLE MULLION
111B	CLASSROOM	3'-0"X7'-0"X 1 3/4"	H	WD	ST	1	HM	PR	20 B	1	1/4"	
111B	CLASSROOM	3'-0"X7'-0"X 1 3/4"	H	WD	ST	1	HM	PR	20 B	1	1/4"	
113B	CLASSROOM	3'-0"X7'-0"X 1 3/4"	H	WD	ST	1	HM	PR	20 B	1	1/4"	
114B	CLASSROOM	3'-0"X7'-0"X 1 3/4"	H	WD	ST	1	HM	PR	20 B	1	1/4"	
115B	CLASSROOM	3'-0"X7'-0"X 1 3/4"	H	WD	ST	1	HM	PR	20 B	1	1/4"	
117B	CLASSROOM	3'-0"X7'-0"X 1 3/4"	H	WD	ST	1	HM	PR	20 B	1	1/4"	
118A	CONFERENCE	3'-0"X7'-0"X 1 3/4"	H	WD	SD	1	HM	PR	20 B	1	1/4"	
119A	CONFERENCE	3'-0"X7'-0"X 1 3/4"	H	WD	SD	1	HM	PR	20 B	1	1/4"	
120B	CLASSROOM	3'-0"X7'-0"X 1 3/4"	H	WD	SD	1	HM	PR	20 B	1	1/4"	
121B	CLASSROOM	3'-0"X7'-0"X 1 3/4"	H	WD	ST	1	HM	PR	20 B	1	1/4"	
122A	MAIL	3'-0"X7'-0"X 1 3/4"	F	HM	PR	2	HM	PR		8		INSULATED
122B	CPU	2'-0"X7'0"X 1 3/4"	F	HM	PR	2	HM	PR		8		INSULATED
123C	CPU	3'-0"X7'-0"X 1 3/4"	H	WD	ST	1	HM	PR		1	1/4"	180 DEGR SWING
125C	CPU	3'-0"X7'-0"X 1 3/4"	H	WD	ST	1	HM	PR		1	1/4"	180 DEGR SWING
201A	OFFICE	3'-0"X7'-0"X 1 3/4"	FG	ALUM	PT	1	ALUM	PT		11	1" INSUL	
201B	OFFICE	3'-0"X7'-0"X 1 3/4"	H	WD	ST	1	HM	PT	20 B	1	1/4"	
202A	OFFICE	3'-0"X7'-0"X 1 3/4"	H	WOOD	ST	1	HM	PT		1	1/4"	
202B	OFFICE	3'-0"X7'-0"X 1 3/4"	H	WD	ST	1	HM	PT		1	1/4"	
204A	SPECIAL ED	3'-0"X7'-0"X 1 3/4"	H	PR	PT	1	HM	PT		7	1" INSUL	SECURED DOOR
204B	SPECIAL ED	3'-0"X7'-0"X 1 3/4"	H	WD	SD	1	HM	PT	20 B	1	1/4"	
205A	SPECIAL ED	3'-0"X7'-0"X 1 3/4"	H	WD	SD	1	HM	PT	20 B	1	1/4"	
206A	SCIENCE	3'-0"X7'-0"X 1 3/4"	H	WD	SD	1	HM	PT	20 B	1	1/4"	
206B	SCIENCE	8'-0" X10"										CLASSROOM ROLLING COUNTER DOOR SLIDE
207A	MENS TOILET	3'-0"X7'-0"X 1 3/4"	F	WD	ST	1	HM	PR		5		
208A	WOMENS TOILET	3'-0"X7'-0"X 1 3/4"	F	WD	ST	1	HM	PR		5		
208A	JC	3'-0"X7'-0"X 1 3/4"	H	WD	ST	1	HM	PR	15 B	1		
210A	MENS TOILET	3'-0"X7'-0"X 1 3/4"	F	WD	ST	1	HM	PR		4		
211A	WOMENS TOILET	3'-0"X7'-0"X 1 3/4"	F	WD	ST	1	HM	PR		4		
213A	MECHANICAL	3'-0"X7'-0"X 1 3/4"	F	HM	PT	1	HM	PR		1		INSULATED
213A	DATA	3'-0"X7'-0"X 1 3/4"	H	WD	ST	1	HM	PR		1		

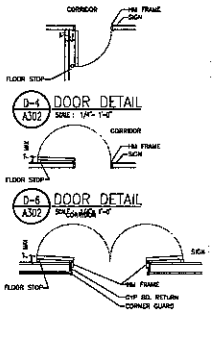
HARDWARE SETS

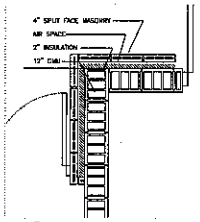
SET	DESCRIPTION	HINGES	LOCKSETS												GENERAL NOTES
		HM 4.5X114 4 PAIR 4.5X4.5 US26D 7804-11NO	PASSAGE, CLOSET, PRIVACY HORSES	CLASSROOM HORSMAN	DOUBLE CYLIN.	REX CYP.	ALL EXT. DOORS-CLASS-ROOM-ENT. EXT. 17-LC-DOOR	REX CYP. 17-LC-DOOR	PUSH BAR	DOOR MUTE	DOOR CLOSER	PULLS	HDC WOOD OPENT.		1. LOCKSETS ARE BASED ON SCHLAGE LOCKSETS. ALL LEVERS ARE SPARTA (SPA) IN SATIN CHROME (626/652)
1	CLASSROOM/ STORAGE	X	X								X				
2	STORAGE	X			X						X				
3	PASSAGE	X	X												
4	PRIVACY	X		X							X				
5	CORRIDOR DOOR	X							X	X				X	SEMI-VERT. ROD-FLUSH BOLTS-ROCKWOOD 557
6	STORAGE DOUBLE	X			X				X	X					FLUSH BOLTS-ROCKWOOD 557
7	HOLLOW METAL	X							X		X				
8	HOLLOW METAL	X									X			X	REMOVABLE MULLION
9	SINGLE ALUM EXT	X									X				
10	PAIR ALUM EXT	X									X				REMOVABLE MULLION
11	SINGLE ALUM EXT	X									X				ELECTRIC STRIKE

DOOR TYPES

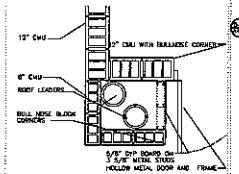




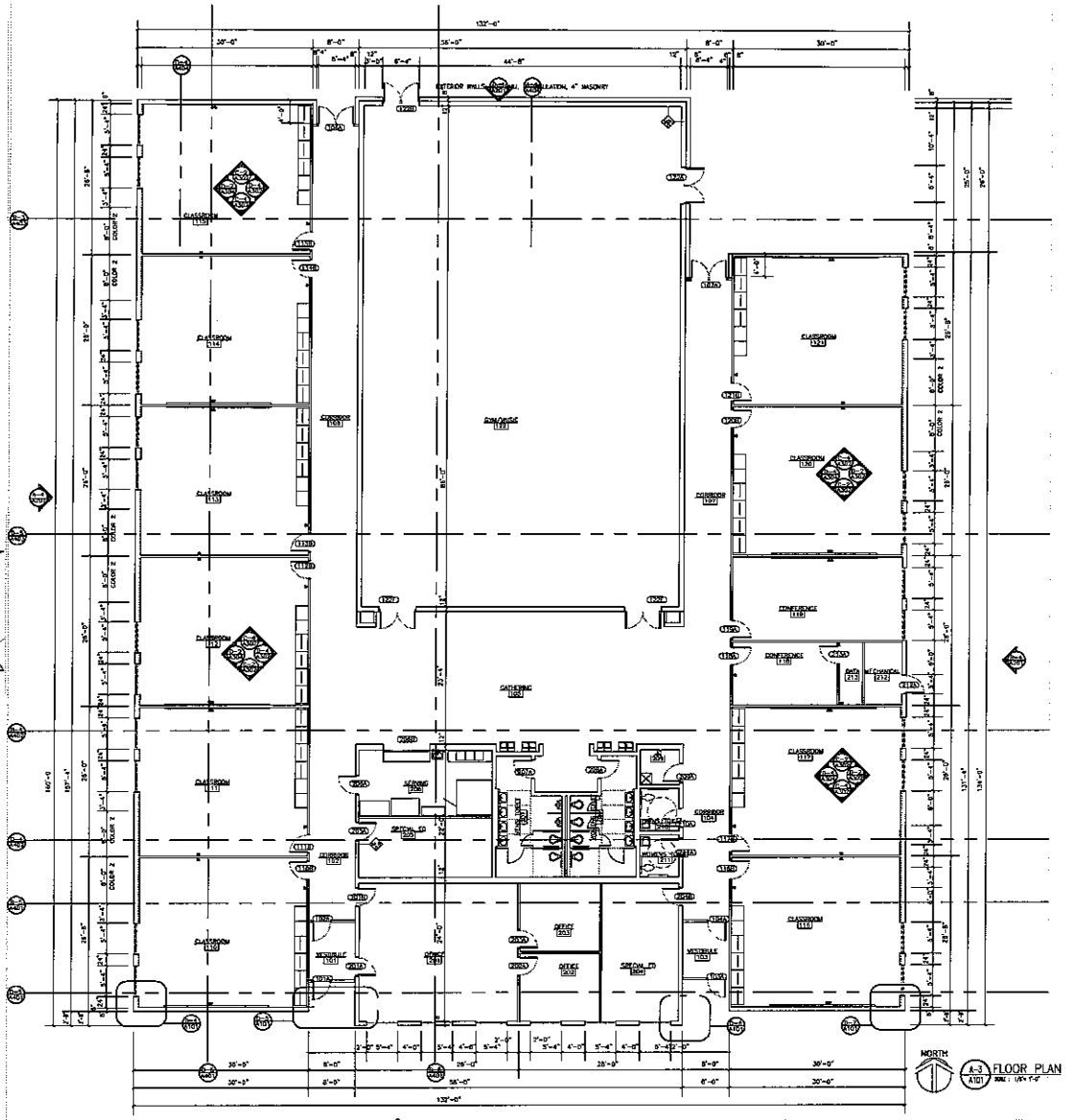




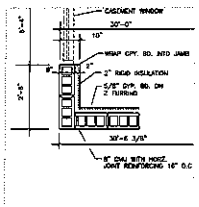
A-6 / A101 WALL DETAIL
SCALE : 1/2"= 1'-0"



C-4 / A101 WALL DETAIL
SCALE : 1/2"= 1'-0"



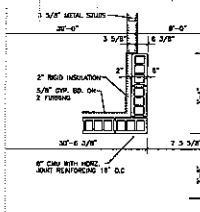
A-3 / A101 FLOOR PLAN
SCALE : 1/8"= 1'-0"



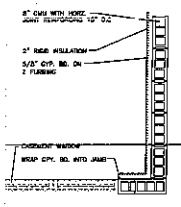
D-1 / A301 FIRE EXTINGUISHER CABINET
SCALE : 1/4"= 1'-0"

D-3 / A302 DOOR DETAIL
SCALE : 1/2"= 1'-0"

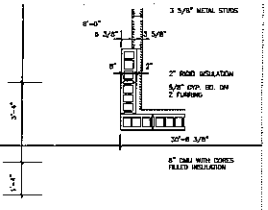
D-4 / A101 WALL DETAIL
SCALE : 1/2"= 1'-0"



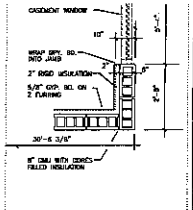
D-5 / A101 WALL DETAIL
SCALE : 1/2"= 1'-0"



D-6 / A101 WALL DETAIL
SCALE : 1/2"= 1'-0"



D-7 / A101 WALL DETAIL
SCALE : 1/2"= 1'-0"



PERMIT

SIGN OFF

DATE

ART AND SCIENCE ACADEMY
CORNER OF 7th AND CAJIMA NE
ISANTI, MINNESOTA

RMD ARCHITECTS
618 577 5662 OFFICE
618 843 2952 MOBILE
RMDARCHITECTS@WINDSTREAM.NET
1244 MAGNE ESTATES DR.
BALLMACOE TOWNSHIP, MI 49435

ISSUED FOR:

DATE:

ISSUED FOR:
REVIEW 01/23/17
REVIEW 02/13/17
REVIEW 03/06/17
REVIEW 03/15/17
PERMIT 04/10/17
REQUESTED CHANGES

DATE:

SEAL:

SHEET NAME

PROJECT NUMBER
AS12317

SHEET NUMBER
A101

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/17	05/05/2017	46323	1503	7-UP BOTTLING	609-20200	197.42
05/17	05/05/2017	46324	2043	ACHMAN, ROXANNE	101-20200	3,967.50
05/17	05/05/2017	46325	2343	ADVANTAGE SIGNS	101-20200	843.60
05/17	05/05/2017	46326	2335	BCBSM	101-20200	19.80
05/17	05/05/2017	46327	53	BELLBOY CORPORATION	609-20200	4,529.96
05/17	05/05/2017	46328	9	BERNICKS PEPSI-COLA	609-20200	1,743.30
05/17	05/05/2017	46329	1500	BOLTON & MENK INC	101-20200	51,003.50
05/17	05/05/2017	46330	2319	BREAKTHRU BEVERAGE	609-20200	5,308.97
05/17	05/05/2017	46331	2487	Capitol Beverage Sales, L.P.	609-20200	7.37
05/17	05/05/2017	46332	1792	CARLOS CREEK WINERY	609-20200	426.00
05/17	05/05/2017	46333	1629	CITY OF ISANTI	101-20200	196.57
05/17	05/05/2017	46334	120	CONNEXUS ENERGY	101-20200	15,876.78
05/17	05/05/2017	46335	918	CRYSTAL SPRINGS ICE	609-20200	332.00
05/17	05/05/2017	46336	1067	CUMMINS NPOWER, LLC	602-20200	1.29
05/17	05/05/2017	46337	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,483.30
05/17	05/05/2017	46338	1941	DELTA DENTAL	861-20200	3,215.70
05/17	05/05/2017	46339	100	DEPUTY REGISTRAR #90	602-20200	1,765.31
05/17	05/05/2017	46340	55	ECM PUBLISHERS INC	101-20200	52.65
05/17	05/05/2017	46341	1920	EVIDENT INC	101-20200	153.76
05/17	05/05/2017	46342	912	FASTENAL COMPANY	101-20200	25.56
05/17	05/05/2017	46343	385	FEDERATED CO-OPS INC	101-20200	129.99
05/17	05/05/2017	46344	134	GOPHER STATE ONE-CALL INC	601-20200	125.55
05/17	05/05/2017	46345	160	HAWKINS INC	439-20200	6,501.18
05/17	05/05/2017	46346	2110	INDIAN ISLAND WINERY	609-20200	223.68
05/17	05/05/2017	46347	2209	INNOVATIVE OFFICE	603-20200	471.12
05/17	05/05/2017	46348	1584	ISANTI CO AUDITOR-TREASURER	505-20200	120.00
05/17	05/05/2017	46349	1563	ISANTI ELECTRIC INC	101-20200	503.86
05/17	05/05/2017	46350	1534	J. J. TAYLOR	609-20200	1,106.10
05/17	05/05/2017	46351	496	JOHN HIRSCHS	101-20200	4.86
05/17	05/05/2017	46352	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,208.33
05/17	05/05/2017	46353	5	KAWALEK TRUCKING	609-20200	208.00
05/17	05/05/2017	46354	1570	KILLMER ELECTRIC COMPANY INC	601-20200	5,304.00
05/17	05/05/2017	46355	2491	LEROYS	602-20200	4,456.00
05/17	05/05/2017	46356	1745	LINDEN WEB DESIGN	101-20200	15.00
05/17	05/05/2017	46357	650	LYNN PEAVEY COMPANY	101-20200	168.95
05/17	05/05/2017	46358	17	MCDONALD DISTRIBUTING CO	609-20200	17,914.55
05/17	05/05/2017	46359	616	MENARDS - CAMBRIDGE	101-20200	325.14
05/17	05/05/2017	46360	1044	MINNEAPOLIS FINANCE	101-20200	144.00
05/17	05/05/2017	46361	1180	MLB PRINTING INC	101-20200	125.00
05/17	05/05/2017	46362	161	MN POLLUTION CONTROL AGENCY	602-20200	45.00
05/17	05/05/2017	46363	2080	MVTL LABORATORIES INC	602-20200	383.60
05/17	05/05/2017	46364	1290	NAPA AUTO PARTS	101-20200	59.80
05/17	05/05/2017	46365	279	NORTHLAND LANDSCAPING	101-20200	71.00
05/17	05/05/2017	46366	617	PAUSTIS & SONS	609-20200	1,015.50
05/17	05/05/2017	46367	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,922.37
05/17	05/05/2017	46368	12	POSTMASTER	101-20200	98.00
05/17	05/05/2017	46369	1113	RJM DISTRIBUTING INC	609-20200	164.85
05/17	05/05/2017	46370	2028	SELECTACCOUNT	861-20200	856.30
05/17	05/05/2017	46371	2001	SHRED-N-GO INC	101-20200	77.23
05/17	05/05/2017	46372	2140	STEEL STRUCTURES INC	101-20200	4,783.00
05/17	05/05/2017	46373	273	STRANDLUND REFRIGERATION	609-20200	413.00
05/17	05/05/2017	46374	2156	SUMMIT COMPANIES	101-20200	377.38
05/17	05/05/2017	46375	1354	TAPES PLUS ADVERTISING	609-20200	475.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/17	05/05/2017	46376	97	TOTAL CONTROL SYSTEMS INC	601-20200	8,498.00
05/17	05/05/2017	46377	919	UPS	601-20200	43.55
05/17	05/05/2017	46378	1820	URBANS HARDWARE	601-20200	265.12
05/17	05/05/2017	46379	2201	VACKER INC	603-20200	522.00
05/17	05/05/2017	46380	686	VERIZON WIRELESS	101-20200	503.77
05/17	05/05/2017	46381	427	VESSCO INC	601-20200	313.02
05/17	05/05/2017	46382	42	VIKING COCA-COLA BOTTLING CO	609-20200	181.39
05/17	05/05/2017	46383	1286	VINOCOPIA INC	609-20200	296.00
05/17	05/05/2017	46384	874	WASTE MANAGEMENT -	101-20200	386.98
05/17	05/05/2017	46385	4	WATSON CO INC	609-20200	3,036.13
05/17	05/05/2017	46386	1922	WEX BANK	101-20200	2,043.16
05/17	05/05/2017	46387	2475	White Bear IT Solutions, LLC	101-20200	1,866.00
05/17	05/05/2017	46388	1863	XEROX CORPORATION	101-20200	64.63
Grand Totals:						169,967.43

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 5/12/2017 - 5/12/2017 | May 12, 2017 10:56AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/17	05/12/2017	46389	2081	ACCO BRANDS DIRECT	101-20200	61.36
05/17	05/12/2017	46390	1882	AEM FINANCIAL SOLUTIONS, LLC	609-20200	11,750.00
05/17	05/12/2017	46391	494	ALLINA HEALTH SYSTEM	101-20200	60.00
05/17	05/12/2017	46392	9	BERNICKS PEPSI-COLA	609-20200	367.50
05/17	05/12/2017	46393	368	BILLS QUALITY CLEANING	101-20200	546.00
05/17	05/12/2017	46394	157	BOYER TRUCKS	101-20200	169.11
05/17	05/12/2017	46395	2448	CAMPBELL KNUTSON	108-20200	1,589.72
05/17	05/12/2017	46396	1198	CENTER POINT ENERGY	601-20200	1,907.28
05/17	05/12/2017	46397	1822	CENTURYLINK BUSINESS SERVICES	101-20200	38.67
05/17	05/12/2017	46398	1969	CITY OF SAINT PAUL	101-20200	112.30
05/17	05/12/2017	46399	918	CRYSTAL SPRINGS ICE	609-20200	142.96
05/17	05/12/2017	46400	8	DAHLHEIMER DISTRIBUTING CO	609-20200	17,186.70
05/17	05/12/2017	46401	833	DIAMOND VOGEL PAINT	101-20200	4,368.60
05/17	05/12/2017	46402	2229	EAST POINT FOUNDRY	439-20200	661.70
05/17	05/12/2017	46403	55	ECM PUBLISHERS INC	609-20200	22.55
05/17	05/12/2017	46404	385	FEDERATED CO-OPS INC	101-20200	302.51
05/17	05/12/2017	46405	142	G & K SERVICES	101-20200	458.09
05/17	05/12/2017	46406	2449	GIESE, LINDSEY	101-20200	124.12
05/17	05/12/2017	46407	2433	GRIDOR CONSTR INC	439-20200	253,019.00
05/17	05/12/2017	46408	739	HACH COMPANY	601-20200	189.17
05/17	05/12/2017	46409	160	HAWKINS INC	602-20200	5,900.00
05/17	05/12/2017	46410	1048	HENRYS WATERWORKS,INC.	602-20200	145.65
05/17	05/12/2017	46411	2480	INTECTURAL, INC.	101-20200	977.70
05/17	05/12/2017	46412	114	ISANTI COUNTY RECORDER	505-20200	46.00
05/17	05/12/2017	46413	1563	ISANTI ELECTRIC INC	101-20200	120.00
05/17	05/12/2017	46414	1857	JOSLIN & MOORE	101-20200	5,777.40
05/17	05/12/2017	46415	17	MCDONALD DISTRIBUTING CO	609-20200	4,104.47
05/17	05/12/2017	46416	616	MENARDS - CAMBRIDGE	101-20200	199.21
05/17	05/12/2017	46417	281	MINNCO CREDIT UNION	614-20200	5,571.77
05/17	05/12/2017	46418	2208	MINNESOTA EQUIPMENT	101-20200	44.82
05/17	05/12/2017	46419	2116	MINUTEMAN PRESS	101-20200	386.50
05/17	05/12/2017	46420	161	MN POLLUTION CONTROL AGENCY	602-20200	45.00
05/17	05/12/2017	46421	2080	MVTL LABORATORIES INC	602-20200	43.20
05/17	05/12/2017	46422	1290	NAPA AUTO PARTS	101-20200	221.69
05/17	05/12/2017	46423	279	NORTHLAND LANDSCAPING	101-20200	71.00
05/17	05/12/2017	46424	1165	NORTHLAND TRUST	602-20200	65,640.00
05/17	05/12/2017	46425	2031	RESOURCE TRAINING	602-20200	27,949.00
05/17	05/12/2017	46426	1113	RJM DISTRIBUTING INC	609-20200	175.84
05/17	05/12/2017	46427	2028	SELECTACCOUNT	861-20200	633.47
05/17	05/12/2017	46428	2028	SELECTACCOUNT	603-20200	25.32
05/17	05/12/2017	46429	2027	US INTERNET	603-20200	57.80
05/17	05/12/2017	46430	686	VERIZON WIRELESS	101-20200	628.93
05/17	05/12/2017	46431	42	VIKING COCA-COLA BOTTLING CO	609-20200	224.82
05/17	05/12/2017	46432	4	WATSON CO INC	609-20200	971.70
Grand Totals:						413,038.63

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	79,342.34
Social Security & Medicare	4,045.02
Public Employees Retirement	8,116.45
Total City Expense	91,503.81

Pay Date 5/5/2017

Pay Period 9 (4/16-4/29/17)

L.2.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

May 11, 2017

City of Isanti
Attn: Don Lorsung
City Administrator
110 1st Ave N
PO Box 428
Isanti, MN 55040-0428

RE: Pay Request No. 09
Wastewater Treatment Improvements
Isanti, Minnesota
BMI Project No.: R13.109638

Dear Mr. Lorsung:

Please find enclosed three copies of Pay Request No. 09 for the above referenced project. This pay request is primarily for underground process piping, aluminum grating and handrails, HVAC equipment, and electrical installations. The requested and certified amount is $253,019.00.

If you have any questions do not hesitate to call me at 612-499-0533.

Sincerely,

Bolton & Menk, Inc.

Brian J. Guldan, P. E.
Environmental Project Engineer

cc: Josi Wood, City of Isanti (via email only)
Shayna Forster, City of Isanti (via email only)
Lindsey Giese, City of Isanti (via email only)
Paul Saffert, Bolton and Menk, Inc. (via email only)

Enclosures (3 copies, signed Pay Request No. 09)

Bolton & Menk is an equal opportunity employer.

Lump Sum Contract

Contractor's Application for Payment No. 9

Project:	Wastewater Treatment Plant Improvements	From (Contractor):	Gridor Construction, Inc.	Application Date:	4/26/2017
To (Owner):	City of Isanti, MN	Owner's Project No.:		Period From:	4/1/2017
Via (Engineer):	Bolton & Menk, Inc.	Engineer's Proj. No.:	R13.109638	Period To:	4/30/2017

Approved Change Order Summary:

No.	Date Approved	Additions	Deductions
	TOTALS	$0.00	$0.00
	NET CHANGE BY CHANGE ORDERS		$0.00

1.	**ORIGINAL CONTRACT PRICE**		$	2,942,400.00
2.	**Net change by Change Orders**		$	0.00
3.	**Current Contract Price (Line 1 + 2)**		$	2,942,400.00
4.	**TOTAL COMPLETED AND STORED TO DATE** (Column F on Progress Estimate)		$	2,538,684.00
5.	**RETAINAGE:**			
	a. 5% X $0.00 **Work Completed**		$	0.00
	b. 5% X $0.00 **Stored Material**		$	0.00
	c. **Less Total Retainage Released Early**		$	0.00
	d. **Total Retainage (Line 5a + Line 5b - Line 5c)**		$	0.00
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)**		$	2,538,684.00
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**		$	2,285,665.00
8.	**AMOUNT DUE THIS APPLICATION**		$	253,019.00
9.	**BALANCE TO FINISH, PLUS RETAINAGE** (Column G on Progress Estimate + Line 5 above)		$	403,716.00

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: _____ Date: 4-28-17

Payment of $ 253,019.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 5/11/17
(Engineer) (Date)

Payment of $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

Endorsed by the Construction Specifications Institute.

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 1									
1.001	Mobilization Insurance and Bonds	$90,000	$90,000				$90,000	100.0%	$0
1.002	Allowances	$150,000	$23,404				$23,404	15.6%	$126,596
Subtotal for	Division 1	$240,000	$113,404				$113,404	47.3%	$126,596
			$113,404			check	$113,404		
Division 2									
2.001	Erosion Control / Silt Fence	$5,000	$2,500	20.00%	$1,000		$3,500	70.0%	$1,500
2.002	Clear and Grub Site	$10,000	$10,000				$10,000	100.0%	$0
2.003	Fine Grade and Restore Site	$10,000		25.00%	$2,500		$2,500	25.0%	$7,500
2.004	Demo Labor and Material	$80,000	$16,000	10.00%	$8,000		$24,000	30.0%	$56,000
2.005	Excavation and Fill	$80,000	$72,000	10.00%	$8,000		$80,000	100.0%	$0
2.006	Backfill of Structure	$50,000	$42,500	15.00%	$7,500		$50,000	100.0%	$0
2.007	Manholes and Precast	$35,000	$33,250	5.00%	$1,750		$35,000	100.0%	$0
2.008	Exerior Pipe - Labor and Equipment	$85,000	$63,750	5.00%	$4,250		$68,000	80.0%	$17,000
2.009	Exterior Pipe - Materials	$65,000	$53,300	2.00%	$1,300	$9,305	$63,905	98.3%	$1,095
2.010	Paving	$40,000					$0	0.0%	$40,000
2.011	Landscape and Seedings	$7,500					$0	0.0%	$7,500
2.012	Pond Cleaning / Transfer	$40,000	$8,000	25.00%	$10,000		$18,000	45.0%	$22,000
Subtotal for	Division 2	$507,500	$301,300.00		$44,300	$9,305	$354,905	69.93%	$152,595
		check	$301,300			Check	$354,905		
Division 3									
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000	$321,750	1.00%	$3,250		$325,000	100.0%	$0
3.002	Rebar Material	$80,000	$80,000				$80,000	100.0%	$0
3.003	Rebar Labor	$65,000	$65,000				$65,000	100.0%	$0
3.004	Precast Concrete - Hollow Core	$45,000	$45,000				$45,000	100.0%	$0
Subtotal for	Division 3	$515,000	$511,750.00		$3,250	$0	$515,000	100.00%	$0
		check	$511,750			Check	$515,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 4									
4.001	Masonry	$200,000	$200,000				$200,000	100.0%	$0
Subtotal for	**Division 4**	**$200,000**	**$200,000.00**		**$0**	**$0**	**$200,000**	**100.00%**	**$0**
		check	$200,000			Check	$200,000		
Division 5									
5.001	Misc Metals - Materials	$55,000	$13,750	75.00%	$41,250		$55,000	100.0%	$0
5.002	Misc Metals - Labor	$15,000	$10,500	30.00%	$4,500		$15,000	100.0%	$0
Subtotal for	**Division 5**	**$70,000**	**$24,250.00**		**$45,750**	**$0**	**$70,000**	**100.00%**	**$0**
		check	$24,250			Check	$70,000		
Division 6									
6.001	Rough Carpentry	$2,500	$2,500				$2,500	100.0%	$0
Subtotal for	**Division 6**	**$2,500**	**$2,500.00**		**$0**	**$0**	**$2,500**	**100.00%**	**$0**
		check	$2,500			Check	$2,500		
Division 7									
7.001	Waterproofing / Insulation	$10,000	$10,000				$10,000	100.0%	$0
7.002	Roofing	$40,000	$36,000	10.00%	$4,000		$40,000	100.0%	$0
7.003	Sealants / Caulking	$5,000	$2,500	50.00%	$2,500		$5,000	100.0%	$0
Subtotal for	**Division 7**	**$55,000**	**$48,500.00**		**$6,500**	**$0**	**$55,000**	**100.00%**	**$0**
		check	$48,500			Check	$55,000		
Division 8									
8.001	HM Doors, Frames and Hardware	$15,000		95.00%	$14,250		$14,250	95.0%	$750
Subtotal for	**Division 8**	**$15,000**	$0.00		**$14,250**	**$0**	**$14,250**	**95.00%**	**$750**
		check				Check	$14,250		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 9									
9.001	Painting	$140,000	$105,000	10.00%	$14,000		$119,000	85.0%	$21,000
Subtotal for	Division 9	$140,000	$105,000.00		$14,000	$0	$119,000	85.00%	$21,000
		check	$105,000			Check	$119,000		
Division 10									
10.001	Signs	$2,500					$0	0.0%	$2,500
10.002	Fire Extinguishers	$400					$0	0.0%	$400
10.003	Safety Equipment	$500					$0	0.0%	$500
Subtotal for	Division 10	$3,400	$0.00		$0	$0	$0	0.00%	$3,400
		check				Check	$0		
Division 11									
11.001	Hydraulic Gates	$20,000	$18,000	10.00%	$2,000		$20,000	100.0%	$0
11.002	Submersible Pumps	$45,000				$40,463	$40,463	89.9%	$4,537
11.003	Vortex Pumps	$20,000	$20,000				$20,000	100.0%	$0
11.004	Grit Removal	$40,000	$40,000				$40,000	100.0%	$0
11.005	Grit Seperation	$30,000		100.00%	$30,000		$30,000	100.0%	$0
11.006	Fine Screen	$160,000	$158,400	1.00%	$1,600		$160,000	100.0%	$0
11.007	Blowers	$125,000	$123,750	1.00%	$1,250		$125,000	100.0%	$0
11.008	Coarse Bubble Aeration	$20,000				$16,712	$16,712	83.6%	$3,288
11.009	Automatic Sampler	$15,000				$13,450	$13,450	89.7%	$1,550
Subtotal for	Division 11	$475,000	$360,150.00		$34,850	$70,625	$465,625	98.03%	$9,375
		check	$360,150						
Division 12									
	NONE						$0	0.0%	$0
Subtotal for	Division 12	$0	$0.00		$0	$0	$0	0.00%	$0
		check				Check	$0		
Division 13									
13.001	Steel Filter Modifications	$100,000	$98,000	2.00%	$2,000		$100,000	100.0%	$0
Subtotal for	Division 13	$100,000	$98,000.00		$2,000	$0	$100,000	100.00%	$0
		check	$98,000			Check	$100,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed: From Previous Application	E Work Completed: This Period: Percent	E Work Completed: This Period: Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 14									
	NONE	$0					$0	0.0%	$0
Subtotal for	**Division 14**	**$0**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$0**
		check				Check	$0		
Division 15									
15.001	Interior Process Piping - Material	$65,000	$61,750	5.00%	$3,250		$65,000	100.0%	$0
15.002	Interior Process Piping - Labor & Equipment	$20,000	$17,000	15.00%	$3,000		$20,000	100.0%	$0
15.003	Process Valves - Material	$15,000	$15,000				$15,000	100.0%	$0
15.004	Mechanical Insulation	$34,000					$0	0.0%	$34,000
15.005	Plumbing	$50,000	$45,000	8.00%	$4,000		$49,000	98.0%	$1,000
15.006	HVAC	$125,000	$77,500	30.00%	$37,500		$115,000	92.0%	$10,000
Subtotal for	**Division 15**	**$309,000**	**$216,250.00**		**$47,750**	**$0**	**$264,000**	**85.44%**	**$45,000**
		check	$216,250			Check	$264,000		
Division 16									
16.001	Electrical GC's	$30,000	$19,500	20.00%	$6,000		$25,500	85.0%	$4,500
16.002	Branch Wiring	$35,000	$17,500	25.00%	$8,750		$26,250	75.0%	$8,750
16.003	Lighting and Heaters	$35,000	$1,750	90.00%	$31,500		$33,250	95.0%	$1,750
16.004	Service / Distribution Equipment	$20,000	$10,000	25.00%	$5,000		$15,000	75.0%	$5,000
16.005	Motor Control Equipment	$15,000	$4,350	71.00%	$10,650		$15,000	100.0%	$0
16.006	Motor Control Wiring	$50,000	$20,000	50.00%	$25,000		$45,000	90.0%	$5,000
16.007	Control Panels	$65,000		90.00%	$58,500		$58,500	90.0%	$6,500
16.008	Instruments	$30,000	$6,000	60.00%	$18,000		$24,000	80.0%	$6,000
16.009	Engineering and Start up	$30,000	$15,000	25.00%	$7,500		$22,500	75.0%	$7,500
Subtotal for	**Division 16**	**$310,000**	**$94,100.00**		**$170,900**	**$0**	**$265,000**	**85.48%**	**$45,000**
		check	$94,100			Check	$265,000		
	Grand Total	**$2,942,400**	**$2,075,204**		**$383,550**	**$79,930**	**2,538,684**	**86.28%**	**$403,716**

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 9
Period Ending: 4/30/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
	Grand Totals	$2,942,400								
1.001	Mobilization Insurance and Bonds	$90,000								
1.002	Allowances	$150,000								
Subtotal for	Division 1	$240,000								
Division 2:										
2.001	Erosion Control / Silt Fence	$5,000								
2.002	Clear and Grub Site	$10,000								
2.003	Fine Grade and Restore Site	$10,000								
2.004	Demo Labor and Material	$80,000								
2.005	Excavation and Fill	$80,000								
2.006	Backfill of Structure	$50,000								
2.007	Manholes and Precast	$35,000								
2.008	Exterior Pipe - Labor and Equipment	$85,000								
2.009	Exterior Pipe - Materials	$65,000	$59,305			$59,305		$50,000	$50,000	$9,305
2.010	Paving	$40,000								
2.011	Landscape and Seedings	$7,500								
2.012	Pond Cleaning / Transfer	$40,000								
Subtotal for	Division 2	$507,500	$59,305	$0		$59,305	$0	$50,000	$50,000	$9,305
Division 3:										
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000								
3.002	Rebar Material	$80,000	$17,715			$17,715	$17,715		$17,715	
3.003	Rebar Labor	$65,000								
3.004	Precast Concrete - Hollow Core	$45,000								
Subtotal for	Division 3	$515,000	$17,715	$0		$17,715	$17,715	$0	$17,715	$0
Division 4:										
4.001	Masonry	$200,000								
Subtotal for	Division 4	$200,000	$0	$0		$0	$0	$0	$0	$0
Division 5:										
5.001	Misc Metals - Materials	$55,000	$40,000			$40,000		$40,000	$40,000	
5.002	Misc Metals - Labor	$15,000								
Subtotal for	Division 5	$70,000	$40,000	$0		$40,000	$0	$40,000	$40,000	$0

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 9
Period Ending: 4/30/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 6										
6.001	Rough Carpentry	$2,500								
Subtotal for	Division 6	$2,500	$0	$0		$0	$0	$0	$0	$0
Division 7										
7.001	Waterproofing / Insulation	$10,000								
7.002	Roofing	$40,000								
7.003	Sealants / Caulking	$5,000								
Subtotal for	Division 7	$55,000	$0	$0		$0	$0	$0	$0	$0
Division 8										
8.001	HM Doors, Frames and Hardware	$15,000	$10,544			$10,544		$10,544	$10,544	
Subtotal for	Division 8	$15,000	$10,544	$0		$10,544	$0	$10,544	$10,544	$0
Division 9										
9.001	Painting	$140,000								
Subtotal for	Division 9	$140,000	$0	$0		$0	$0	$0	$0	$0
Division 10										
10.001	Signs	$2,500								
10.002	Fire Extinguishers	$400								
10.003	Safety Equipment	$500								
Subtotal for	Division 10	$3,400	$0	$0		$0	$0	$0	$0	$0
Division 11										
11.001	Hydraulic Gates	$20,000								
11.002	Submersible Pumps	$45,000	$40,463			$40,463				$40,463
11.003	Vortex Pumps	$20,000								
11.004	Grit Removal	$40,000	$40,000			$40,000	$40,000		$40,000	
11.005	Grit Seperation	$30,000	$30,000			$30,000		$30,000	$30,000	
11.006	Fine Screen	$160,000	$136,560			$136,560	$136,560		$136,560	
11.007	Blowers	$125,000	$106,132			$106,132	$106,132		$106,132	
11.008	Coarse Bubble Aeration	$20,000	$16,712			$16,712				$16,712
11.009	Automatic Sampler	$16,000	$13,450			$13,450				$13,450
Subtotal for	Division 11	$475,000	$383,316	$0		$383,316	$282,692	$30,000	$312,692	$70,624

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gilder Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 9
Period Ending: 4/30/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 12										
	NONE									
Subtotal for	Division 12	$0	$0	$0		$0	$0	$0	$0	$0
Division 13										
13.001	Steel Filter Modifications	$100,000	$63,950			$63,950	$63,950		$63,950	
Subtotal for	Division 13	$100,000	$63,950	$0		$63,950	$63,950	$0	$63,950	$0
Division 14										
	NONE									
Subtotal for	Division 14	$0	$0	$0		$0	$0	$0	$0	$0
Division 15										
15.001	Interior Process Piping - Material	$65,000	$13,185			$13,185	$13,185		$13,185	
15.002	Interior Process Piping - Labor & Equipment	$20,000								
15.003	Process Valves - Material	$15,000	$7,690			$7,690	$7,690		$7,690	
15.004	Mechanical Insulation	$34,000								
15.005	Plumbing	$50,000								
15.006	HVAC	$125,000	$22,415			$22,415		$22,415	$22,415	
Subtotal for	Division 15	$309,000	$43,290	$0		$43,290	$20,875	$22,415	$43,290	$0
Division 16										
16.001	Electrical GC's	$30,000								
16.002	Branch Wiring	$35,000								
16.003	Lighting and Heaters	$35,000	$27,572			$27,572		$27,572	$27,572	
16.004	Service / Distribution Equipment	$20,000								
16.005	Motor Control Equipment	$15,000								
16.006	Motor Control Wiring	$50,000								
16.007	Control Panels	$65,000								
16.008	Instruments	$30,000								
16.009	Engineering and Start up	$30,000								
Subtotal for	Division 16	$310,000	$27,572	$0		$27,572	$0	$27,572	$27,572	$0
	Grand Totals	$2,942,400	$645,692	$0		$645,692	$385,232	$180,531	$565,763	$79,929

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
April 4, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:17 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer, Steve Lundeen, and Tara Hallberg
Commissioners Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

No modifications to the agenda were presented. Motion by Lundeen second by Bergley to adopt Agenda as presented. Motion passed unanimously.

2. Approve Minutes of March 7, 2017 Regular Economic Development Meeting

Motion by Lundeen second by Lorinser to approve the minutes for March 7, 2017. Motion carried unanimously.

3. 2017 Mayor's Employer Appreciation Luncheon

Economic Development Sullivan presented the staff memo highlighted the previous success of the event and the importance of it moving forward. It was noted that this year would mark the 10th year of this event. Sullivan suggested that the event not be changed due to its success. Sullivan stated that costs had been going up due to the increased numbers of businesses and the milestone anniversaries and the recognition plaques. He asked the EDA to authorize him to move forward with coordination of the 2017 event to be held on June 6 at the Isanti Community Center.

President Wimmer stated it has grown every year. He thanked Commissioner Warring, who was present at the meeting, for his volunteer work and participation in the event. He also acknowledged participation by elected officials and Isanti businesses in past events. He indicated that it is a great opportunity to share with businesses how Isanti has changed from the past year.

Motion by Bergley, second by Lundeen to approve June 6th 2017 as event date and to authorize Economic Development Director Sullivan to coordinate event.

5. Other Business / Updates

President Wimmer updated the EDA about the Circle B retreat Center in Isanti Township. He and Economic Development Director Sullivan met with the owner and based on the conversation the owner has withdrawn his application to the Isanti County for the CUP. The intent is to now request annexation into the City of Isanti so the entire project would be in city limits.

Sullivan indicated that he was meeting with interested parties in regards to the hotel. Consensus was that another hotel was needed in the Isanti –Cambridge Market and whatever location secured on first would probably hinder efforts to get one in the other community for quite some time.

The estimated timeline for the Whiskey Road Pub and Grub to open was pushed back.

Sullivan highlighted the 5th Avenue Extension meeting and the level of participation by the stakeholders. He was encouraged by the open discussion and thought that he would have something to report in a month or so.

President Wimmer echoed Sullivan's optimism and thought the meeting with stakeholders was very productive and that the stakeholders need to work with each other and the city to find a fair solution.

Sullivan updated the Staff memo information with 15 new housing permits being pulled with 4 more ready to be picked up.

Commissioner Lorinser asked what the annual projections were for the SAC and WAC hook-ups for the sewer and water study.

Sullivan stated that it was based on 25 SAC and WAC hookups annually.

a. Business Prospects
b. GPS 45:93
c. CVN
d. EDAM
e. City and Park Logo Registration
f. Community Map
g. 5th Avenue Extension
h. Housing Starts in 2017
i. Business Arrivals and Departures in Isanti 2017

6. Adjournment

Lundeen motioned, seconded by Lorinser to adjourn at 7:45 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 4th day of April, 2017.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

L.4.

RESOLUTION NO. 2017-XXX

RESOLUTION EXTENDING THE APPLICATION PERIOD FOR RESIDENTIAL RAIN GARDEN INCENTIVE PROGRAM IN 2017

WHEREAS, the City of Isanti adopted the Residential Rain Garden Incentive Program Policy per Resolution 2016-274, and approved all program-related materials per Resolution 2017-005; and,

WHEREAS, the approved program materials closed the application period on May 1, 2017; and,

WHEREAS, due to the spring weather conditions and availability of incentive funds remaining, staff recommend extending the application deadline for the program to June 30, 2017; and,

WHEREAS, all program requirements will remain the same, and property owners will not be reimbursed for any work that is not completed prior to October 1, 2017;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to extend the application period of the City of Isanti Residential Rain Garden Incentive Program to June 30, 2017.

This resolution was duly adopted by the Isanti City Council this 16th day of May, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

RESOLUTION NO. 2017-XXX

RESOLUTION OFFERING THE POSITION OF ECONOMIC DEVELOPMENT/ MARKETING INTERN TO SHAUN GILYARD

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill a paid part-time Economic Development/Marketing internship; and

WHEREAS, the Interviewing Panel selected Mr. Shaun Gilyard as the most qualified candidate for the internship. A successful background check has been completed on the candidate.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. That Human Resources is hereby directed to offer the Economic Development/Marketing Internship to Mr. Shaun Gilyard for the City of Isanti and that he shall start in that position effective May 23, 2017 or later.
2. That Mr. Shaun Gilyard shall be paid $10.00/hour.
3. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
4. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 16th Day of May, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

RESOLUTION NO. 2017-XXX

APPROVE TEMPORARY ON-SALE LIQUOR LICENSE FOR ISANTI FIREFIGHTER'S RODEO ASSOCIATION

WHEREAS, the City has received a Temporary On-Sale Liquor License application from the Isanti Firefighter's Rodeo Association for the 2017 Rodeo event; and,

WHEREAS, the applicant has paid the $50 Temporary Liquor License application fee as established by City Code Chapter 160; and,

WHEREAS, the Police Department has reviewed the application and made a recommendation for approval of the application subject to certain conditions.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the Isanti Firefighter's Rodeo Association Temporary On-Sale Liquor License for the Rodeo event scheduled for July 7 through 9, 2017 is approved subject to the following condition:
   a) A Certificate of Liquor Liability Insurance for the event is received by the City prior to the event date.

2. That the procedures as outlined in Resolution 99-32 shall be met based on the meeting with the Police Chief and staff.

This resolution has been duly adopted by the Isanti City Council this 16th day of May, 2017.

Attest: _____ Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

City of Isanti
PO Box 428
110 1st Avenue NW
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR TEMPORARY ON-SALE LIQUOR LICENSE 1-4 DAY

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION: Isanti Firefighters Rodeo Association	DATE ORGANIZED: 9-1-1995	TAX EXEMPT NUMBER: 3	
STREET ADDRESS: 401 - 1st Ave NW	CITY: Isanti	STATE: MN	ZIP CODE: 55040
NAME OF PERSON MAKING APPLICATION: Marc Volk	BUSINESS PHONE: ( )	HOME PHONE: ( )	

DATES & HOURS ~~SALE~~ BEER/NONINTOXICATING LIQUOR WILL BE SOLD (1 to 4 days)
Friday July 7th at noon thru
Sunday July 9th at 8:00pm

TYPE OF ORGANIZATION
☐ CLUB ☐ CHARITABLE
☐ RELIGIOUS ☑ OTHER NONPROFIT

ORGANIZATION OFFICER'S NAME: Tad Hitchings — ADDRESS:
ORGANIZATION OFFICER'S NAME: Marc Volk — ADDRESS:
ORGANIZATION OFFICER'S NAME: Zachary Lundberg — ADDRESS:

Description of Event:
41st Annual Isanti Firefighters Rodeo

Location where license will be used. If an outdoor area, describe.
Fenced in Rodeo Grounds, Isanti, MN 55040

Premise Address 500 - 3rd Ave. Isanti Firefighters Rodeo Grounds

Name of applicant's liquor liability insurance carrier:
Western Specialty Insurers

Signature: [signature] Date: 4/30/2017

APPROVAL

FOR OFFICE USE

CITY FEE AMOUNT $50.00
DATE FEE PAID 05/09/17
BACKGROUND CHECK APPROVED
☒ Yes ☐ No
APPLICANT HAS MET WITH POLICE CHIEF
☒ Yes ☐ No

DATE APPROVED
LICENSE DATES

CITY OF ISANTI
110 1st Avenue North - PO Box 428
ISANTI, MN 55040
763/444-5512 - Fax: 763/444-5560

PLEASE PROVIDE THE FOLLOWING INFORMATION AS A PART OF THE APLICATION FOR A TEMPORARY ON-SALE LIQUOR LICENSE:

If Minors are to be present the following information is required:

Designate Area of Event:

Rodeo grounds fenced in Area.

Describe Designated Entry into the Event Area:

Main Entrance on the south end of the rodeo grounds

Describe What Controls will be Used at the Entrance (I.D. Bands etc):

ID of patrons by Security Specialists Inc. Wrist band of patrons by Security Specialists. Security Specialists will be at all entries and exits making sure no beverages enter or leave the ground. Police and deputies are normally on site and are welcome

Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
444 Cedar Street Suite 222, St. Paul MN 55101-5133
(651) 201-7507 Fax (651) 297-5259 TTY (651) 282-6555
WWW.DPS.STATE.MN.US

APPLICATION AND PERMIT
FOR A 1 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER	
Isanti Firefighters Rodeo Association	9-1-1995		
STREET ADDRESS	CITY	STATE	ZIP CODE
301 - 1st Ave N	Isanti	MN	55040
NAME OF PERSON MAKING APPLICATION	BUSINESS PHONE	HOME PHONE	
Marc Volk			
DATES LIQUOR WILL BE SOLD July 7th - July 9th	TYPE OF ORGANIZATION CLUB ~~CHARITABLE~~ RELIGIOUS (OTHER NONPROFIT)		
ORGANIZATION OFFICER'S NAME	ADDRESS		
Tad Hitchins			
ORGANIZATION OFFICER'S NAME	ADDRESS		
Marc Volk			
ORGANIZATION OFFICER'S NAME	ADDRESS		
Zachary Lindberg			

Location license will be used. If an outdoor area, describe

Fenced in Rodeo Grounds, 500 - 3rd Ave N, Isanti, MN 55040

Will the applicant contract for intoxicating liquor service? If so, give the name and address of the liquor licensee providing the service.

NO

Will the applicant carry liquor liability insurance? If so, please provide the carrier's name and amount of coverage.

Yes Western Specialty Insurers - $100,000 / $300,000

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL & GAMBLING ENFORCEMENT

CITY/COUNTY _____ DATE APPROVED _____

CITY FEE AMOUNT _____ LICENSE DATES _____

DATE FEE PAID _____

SIGNATURE CITY CLERK OR COUNTY OFFICIAL

APPROVED DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the License for the event

PS-09079 (12/09)

RESOLUTION 2017-XXX

APPROVE TEMPORARY 3.2 BEER LICENSES FOR THE ISANTI LIONS CLUB FOR THE 2017 ISANTI STREET DANCES

WHEREAS, the City has received Temporary 3.2 Beer License applications from the Isanti Lions Club for the 2017 Isanti Street Dances (dates listed below) which will be held on Main Street, adjacent to the intersection of Main Street and First Avenue; and

WHEREAS, the applicant has paid the required application fees for Temporary 3.2 Beer Licenses as set forth in the Fee Schedule; and

WHEREAS, the Police Department has reviewed the application and made a recommendation for approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the Isanti Lions Club application for a Temporary 3.2 Beer Licenses for the Isanti Street Dances scheduled for June 24, 2017, July 15, 2017 and August 12, 2017 are approved subject to the following conditions:
    a) A Certificate of Liquor Liability Insurance for the event is received by the City prior to the event dates.

This resolution duly adopted by the Isanti City Council this 16th day of May, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

APPLICATION FOR TEMPORARY 3.2 ON-SALE MALT LIQUOR LICENSE

City of Isanti
PO Box 428
110 1st Avenue NW
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER	
Isanti Lions Club	7-1-74		
STREET ADDRESS	CITY	STATE	ZIP CODE
P.O. Box 1	Isanti	MN	55040
NAME OF PERSON MAKING APPLICATION	BUSINESS PHONE	HOME PHONE	
Joseph Maas	(763) 444-5070		

DATES & HOURS 3.2 BEER/NONINTOXICATING LIQUOR WILL BE SOLD (1 to 4 days)	TYPE OF ORGANIZATION
June 24th 2017 3-11 PM	☒ CLUB ☐ CHARITABLE ☐ RELIGIOUS ☐ OTHER NONPROFIT
ORGANIZATION OFFICER'S NAME Tom Broekert Pres	ADDRESS
ORGANIZATION OFFICER'S NAME Kent Larson Sec.	ADDRESS
ORGANIZATION OFFICER'S NAME Joe Maas Tres.	ADDRESS

Description of Event:
Street Dance

Location where license will be used. If an outdoor area, describe.
Isanti Main street

Premise Address

Name of applicant's liquor liability insurance carrier:
West Bend

Signature: Joseph A. Maas Date: 4/30/17

APPROVAL

FOR OFFICE USE

CITY FEE AMOUNT $50

DATE FEE PAID 05/10/17

BACKGROUND CHECK APPROVED
☒ Yes ☐ No

APPLICANT HAS MET WITH POLICE CHIEF
☐ Yes ☐ No

DATE APPROVED

LICENSE DATES

CITY OF ISANTI
110 1st Avenue North - PO Box 428
ISANTI, MN 55040
763/444-5512 - Fax: 763/444-5560

PLEASE PROVIDE THE FOLLOWING INFORMATION AS A PART OF THE APLICATION FOR A TEMPORARY ON-SALE LIQUOR LICENSE:

If Minors are to be present the following information is required:

Designate Area of Event:

Rodeo Grounds

Describe Designated Entry into the Event Area:

Rodeo Grounds

Describe What Controls will be Used at the Entrance (I.D. Bands etc):

Wrist Bands

A Community For Generations.

Isanti

APPLICATION FOR TEMPORARY 3.2 ON-SALE MALT LIQUOR LICENSE

City of Isanti
PO Box 428
110 1st Avenue NW
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER
Isanti Lions Club	7-1-74	

STREET ADDRESS	CITY	STATE	ZIP CODE
P.O. Box 1	Isanti	MN	55040

NAME OF PERSON MAKING APPLICATION	BUSINESS PHONE	HOME PHONE
Joseph Mau	(763) 444-5070	[illegible]-7

DATES & HOURS 3.2 BEER/NONINTOXICATING LIQUOR WILL BE SOLD (1 to 4 days)
July 15 2017
3-11 PM

TYPE OF ORGANIZATION
☒ CLUB ☐ CHARITABLE
☐ RELIGIOUS ☐ OTHER NONPROFIT

ORGANIZATION OFFICER'S NAME	ADDRESS
Tom Broeckert Pres.	
Kent Larson Sec	
Joe Mau Treas	

Description of Event:
Street Dance

Location where license will be used. If an outdoor area, describe.
Isanti Main street

Premise Address

Name of applicant's liquor liability insurance carrier:
West Bend

Signature: Joseph A Mau Date: 4/30/17

APPROVAL

FOR OFFICE USE

CITY FEE AMOUNT $50
DATE FEE PAID 05/10/17
BACKGROUND CHECK APPROVED
☒ Yes ☐ No
APPLICANT HAS MET WITH POLICE CHIEF
☐ Yes ☐ No

DATE APPROVED
LICENSE DATES

A Community For Generations.

Isanti

City of Isanti
PO Box 428
110 1st Avenue NW
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR TEMPORARY 3.2 ON-SALE MALT LIQUOR LICENSE

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION: Isanti Lions Club	DATE ORGANIZED: 7-1-74	TAX EXEMPT NUMBER:	
STREET ADDRESS: P.O. Box 1	CITY: Isanti	STATE: MN	ZIP CODE: 55040
NAME OF PERSON MAKING APPLICATION: Joseph Mann	BUSINESS PHONE: (763)444-5070	HOME PHONE:	
DATES & HOURS 3.2 BEER/NONINTOXICATING LIQUOR WILL BE SOLD (1 to 4 days): Aug. 12 2017 3-11 PM	TYPE OF ORGANIZATION: ☒ CLUB ☐ CHARITABLE ☐ RELIGIOUS ☐ OTHER NONPROFIT		
ORGANIZATION OFFICER'S NAME: Tom Broeckert Pres	ADDRESS:		
ORGANIZATION OFFICER'S NAME: Kent Larson ~~Treas~~ Sec.	ADDRESS:		
ORGANIZATION OFFICER'S NAME: Joe Mann Treas	ADDRESS:		

Description of Event:
Street Dance

Location where license will be used. If an outdoor area, describe.
Isanti Main street

Premise Address

Name of applicant's liquor liability insurance carrier:
West Bend #

Signature: Joseph A Mann Date: 4/30/17

APPROVAL

FOR OFFICE USE

CITY FEE AMOUNT $50	DATE APPROVED
DATE FEE PAID 05/10/17	LICENSE DATES
BACKGROUND CHECK APPROVED ☒ Yes ☐ No	
APPLICANT HAS MET WITH POLICE CHIEF ☐ Yes ☐ No	

RESOLUTION NO. 2017-XXX

APPROVE TEMPORARY 3.2 MALT LIQUOR LICENSE FOR ISANTI LIONS CLUB

WHEREAS, the City has received a Temporary 3.2 Malt Liquor License (one-day) application from the Isanti Lions Club; and,

WHEREAS, the applicant has paid the $50 Temporary Liquor License application fee as established by City Code Chapter 160; and,

WHEREAS, the Isanti Lions Club will be participating in the Hockey (Civic) Arena Fundraiser event being held at the Isanti Rodeo Grounds; and,

WHEREAS, the Police Department has reviewed the application and made a recommendation for approval.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the Isanti Lions application for a Temporary 3.2 Malt Liquor License for the Hockey Arena Fundraiser event being held at the Isanti Rodeo Grounds on June 10, 2017 is approved subject to the following condition:
   a) A Certificate of Liquor Liability Insurance for the event is received by the City prior to the event date.

This resolution duly adopted by the Isanti City Council on this 16th day of May, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

City of Isanti
PO Box 428
110 1st Avenue North
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

ONE DAY

TYPE OR PRINT INFORMATION

NAME OF ORGANIZATION	DATE ORGANIZED	TAX EXEMPT NUMBER
Isanti Lions Club	7-1-74	315 3884
STREET ADDRESS	**CITY**	**STATE / ZIP CODE**
P.O. Box 1	Isanti	MN 55040
NAME OF PERSON MAKING APPLICATION	**BUSINESS PHONE**	**HOME PHONE**
Joseph Mac	( ) 444-5070	

DATES & HOURS 3.2 BEER/NONINTOXICATING LIQUOR WILL BE SOLD (1 to 4 days)
June 10th
6-10

TYPE OF ORGANIZATION
☒ CLUB ☐ CHARITABLE
☐ RELIGIOUS ☐ OTHER NONPROFIT

ORGANIZATION OFFICER'S NAME Tom Brockert Pres — **ADDRESS**

ORGANIZATION OFFICER'S NAME Kent Hansen Sec — **ADDRESS**

ORGANIZATION OFFICER'S NAME Joe Mac Tres — **ADDRESS**

Description of Event:
Dance

Location where license will be used. If an outdoor area, describe.
Rodeo grounds

Premise Address

Name of applicant's liquor liability insurance carrier:
West Bend

Signature: Joseph A Mac **Date:** 5/10/17

APPROVAL

FOR OFFICE USE

CITY FEE AMOUNT $50.00

DATE FEE PAID 05/10/17

BACKGROUND CHECK APPROVED
☒ Yes ☐ No

APPLICANT HAS MET WITH POLICE CHIEF
☐ Yes ☐ No

DATE APPROVED

LICENSE DATES

CITY OF ISANTI
110 1st Avenue North - PO Box 428
ISANTI, MN 55040
763/444-5512 - Fax: 763/444-5560

PLEASE PROVIDE THE FOLLOWING INFORMATION AS A PART OF THE APLICATION FOR A TEMPORARY ON-SALE LIQUOR LICENSE:

If Minors are to be present the following information is required:

Designate Area of Event:
Rodeo Grounds

Describe Designated Entry into the Event Area:
Rodeo Grounds

Describe What Controls will be Used at the Entrance (I.D. Bands etc):
Wrist Bands

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: May 9, 2017

Subject: Change Order - AEM Financial Management Services

The current contract for AEM Financial Management Services ends on May 31st. With the need to transition to the new Finance Director, staff requested a proposal from AEM to assist on an hourly basis for the month of June. This will provide crossover services with the new Finance Director, who starts on Monday, June 5th, and assistance as needed for the remainder of the month. AEM has prepared a proposed Change Order for these services. The hourly fee is reflective of their current rates for service. The Finance Committee has reviewed the proposed Change Order.

Attached for your consideration is a Resolution to approve the proposed Change Order for AEM Financial Management Services.

RESOLUTION NO. 2017-____

A RESOLUTION ACCEPTING A CHANGE ORDER FOR INTERIM FINANCIAL MANAGEMENT SERVICES

WHEREAS, Abdo Eick & Meyers LLP (AEM) is providing interim Finance Director services for the City as per the proposal for Interim Financial Management Services accepted per City Resolution 2017-077. The proposal provided services until June 1, 2017; and

WHEREAS, a Finance Director has been hired and will start with the City on June 5, 2017. AEM has submitted a Change Order to modify the extension of services to transition Financial Management Services from the firm to the new Finance Director; and

WHEREAS, the Finance Committee has met with the AEM representative and recommends acceptance of the Change Order.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. Hereby accepts Abdo Eick & Meyers LLP Change Order dated May 3, 2017 to modify the existing agreement and transition Financial Management services.

This Resolution hereby approved by the Isanti City Council this 16th day of May, 2017.

Attest: _____
Mayor George A. Wimmer

_____
Lindsey Giese
City Clerk / Human Resources

ABDO EICK & MEYERS LLP

AEM Financial Solutions™

May 3, 2017

Change Order Form

Don Lorsung, City Administrator
City of Isanti
110 1st Avenue North
Isanti, Minnesota 55040

Proposed by: Jean D. McGann

Change request:

Per request of City of Isanti (the City) we are modifying the terms of the Interim Financial Management Services agreement.

On February 23, 2017 the City and AEM entered into a contract for Interim Financial Management Services. This contract is set to expire on May 31, 2017. Due to the City hiring a full-time Finance Director, the City and AEMFS have determined it is in the best interest of the City to modify the terms and duration of the amended agreement. Such terms are modified to state that the City will be invoiced at an hourly rate rather than a monthly fixed rate and the contract will expire on June 30, 2017.

This modification will take effect on June 1, 2017.

The investment by the City is outlined below

Contractor's Employee	Hourly Rate
Gayle Bauman, Client Services Manager	$185
Client Services Accountant	$145

Reason for requiring the change order: City hired full-time Finance Director
Nature of work to be performed: Financial Management Services
Contract modification: Modified contract from fixed fee to hourly rate effective June 1, 2017 and extended term to June 30, 2017.

Estimated cost of change/ additional work:

Effective June 1, 2017, the City of Isanti will be billed based on the hourly rate outlined above. The contract end date will be June 30, 2017. The terms and conditions of payment will be the same as in the original contract.

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.715.3070 | Fax 952.835.3261

Approved:

City of Isanti
110 1st Avenue North
Isanti, Minnesota 55040

Name _____

Title _____

Date _____

Name _____

Title _____

Date _____

AEM Financial Solutions, LLC
5201 Eden Ave. Suite 250
Edina, Minnesota 55436

Name Steve McDonald

Title CEO

Date May 3, 2017

*****

Rejected:

I do not want AEM Financial Solutions, LLC to perform the additional services required. I will be responsible for ensuring that our personnel will provide the requested assistance.

City of Isanti
110 1st Avenue North
Isanti, Minnesota 55040

Name _____

Title _____

Date _____

People +Process. Going Beyond the Numbers

L.10.

TO: Mayor Wimmer & City Council

FROM: Don Lorsung, City Administrator

DATE: May 10, 2017

RE: Proposed 2018 Budget Calendar

Interim Finance Director Gayle Baumann will be working on Budget spreadsheets for City Departments, It is anticipated Department heads will receive their budget spreadsheets in late May and will be meeting in June with the new Finance Director and I to review their budgets. The Finance Committee will be meeting with each department at upcoming Finance Committee meetings in June (6/22) and early July (7/6). If an additional Committee Meeting is necessary, it can be scheduled the week of June 26th. These meetings will also include a review of Department Capital Requests.

At this time it is recommended to have only two budget workshop sessions with a third session held if deemed necessary. Suggested dates for this year's work sessions include:

Tuesday, July 18, 2017
Wednesday, August 2, 2017
Tuesday, August 15, 2017 (Optional Third Workshop)

Staff is recommending that the Budget Workshops start at 7:15 p.m. or upon completion of the regular meeting, whichever is earlier.

The 2018 preliminary budget and levy must be certified to the County by September 30, 2017 and should be adopted at the September 5, 2017 regularly scheduled City Council meeting.

The Finance Committee has reviewed the 2018 Budget Calendar/Process. Attached is a resolution setting the City Council Budget Workshops.

RESOLUTION NO 2017-____

A RESOLUTION SETTING BUDGET WORK SESSIONS

WHEREAS, the City Council schedules Work Sessions as needed from time to time in accordance with City Code Chapter 8-12, B.; and

WHEREAS, annually the City Council meets in Work Sessions regarding the proposed City Budget with three scheduled Work Sessions. The need for the third Work Session will be affirmed prior to adjournment of the second Work Session.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to set the following Budget Work Sessions, to be held at 7:15 p.m. or immediately after the regular City Council Meeting, whichever is earlier on the following dates:

1. Tuesday, July 18, 2017
2. Wednesday, August 2, 2017
3. Tuesday, August 15, 2017 (Optional Third Workshop – held only if needed)

This resolution was duly adopted by the Isanti City Council this 16th day of May 2017.

Attested:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: May 16, 2017

Subject: **Consider Resolution Adopting City Logo Use Policy and Agreement**

Background:

Economic Development Director Sullivan and Community Events and Parks Coordinator Everett have collaborated on a policy and agreement regarding the use of City Logos. The policy and agreement put in place some protections over the use of the City and Parks logos and serve as a way to track its usage. The policy also identifies the process a business needs to follow to in order to gain permission to use City logos. The Logo Use Agreement has been developed as a fillable form and this template can be used for either the City of Isanti Logo or the Isanti Parks Logo. Staff is asking for the City Council to consider adoption of the attached Logo Use Policy and Logo Use Agreement.

DOAC Recommendation:

DOAC recommend adoption of the attached Resolution and Logo Use Agreement

City Council Action:

Consider Adoption of Resolution 2017-___ Adopting City Logo Use Policy and Agreement

Attachment:

1) Resolution 2017- ____ Adopting City Logo Use Policy and Agreement

RESOLUTION 2017-___

RESOLUTION ADOPTING CITY LOGO USE POLICY AND AGREEMENT

WHEREAS, the City of Isanti understands that the use of the City of Isanti or Isanti Parks Logo (hereinafter referred to as the "Logos") in certain circumstances by parties or entities other than the City (hereinafter referred to as the "Marketer") can be beneficial; and

WHEREAS, the City has registered both the Logos with the Office of the Minnesota Secretary of State in an effort to protect the logos from improper use and to protect the City brand; and,

WHEREAS, in order to further protect and to monitor the use of the Logos the establishment of policy and procedures that restrict or permit the use of the logo is required; and,

WHEREAS, a City Logo Use Agreement (hereinafter referred to as the "Agreement") attached hereto will be used to permit and restrict the use of the Logos.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota adopt the attached Logo Use Agreement.

BE IT FURTHER RESOLVED, that the City Council of the City of Isanti adopt the following Policy and Procedures for the Use of the City Logos:

1) The Logos may only be used by the City of Isanti, City of Isanti EDA or City of Isanti Parks unless the Agreement between the City of Isanti and Marketer is executed by authorized officials.

2) The City of Isanti Development & Operations Advisory Committee (hereinafter referred to as "DOAC") will review any request to use the Logos and make a formal recommendation to the City of Isanti City Council to consider entering into a formal agreement with interested party.

3) The Logos may only be used if the Isanti City Council approves its use through adoption of resolution and the execution of the Agreement

4) Exhibit B of the Agreement will be submitted for review by DOAC to determine if the proposed use of the Logos is in the best interest of the City of Isanti and will not cause harm to the brand of the City.

5) The City of Isanti reserves the right to withdraw permission at any time, for any reason according to the terms and provisions of the Agreement.

This Resolution hereby approved by the Isanti City Council this 16th day of May, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.
Isanti

LOGO USE APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax:
763.444.5560
www.cityofisanti.us

Logo Use Agreement

THIS AGREEMENT, made on or as of the _____ day of _____, 20 _____, by and between the City of Isanti, a statutory city under the laws of the State of Minnesota (hereinafter referred to as the "City"), and having its principal office at City Hall, 110 First Avenue NW, Isanti, Minnesota 55040, and _____, a _____ (hereinafter referred to as the "Marketer"), having its principal office at _____.

WITNESSETH:

WHEREAS, The City is a municipal corporation organized and existing pursuant to the Constitution and laws of the State of Minnesota and is governed by the Council of the City (the "Council"); and

WHEREAS, The City of Isanti has registered the City of Isanti and Isanti Parks Logos with the Minnesota Office of the Secretary of State protecting it from unauthorized use by entities other than the City of Isanti; and

WHEREAS, the Marketer has requested the use of the ☐ **City of Isanti Logo or** ☐ **Isanti Parks Logo** (hereinafter referred to as the "Logo" and attached hereto as Exhibit "A") to be displayed on marketing medium(s) (hereinafter referred to as the "Marketing Channels") further defined on Exhibit "B".

WHEREAS, the Marketer agrees that it will not use the Logo on materials or mediums not identified as Marketing Channels defined in this Agreement without expressed written consent by the City.

WHEREAS, the City reserves the right to revoke permission to the Marketer to use the Logo at any time by written request.

NOW THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

Events of Default by Marketer

Section 1.1. Events of Default by Marketer Defined. The term "Marketer Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any failure by Marketer to observe or perform any covenant, condition, obligation or agreement on its part to be observed or performed hereunder.

Section 1.2. City's Remedies on Default. Whenever any Marketer Event of Default referred to in Section 1.1 of this Agreement occurs, the City may immediately revoke permission to use the Logo by the Marketer under this Agreement until it receives assurances from the Marketer, deemed adequate by the City, that the Marketer will cure its default and continue its performance under this Agreement and may take any one or more of the following actions after providing ten (10) days written notice to the Marketer of the Event of Default, but only if the Event of Default has not been cured within said ten

(c) Take whatever action, including legal, equitable, including an action for specific performance, or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Marketer under this Agreement.

Section 1.3. Costs of Enforcement. Whenever any Marketer Event of Default occurs the Marketer shall be responsible to pay for any attorney fees incurred by the City to enforce any remedy defined in Section 1.2.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Marketer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

CITY OF ISANTI

By_____

Its Mayor

By_____

Its City Administrator

_____

By_____

_____

STATE OF MINNESOTA)
) SS.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this _____day of _____, _____, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator / City Clerk of the City of Isanti, a statutory City, on behalf of the City.

_____

Notary Public

STATE OF _____)
) SS.
COUNTY OF _____)

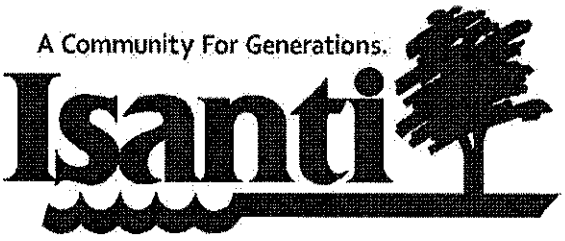
The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____, the _____ of _____, a _____, on behalf of the _____.

_____

Notary Public

Exhibit A

Description of Logo Selected

☐ 

☐

Exhibit B

Description of Marketing Channels

Please identify what marketing mediums where you will use the Logo. Also include what specific products and or services you will associate the Logo with.

Digital Marketing (Please select from this category and provide summary of specific use of Logo)

☐ Website – please provide all web addresses on pages that logo is used

☐ Calendars – please provide link to calendar

☐ Advertisement on internet – please provide web page or online publication / newsletters advertisement is located

☐ Other – Please describe

Print Marketing (Please select from this category and provide summary of specific use of Logo)

☐ Flyers / Coupons / Advertisements – please provide copy of print materials to be used and when and where they will be distributed

☐ Calendars – Please provide copy of print materials to be used and when and where they will be distributed

☐ Advertisement in Printed Publications (Newspapers/Newsletters) – Please provide name of publication and when the Logo will be published

For all of the above, list products or services that Logo is used to assist in marketing

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council Members**
From: Lindsey Giese, Human Resources/City Clerk
Date: May 12, 2017
Subject: New Position: Assistant Liquor Store Manager

Background:
With Sunday Liquor Sales going into effect after July 1, 2017, the staffing operations within the Isanti Liquor store will be affected. It has been proposed to add an additional position of Assistant Liquor Store Manager. With any new position the creation of a job description, determination of job points and a salary range must be created. Points are determined using the Minnesota State Job Match/Job Evaluation System from Minnesota Management and Budget. The evaluation system focuses on the responsibilities of know-how, problem solving and accountability skills required to do the job. The determination of points takes into consideration the split of positions and job responsibilities, as well as the expected percentage of time tasks take throughout a typical work day. The salary scale was adjusted to most accurately fit within the City of Isanti pay schedule with the new job points, while reflecting comparable market value.

The proposed job points and salary range for the Assistant Liquor Store Manager position are as follows:

2017 Job Classification Wage Scales

Wage Scales Effective 1/1/2017

JOB TITLE	FLSA Status	POINTS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
			0.895	*0.930*	*0.965*	*1.000*	*1.035*	*1.070*	*1.105*
Assistant Liquor Store Manager	*Non-Exempt*	195	$3,499.81	$3,636.67	$3,773.54	$3,910.40	$4,047.26	$4,184.13	$4,320.99
per hour			$20.19	$20.98	$21.77	$22.56	$23.35	$24.14	$24.93
per pay period			$1,615.30	$1,678.46	$1,741.63	$1,804.80	$1,867.97	$1,931.14	$1,994.30
per year			$41,997.70	$43,640.06	$45,282.43	$46,924.80	$48,567.17	$50,209.54	$51,851.90

The draft job description for the aforementioned position is attached as 'Exhibit A' to the proposed resolution. The recommended job points and salary range for the aforementioned position is attached as 'Exhibit B' to the proposed resolution.

Recommendation:
The Liquor Store Committee discussed implementation of an Assistant Liquor Store Manager, and the Personnel Committee has reviewed the proposed job description, job points and pay scale for 2017 and recommends approval.

Attachments:

- Resolution 2017-XXX – Resolution Approving the Position of Assistant Liquor Store Manager (Job Description, Job Points and Salary Range)
- Exhibit A: Assistant Liquor Store Manager Job Description
- Exhibit B: Proposed Job Points and Salary Range

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING THE NEW POSITION OF ASSISTANT LIQUOR STORE MANAGER (JOB DESCRIPTION, JOB POINTS AND SALARY RANGE)

WHEREAS, due to Sunday Liquor Sales the staffing operations within the Isanti Liquor Store will need adjustment; and,

WHEREAS, as a result the position of Assistant Liquor Store Manager has been proposed; and,

WHEREAS, the Liquor Committee had discussed implementing the proposed position; and,

WHEREAS, the Personnel Committee has reviewed the proposed job description, job points, and salary range and recommends approval.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1) The job description for the Assistant Liquor Store Manager attached hereto as 'Exhibit A'.
2) The job point total and salary range for the Assistant Liquor Store Manager attached hereto as 'Exhibit B'
3) Approval to post for the new vacant position after Personnel Committee reviews and approves the recruitment timeline.
4) That Human Resources and the City Administrator are authorized to complete all required documentation for the completion of this new position.

This resolution was duly adopted by the Isanti City Council this 16th day of May, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

EXHIBIT A

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Assistant Liquor Store Manager
DEPARTMENT:	Liquor
SUPERVISION:	Liquor Store Manager
EFFECTIVE DATE:	*To Be Determined (May 16, 2017)*
FLSA STATUS:	Non-Exempt
HOURS WORKED:	40 hours per week *(Including daytime, evenings, weekends, & holidays)*

DEFINITION:
Assists in supervising the day-to-day operations of the liquor store. Generally responsible for the work-direction of retail clerks, cashiering, stocking, merchandising and a variety of other duties pertaining to retail off-sale liquor store operations. The Assistant Manager is also responsible for becoming knowledgeable of all product lines sold in the store. This position will be scheduled to work 40 hours per week, including evenings, weekends, and holidays as scheduled by the Liquor Store Manager.

SUPERVISION RECEIVED:
Works under the general supervision of the Liquor Store Manager.

SUPERVISORY FUNCTIONS:
Provides work direction to retail clerks (part time, II, and III) and may participate (in accordance with personnel policies) in the selection and performance evaluation of, and recommend corrective actions for, such employees.

EQUIPMENT/JOB LOCATION:
Works primarily in the Liquor Store. Equipment used includes, but is not limited to, computerized cash registers, bank card machine, computer, printer, fax machine, and copy machine.

ESSENTIAL FUNCTIONS OF THE JOB:

- Provides work guidance and direction to retail clerks (part time, II, and III) including prioritizing assignments, clarifying job expectations, assisting the Liquor Store Manager in employee evaluations, and scheduling work as necessary for call-in or shift-cover necessities.
- Provide input to the Liquor Store Manager on the development and implementation of operational policies and procedures including customer service objectives, advertising strategies, purchase plans and store layout.
- Assist in the training of new employees.
- Participate in sales of goods by assisting customers with merchandise selection. Rings up retail sales, receives payments and gives change. Checks identification to sell liquor. Receipt and deposit of money, counts cash, balances cash receipts, and prepares bank deposit forms.

- Prepares the store for opening and closing, including but not limited to: ringing out the cash registers; verifying cash drawers, void slips, discount slips, and keg return slips; turning on and off alarm system; and assuring the appearance of the store is ready for business.
- Arrange and participate in the taking of physical inventory and merchandise ordering as directed. Expected to track, count, and monitor ongoing inventory to make sure store is well-stocked to accommodate customer needs as well as perpetual inventory requirements.
- Inspects and verifies incoming stock and supplies for quantity and defects. Produces signing for displays and shelves.
- Stocks, arranges and rotates liquor merchandise on shelves, stocks beer coolers and sets up displays.
- Performs general maintenance tasks at the liquor store, including but not limited to: setting up and dismantling displays, dusting shelves, displays, etc; vacuuming and sweeping floors; removing snow from walkways; removing trash from store; cleaning store and cooler windows; and washing shelves and bottles.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other related duties as assigned or apparent.
- Attend and participate in the conducting of employee meetings/quarterly safety meetings.
- In the absence of the Store Manager, ensure that all aspects of the store operations are attended to.
- Place tobacco order & bag order on a weekly basis, ensuring proper inventory levels at all times.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- The employee is frequently required to sit and talk or hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing stairs and ladders during the workday.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- Physical strength to lift/carry/move moderately heavy cases (minimum of 50 pounds) of merchandise frequently, move kegs (minimum of 65 pounds) stock shelves/coolers and assist customers with carryout and other lifting or moving as required for the position. Requires occasional work in a cooler, requires frequent bending, twisting, and fingering.
- Specific vision abilities required by this position include close vision, distance vision, peripheral vision and ability to focus as it relates to such tasks as reading, processing paperwork, overseeing public activities, computer deskwork, etc.
- Ability to see and read computer screens, hand held electronic devices and documents.

MINIMUM QUALIFICATIONS:

Any combination of education and experience that provides equivalent knowledge, skills and abilities will be considered.

- High School Diploma or equivalent.
- Minimum two years' experience in retail sales, preferably experience in an off-sale liquor operation.

- Must be 21 years of age.
- Ability to provide work direction to staff to maintain a positive and motivated work environment.
- Ability to proactively greet customers; be friendly, professional, polite and helpful in dealing with customers and employees. Represent the City in a positive and professional manner at all times.
- Previous experience on a computerized cash register, proper handling of money and reconciliation of cash drawers and making change.
- Ability to operate a personal computer with word processing and spreadsheet applications.
- Must enforce all store policies and applicable laws.
- Experience in performing the essential functions of the position.

PREFERRED QUALIFICATIONS

- Associates or Bachelor Degree in Business Administration, Management, Marketing, Retail Merchandising or related field.
- Four to Five years of alcohol beverage industry experience.
- Previous supervisory experience.
- Excellent liquor, beer and wine product knowledge.

NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

EXHIBIT B

Assistant Liquor Store Manger

Proposed Job Points and Salary Range

2017 Job Classification Wage Scales

Wage Scales Effective 1/1/2017

JOB TITLE	FLSA Status	POINTS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
			0.895	*0.930*	*0.965*	*1.000*	*1.035*	*1.070*	*1.105*
Assistant Liquor Store Manager	*Non- Exempt*	195	$3,499.81	$3,636.67	$3,773.54	$3,910.40	$4,047.26	$4,184.13	$4,320.99
per hour			$20.19	$20.98	$21.77	$22.56	$23.35	$24.14	$24.93
per pay period			$1,615.30	$1,678.46	$1,741.63	$1,804.80	$1,867.97	$1,931.14	$1,994.30
per year			$41,997.70	$43,640.06	$45,282.43	$46,924.80	$48,567.17	$50,209.54	$51,851.90

A Community For Generations.

Isanti

MEMO

Request for City Council Action

To: **Mayor Wimmer and City Council Members**

From: Chief Gene C. Hill

Date: May 12, 2017

Subject: October 01, 2017 – September 30, 2018 Safe and Sober Grant

---

Background:

The City of Isanti has allowed its Police Department to participate in the Safe and Sober Grants that are sponsored by the Minnesota Department of Public Safety – Office of Traffic Safety for the past many years. Through this program, the City is given grant money to offset expenses for Peace Officer's to provide enhanced enforcement of traffic laws specifically DWI, seatbelt, and speed enforcement.

Also, the Safe and Sober Grant has provided many free items to the City of Isanti such as: several paid driving school tuitions, portable breath test machines, flashlights, metal detectors, light bars, squad video camera, radar, stationary speed sign, and window-tint meters which reduces the tax burden to the City.

The grant process requirements have changed drastically over the years as well as our grant partners. This year we are required to have a countywide grant. This grant would be Isanti PD as the lead agency and grant fiscal managers. Participating grant members, will be Braham and Cambridge PD and Isanti County Sheriff's Office.

Action:
I request that the City Council take action by reviewing and considering a resolution to allow a joint venture with the Minnesota Department of Public Safety – Office of Traffic Safety to participate in the Safe and Sober Grant Program with the grant partners of Braham and Cambridge PD along with Isanti County Sheriff's Office.

Respectfully,

Chief Gene C. Hill

RESOLUTION NO. 2017-_____

A RESOLUTION AUTHORIZING TO ENTER INTO AN AGREEMENT WITH THE MINNESOTA OFFICE OF TRAFFIC SAFETY GRANT FOR SAFE AND SOBER HIGH VISIBILITY ENFORCEMENT

WHEREAS, the Minnesota Office of Traffic Safety offers an enhanced traffic enforcement grant to promote roadway and driver safety awareness and education, and;

WHEREAS, the Isanti Police Department has participated in this grant for ten plus years and is partnering with Cambridge PD, Braham PD and Isanti County Sheriff's Office to provide high visibility enforcement, and;

WHEREAS, receives full compensation for the Officer's wages and benefits for hours worked, and;

WHEREAS, is eligible for free large equipment for department use which saves tax dollars, and;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Be it resolved that Isanti Police Department enter into a grant agreement with the Minnesota Department of Public Safety, Office of Traffic Safety for Traffic Safety Enforcement projects during the period from October 1, 2017 through September 30, 2018.

2. That the Chief of Police or designee is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the City of Isanti and Isanti Police Department; and that the fiscal agent of the grant will be the City of Isanti.

This resolution duly adopted by the Isanti City Council this 16th day of May, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
May 2, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:11 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer, and Steve Lundeen
Commissioners Absent:	Tara Hallberg (Excused)
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

Economic Development Director Sullivan asked for an Addendum to the Agenda to remove Item 4. Isanti Hotel Update and to Add Item 4. Consider Adoption of EDA Resolution 2017 - ___ Approving Earnest or Option Money for Purchase of Real Property for Hotel Project. Motion by Bergley second by Collison to adopt Agenda as amended. Motion passed unanimously.

2. Approve Minutes of April 4, 2017 Regular Economic Development Meeting

Motion by Lundeen second by Collison to approve the minutes for April 4, 2017. Motion carried unanimously.

3. City Promotional Bag Program Update

Economic Development Sullivan stated that he had received the 1000 bags that were ordered and he was receiving items from businesses to be stuffed inside of the bags. He will continue to solicit business to participate in the program. 330-340 bags will be distributed at the Land O Lakes BMX Event. He indicated that a sign was being made that would acknowledge that the City of Isanti was providing the Free bags and was coordinating this promotional activity.

President Wimmer stated that only Isanti business would be allowed to put item in the bag contrary to what the North 65 Chamber had stated.

Commissioner Collison asked when items needed to be submitted by.

ED Director Sullivan stated May 10th at the latest.

Item was informational, no action requested,

4. Consider Adoption of Resolution 2017- Resolution Approving Earnest or Option Money for Purchase of Real Property for Hotel Project

President Wimmer stated that action was required to authorize the City to secure a site for the Hotel project. Multiple sites were being considered and flexibility was needed in order to assure the site could be secured in a timely manner.

Motion by Lorinser, second by Collison to Adopt Resolution 2017- 2 Resolution Approving Earnest or Option Money for Purchase of Real Property for Hotel Project. Motion carried unanimously.

5. Other Business / Updates

ED Director Sullivan updated the housing start number to reflect 28 new permits pulled with one waiting to be picked up.

He also indicated that he had a conference call with a DEED prospect in Europe. He also stated that this lead would not have been received unless the City has received Shovel Ready Certification.

Commissioner Collison inquired if references were given as part of this process.

ED Director Sullivan stated that sometimes this does occur but it is utilized more once the prospect come to town to visit.

President Wimmer acknowledge this was in early stages of process but felt the City had a great track record on getting the deal done once we brought them into the city to see the sites and meet with staff.

President Wimmer has been tracking City overall water usage. Based on trend it is possible that rates and cost structure could be adjusted which could result in lowering charges related to SAC and WAC and usage.

ED Director Sullivan stated Allina Clinic has it Grand Opening on May 6 from 10 AM – 2PM

Commissioner Lundeen asked what status of Whiskey Road Pub and Grub was.

ED Director Sullivan stated the project was approved by the City and that the opening has been delayed. There have been issues relating to the patio being approved by the building association. Staff will provide updates when relevant.

President Wimmer stated he and Community Events and Parks Director Everett met with RR BMX relating to upcoming events and that all was in order.

a. Business Prospects

b. GPS 45:93
c. CVN
d. EDAM
e. 5th Avenue Extension
f. Logo Use
g. Housing Starts in 2017
h. Business Arrivals and Departures in Isanti 2017

6. Adjournment

Lundeen motioned, seconded by Bergley to adjourn at 7:25 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 2nd day of May, 2017.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

M.2.

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
May 9, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: None

Staff Present: Alex Conzemius, Planner with Bolton & Menk
Don Lorsung, City Administrator

Others Present:

D. Agenda Modifications.

Lorsung stated there were none.

Motion by Lundeen second by Lorinser to approve the agenda. Motion carried unanimously.

2. Preliminary Plat

A. Arts and Science Academy: Chairman Wimmer provided background on a preliminary plat site being proposed for the Arts and Science Academy, an outlot and an expansion of 7th Ave NE. Parcel consists of a 13.3-acre lot; proposed plat would include 10.9-acre site for a school, 2.37 acre outlot and one acre road right of way.

No comments were received as part of the public hearing. Motion by Kennedy second by Collison to approve the Preliminary Plat. Motion carried unanimously.

3. Conditional Use Permit

A. Arts and Science Academy: Chairman Wimmer provided background on the Arts and Science Academy that is requesting a conditional use permit to operate a grades 5-8 middle school at the site.

No comments were received as part of the public hearing. Motion by Lundeen second by Kennedy to approve the CUP. Motion carried unanimously.

4. Other Communications.

A. None.

5. Adjournment

Motion by Bergley second by to Miller adjourn the May 9th, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:03 p.m.

Dated at Isanti, Minnesota this 9st day of May 2017.

Respectfully submitted,

_____

Alex Conzemius, AICP
Interim City Planner

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

April 2016

Reported Crime	Month to Date	Year to Date
Theft	9	43
Assault	3	13
Vandalism/Damage to Property	7	18
Narcotics	6	13
Burglary	0	3
Domestics	4	29
Crim Sex	1	2
Robbery	0	0
Loud Party/Disturbance	6	29
Medical	25	112
Permit to Purchase (Eff 3/1/2016)	11	39

Traffic Offenses	Month to Date	Year to Date
No Insurance	10	27
DUI	1	5
Accidents	5	22
Hit & Run	0	1
Warrant P/U	1	18
Speed	17	62
DAR/DAS	5	23
Administrative Citations (Including Speed)	16	43

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	44,940	1,020	5,986
Dodge 222	118,601	1,779	7,382
Ford Explorer 224	22,263	1,060	5,207
Dodge 225 - Out of Service	157,293		409
Chevy Silverado 220	104,366	412	3,142
Chevy Impala 223	85,753	2,891	5,080
Ford F150 225	310	310	310

CEZT REPORT
April 2017

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**162**	**121**	**78**	**38**	**711**	**663**	**613**
TOTAL OPEN CASES	**37**	**34**	**37**	**23**	**36**	**37**	**25**
VIOLATIONS CLOSED THIS PERIOD	**32**	**40**	**29**	**41**	**46**	**48**	**48**
NEW ISSUES THIS PERIOD	**41**	**43**	**40**	**38**	**48**	**50**	**41**
CAN-Proh Animals							
CCV-Comm Vehicle Storage				1			1
CDO--Dogs			1	1			
CPA-Park & Store	17	13	22	15	27	28	26
CSN-Snow Removal							
CSP-Solicitors/Peddlers							
CST--Fish Houses, PODS, Rolloffs							
NEX-Exterior Structure, Paint/Repair	1			1			
NGA-Garbage Service & Storage						1	
NGR--Grass Length							4
NJU--Junk/Brush	5	7	5	5	6	6	8
NUV-Unlicensed vehicle or missing plates	6	14	5	14	11	15	2
RNT-Unlicensed rental				1			
SGN-Signs	13	6	6		4		
ZAC-Accessory Building			1				
ZFE-Fence		3					
ZTD--Temporary Dwelling							
New Resident Letters Mailed							
Compliance Letters Mailed this period	44	48			49	56	46
Administrative Citations Issues/period	1	1	3		2	1	1
Criminal Citations Issued/period							
Abated Properties/Period					0	0	0
Admin Hearings Requested					0		
Admin Hearings Held w positive judgement							
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**19**	**15**	**16**	**17**	**18**	**17**	**28**

M.4.

CITY OF ISANTI MONTHLY REPORT

April 2017

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	18	26	$0.00	$0.00	$18.00	$24.00	$1,440.00	$2,080.00		
Decks	6	8	$22,076.00	$26,576.00	$11.03	$11.03	$1,040.00	$1,292.95		
Basement Finish	4	8	$38,240.00	$72,650.00	$20.12	$34.52	$1,282.85	$2,812.40		
Addtns. Remodel	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Garages	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Miscellaneous	13	40	$0.00	$20,000.00	$13.00	$26.00	$1,580.00	$5,299.00		
Single dwellings	12	28	$1,816,205.00	$4,586,108.50	$908.06	$908.06	$24,634.85	$65,293.55		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	8	31			$8.00	$11.00	$600.00	$2,325.00		
Plumbing	13	38			$13.00	$24.00	$1,062.00	$3,092.00		
									$103,214.80	
Resid. Totals	**74**	**179**	**$1,876,521.00**	**$4,705,334.50**	**$991.21**	**$1,038.61**	**$31,639.70**	**$82,194.90**	**$103,214.80**	**$103,214.80**
Commercial										
New Buildings	1	1	$849,642.00	$849,642.00	$424.82	$0.00	$5,206.75	$5,206.75		
Addtns./Remodel	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Plumbing	1	1	$12,000.00	$12,000.00	$6.00	$0.00	$180.00	$180.00		
Mechanical	1	1	$0.00	$0.00	$1.00	$0.00	$75.00	$75.00		
Roofing	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Tenant Change/Fill	1	10	$0.00	$0.00	$1.00	$0.00	$132.00	$780.00		
Comm. Totals	**4**	**14**	**$861,642.00**	**$861,642.00**	**$432.82**	**$0.00**	**$5,593.75**	**$6,321.75**	**$0.00**	**$0.00**
Resid. Plus Comm. Totals	**78**	**193**	**$2,738,163.00**	**$5,566,976.50**	**$1,424.03**	**$1,038.61**	**$37,233.45**	**$88,516.65**	**$234,766.80**	**$234,766.80**

YEARLY BUILDING PERMIT COMPARISONS

YTD March 2017

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	43	1	0	1	$1,021,277.00	$14,974.64	$21,672.00
2014	115	14	0	0	$3,172,191.00	$48,677.99	$108,514.00
2015	114	12	0	0	$2,203,220.45	$42,200.42	$87,813.00
2016	168	25	0	1	$7,083,535.74	$97,096.53	$199,575.00
2017	193	29	0	1	$5,566,976.50	$88,516.65	$234,766.80

Total permit fees do not include Sac / Wac or State Surcharge fees

COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$716,154.00	$13,362.40
February	31	$1,014,368.00	$17,395.55
March	46	$1,098,291.50	$20,525.25
April	78	$2,738,163.00	$37,233.45
May	0	$0.00	$0.00
June	0	$0.00	$0.00
July	0	$0.00	$0.00
August	0	$0.00	$0.00
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	193	$5,566,976.50	$88,516.65

M.5.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: May 10, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: Project Status Report
Isanti, MN
Project No.: R13.113062

Please find listed below a status report of the current projects in the City of Isanti:

1) 2017 Palomino Road Improvements

We will bring the plans and specs to council for approval and authorization to advertise for bids when approved by the MnDOT State Aid office.

2) 2017 Pavement Maintenance Project

The contractor plans to set their construction schedule this month.

3) 1st Avenue Sidewalk & Curb Replacement

The Contractor plans to begin work after Jubilee Days.

4) Water Tower Cleaning Evaluation

The contractor has a tentative plan to perform the work in early June, 2017 as requested by City Staff.

5) Annexation Survey

We will complete the annexation exhibits this week.

6) Interim Planning & Zoning Administration Services

We will provide staff at City Hall Monday, Wednesday, and Friday to address the City Planning and Zoning needs until the new Community Development Director is on board.

7) MS4 Phase 2 & 3 Implementation

We will continue to assemble documents to assist the City in meeting the requirements of the MS4 permit for Phase 2 and Phase 3 of the implementation schedule.

8) Wastewater Treatment Improvements

The Contractor plans to complete final pipe tie-ins and perform the startup of the pretreatment building and the new main lift station this month.

9) Cajima Street/TH 65 Signal Study

We will complete the Intersection Control Evaluation (ICE) report this month.

Bolton & Menk is an equal opportunity employer.

10) 5th Avenue Extension

We have submitted a Preliminary Engineering Report to the City.

11) GIS Implementation

We will incorporate the GPS data collected by City Staff into the GIS System.

In addition to the current projects listed above we have completed and accepted 44 private developments and 48 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

ADDENDUM TO AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 6, 2017 – 7:00 P.M.
CITY HALL

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

G. Citizens Input

H. Announcements

I. Council Committee Reports

J. Public Hearings

K. Business Items

Add New K.12. – Resolution Approving Purchase of Real Property Identified as Tax ID Number 16.029.0101

(All remaining K Business Items will be renumbered accordingly)

L. Consent Agenda

Add New L.8 – Resolution Accepting the Resignation of Part Time Custodian Joseph Anderson

Add New L.9 – Resolution Offering the Position of Part Time Administrative Data Clerk to Jeannifer Anderson

M. Other Communications

Adjournment

K.12.

MEMO

A Community For Generations.

Isanti

To: Economic Development Authority

From: Sean M. Sullivan, Economic Development Director

Date: June 6, 2017

Subject: Consider Purchase of Real Property Identified as Tax ID Number 16.029.0101

Background:

The City Development Team has negotiated a Purchase Agreement for the acquisition of Tax ID Parcel 16.029.0101 legally described on the on the attached Resolution. The property is being purchased for economic development purposes. The parcel is approximately 1.91 acres according to Isanti County data. The property purchase price is $98,000 and the City of Isanti has made a full offer for the site and has executed a purchase agreement contingent on City Council Approval. The property taxes are not current but amount will be prorated based on actual date of closing. The City of Isanti will be responsible for the payment out outstanding special assessments as identified in the purchase agreement addendum:counteroffer. The real estate agent has provided a copy of an Owner and Encumbrance report dated May 5, 2017 which has been reviewed by Attorney Joslin. DAC has reviewed this item and is comfortable purchasing the parcel if due diligence regarding environmental is clear. Staff is asking the City Council to approve attached resolution and to authorize conducting a Phase One and required environmental work.

Requested Actions

1) Consider Adoption of Resolution 2017-XXX Authorizing the Purchase of Real Property Identified as Tax ID Number 16.029.0101

Attachment:

1) Resolution 2017-XXX Authorizing the Purchase of Real Property Identified as Tax ID Number 16.029.0101
2) County Tax Information and Site Map

RESOLUTION 2017-___

RESOLUTION APPROVING PURCHASE OF REAL PROPERTY IDENTIFIED AS TAX ID NUMBER 16.029.0101

WHEREAS, the City if Isanti has negotiated a purchase agreement to acquire property identified as TAX ID number 16.029.0101 (the "Property"); and,

WHEREAS, the Property is legally described on the attached "Exhibit A" and is being acquired for economic development purposes; and

WHEREAS, as part of the due diligence for this acquisition a Phase One Environmental will need to be conducted and Staff has estimated this cost to be under $3500; and

WHEREAS, the purchase agreement states that the property taxes will be prorated to the actual date of sale; and

WHEREAS, the purchase agreement states that the City of Isanti shall be responsible for the unpaid balance of outstanding special assessments; and

WHEREAS, the Isanti County Assessor has a value of $116,000 assigned to the Property for taxes payable 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize funding from the General Fund an amount not to exceed $110,000 to purchase the Property identified by Tax ID Number 16.029.0101 legally described in the attached "Exhibit A", authorize city officials to execute documents necessary to complete the transaction, conduct environmental testing during the due diligence phase and for payment of costs associated with the closing (Legal, taxes, special assessment, filing, etc.) identified in the purchase agreement subject to the following conditions:

1. Satisfactory review of title work and transfer documents by City Attorney, or designee.

2. Satisfactory environmental review of the Property

This Resolution hereby approved by the Isanti City Council this 6th day of June, 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

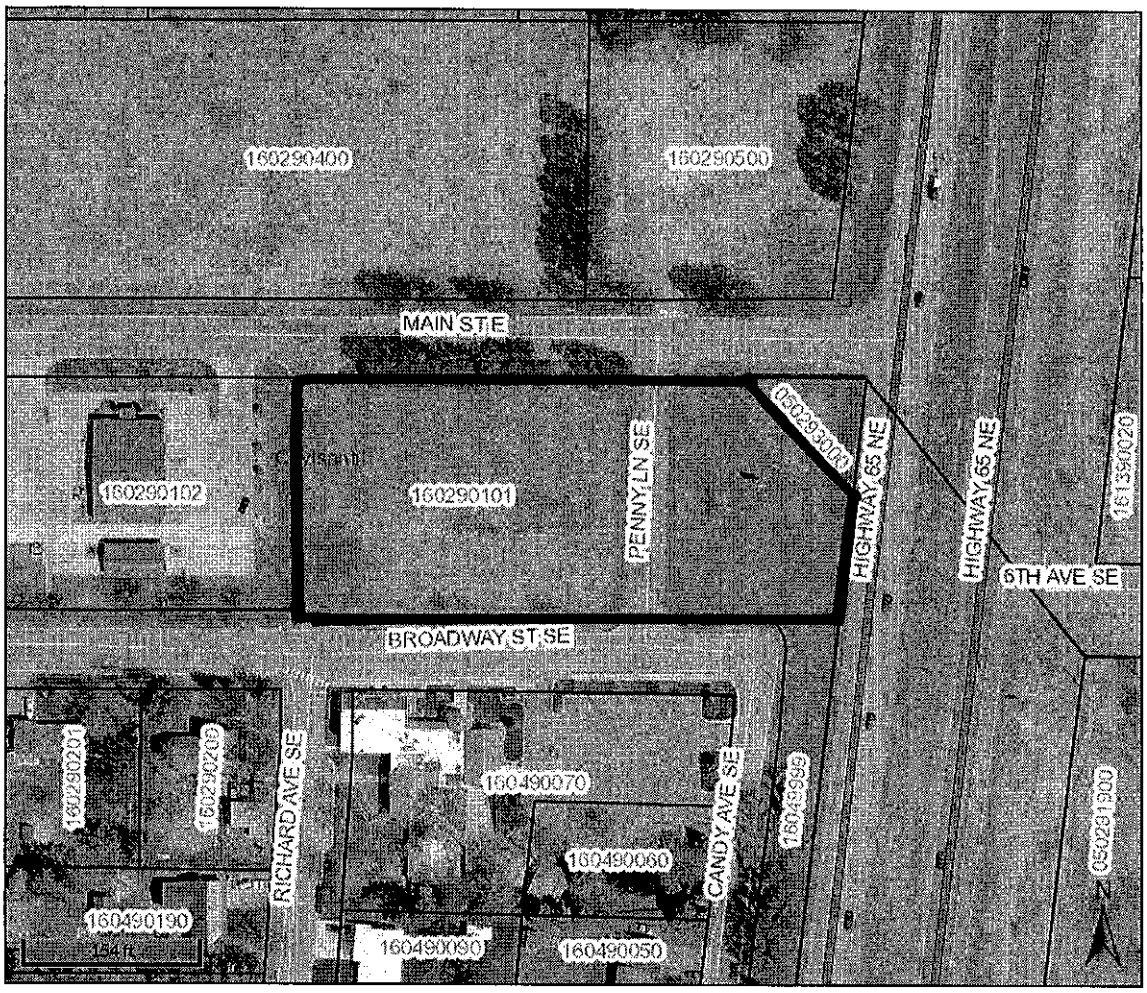
(SEAL)

Exhibit "A"

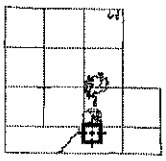
Legal Description

That part of the Northeast Quarter of the Southwest Quarter (NE ¼ of the SW ¼) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota described as follows, to-wit: Commencing at the intersection of the North right-of-way line of the pubic town road as presently existing and laid out, said road being the extension of Broadway Street in the Village of Isanti, Minnesota, with the West line of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼), said intersection being Thirty-three (33) feet North of the Southwest corner of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼), thence on an assumed bearing of South 89 degrees 59 minutes 27 seconds East, along said North right-of-way line of said road, and parallel to the South line of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼) a distance of 236.70 feet to the point of beginning of the property to be described; thence continuing South 89 degrees 59 minutes 27 seconds East along said North right of way line a distance of 435.59 feet, more or less, to the West right-of-way line of Minnesota Trunk Highway No. 65, as presently existing and laid out, thence Northeasterly along said West right-of-way line of Highway No. 65 a distance of 198.5 feet, more or less, to the intersection of said West right-of-way line of Highway No. 65, with the South right-of-way line of the public road as presently existing and laid out, said road being the extension of Main Street in the Village of Isanti, Minnesota, and being described in that certain Highway Easement recorded in Book Q of Miscellaneous, Page 128-9, thence Westerly along said South right-of-way line of said Main Street as extended easterly to said Highway No. 65, a distance of 457.67 feet, more or less, to the intersection with a line bearing North 00 degrees 06 minutes 41 seconds East from said point of beginning; thence South 00 degrees 06 minutes 41 seconds West a distance of 193.82 feet, more or less, to said point of beginning, excepting therefrom the following described triangular piece of land adjoining and Westerly of the Westerly boundary line of trunk Highway No. 65, Southerly of a line run parallel with and distant 33 feet South of the Center of the line of Main Street in the Village of Isanti extending Easterly to said Highway and Northeasterly of the following described line: Beginning at a point on the Westerly boundary line of said highway distant 100 feet Southerly of its intersection with the above described 33 foot parallel line; thence run Northwesterly to a point on said 33 foot parallel line distant 100 feet West of said intersection.

Beacon™ Isanti County, MN



Overview



Legend

- Corporate Limits
- Survey Townships
- Political Township
- USPLS Sections
- Parcel Number
- Parcels

Roads

- A25
- A30
- A40; A63; A66
- Streams
- Lakes

Parcel ID	160290101	**Alternate ID**	n/a	**Owner Address**	LLC EMERALD ACRES INVESTMENT
Sec/Twp/Rng	29/035/023	**Class**	3A-Commercial/Industrial/Public Utility		1896 397TH AVE
Property Address		**Acreage**	1.91		STANCHFIELD MN 55080
District	ISANTI CITY/911				

Brief Tax Description

PIECE OF LAND ADJOINING & W OF W BOUNDARY LINE OF HWY 65 S OF A LINE RUN WITH & DISTANT 33' S OF CENTER LINE OF MAIN ST EXTENDING E TO SAID HWY & NE OF THE FOLLOWING DESC LINE: BEG AT A PT ON THE W BOUNDARY LINE OF SAID HWY DISTANT 100' S OF ITS INTERSECTION WITH ABOVE DESC 33' LINE; THEN RUN NW TO A PT ON SAID 33' LINE DISTANT 100' W OF SAID INTERSECTION.
PT NE/4 OF SW/4 DESC AS: COMM AT INTERSECTION OF N ROFW LINE OF BROADWAY ST, WITH W LINE OF SAID QTR, SAID INTERSECTION BEING 33' N OF SW CNR OF SAID QTR; THEN ON BEARING OF S89.5927E, ALONG N ROFW LINE OF SAID RD FOR 236.7' TO POB; THEN CONTINUING S89.5927E ALONG SAID N ROFW LINE FOR 435.59' TO W ROFW LINE OF MN HWY 65; THEN NE ALONG SAID W ROFW LINE OF HWY 65 FOR 198.5' TO INTERSECTION OF SAID W ROFW LINE OF HWY 65, WITH S ROFW LINE OF MAIN ST; THEN W ALONG SAID S ROFW LINE OF MAIN ST AS EXTENDED E TO HWY 65 457.67' TO THE INTERSECTION WITH A LINE BEARING N00.0641E FROM SAID POB; THEN S00.0641W 193.82' TO SAID POB. EXCEPTING FOLLOWING DESC TRIANGULAR
(Note: Not to be used on legal documents)

Date created: 6/5/2017
Last Data Uploaded: 6/3/2017 12:44:25 AM

Developed by
The Schneider Corporation

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING PART TIME CUSTODIAN JOE ANDERSON'S LETTER OF RESIGNATION

WHEREAS, on Friday, June 2, 2017 Part Time Custodian Joe Anderson submitted a letter of resignation, with his last day of employment being Friday, June 16th, 2017.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA as follows:

1. That the resignation of Part Time Custodian Joseph Anderson is hereby accepted effective June 2, 2017 with expected last day of employment to be June 16, 2017.

2. That Human Resources and the Public Services Director/Assistant City Administrator are hereby directed to fill the position.

This resolution was duly adopted by the Isanti City Council this 6th day of June, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

RESOLUTION NO. 2017-XXX

RESOLUTION OFFERING THE POSITION OF PART TIME ADMINISTRATIVE DATA CLERK TO JEANNIFER ANDERSON

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill a paid part-time Administrative Data Clerk position; and

WHEREAS, the Interviewing Panel selected Ms. Jeannifer Anderson as the most qualified candidate for the position.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. That Human Resources is hereby directed to offer the Part Time Administrative Data Clerk position to Ms. Jeannifer Anderson for the City of Isanti and that she shall start in that position effective June 13, 2017.
2. The authorization of hire is contingent upon successfully passing both the background and reference check.
3. That Ms. Anderson shall begin at Step 5 of the pay scale, $16.95/hour.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 6th day of June, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 6, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. May 16, 2017 - Regular Meeting of the City Council

G. Citizens Input

H. Announcements
1. City Council Meeting — Tuesday, June 20, 2017 at 7:00 p.m.
2. Planning Commission Meeting — Tuesday, June 20, 2017 at 7:00 p.m. *(Immediately following City Council Meeting)*
3. Parks, Recreation, and Culture Board Meeting — Tuesday, June 27, 2017 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution Approving a Special Event Permit Application for the Bluejacket 5K *(Jesse Jennissen)*
2. Resolution Approving a Special Event Permit Application for the 2017 Soccer District Tournament *(Talia Fluth)*
3. Resolution Approving a Special Event Permit Application from the North 65 Chamber of Commerce for Jubilee Days *(North 65 Chamber)*

<u>City Administrator Don Lorsung</u>
4. Resolution Approving Facility Use Agreement with Cambridge-Isanti Schools for Mattson Tennis Courts
5. Resolution Approving the Final Plat of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota
6. Resolution Approving a Development Agreement for Arts and Science Addition

<u>Economic Development Director Sean Sullivan</u>
7. Consider Resolution Authorizing the Execution of Repayment Agreement on Lot 13, Block 3, Villages on the Rum with J Robinson Construction, Inc.
8. Consider Resolution Authorizing the Execution of Repayment Agreement on Lot 1, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.
9. Consider Resolution Authorizing the Execution of Repayment Agreement on Lot 5, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.
10. Consider Resolution Authorizing the Execution of Repayment Agreement on Lot 9, Block 2, Isanti Meadows with Real Deal Construction, Inc.

11. Resolution Authorizing Transfer of City of Isanti Owned Real Estate to the City of Isanti Economic Development Authority

City Engineer Brad DeWolf

12. Ordinance Amending Chapter 227 Parking and Storage to Include No Parking Restriction for State-Aid Route (2017 Palomino Road Improvement Project)
13. Resolution Approving Plans and Authorization to Advertise for Bids for 2017 Palomino Road Improvements Project

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $201,278.34 and Payroll in the amount of $185,382.30
2. Resolution Approving a Request by the Isanti Firefighters Rodeo Association to Close Unity Park Ball Field and Place Signage Indicating such closure for July 7th – 9th and for the movement of the Bleachers Located in Unity Park to the Rodeo Grounds
3. Resolution Accepting the Resignation of Human Resources/City Clerk Lindsey Giese
4. Ordinance to Appoint Finance Director Michael Betker as City Treasurer
5. Resolution Approving Officer Copier/Fax/Scanner Lease for Police Department
6. Resolution Authorizing the Trade-In and Purchase of New Utility Trailer
7. Resolution Approving Data Practices Procedures and Data Inventory for the City of Isanti

M. Other Communications

1. Draft Meeting Minutes for the May 16, 2017 Planning Commission Meeting

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, MAY 16, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Lindsey Giese, City Engineer Jason Cook & Project Engineer Paul Saffert, Interim Community Development Director Alex Conzemius, Police Lieutenant Travis Muyres, and City Attorney Clark Joslin

Others Present: M. Hawkinson, T. Hawkinson

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by adding Item E.1. Proclamation – Mayor's Employer Celebration Day – June 6, 2017

Motion by Lundeen, second by Collison to approve the agenda with modifications listed above. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

Proclamation – Mayor's Employer Celebration Day – June 6, 2017

Mayor Wimmer read the proclamation and further expressed his appreciation for the businesses and employees in the City of Isanti. He encouraged the business owners and employees to attend the 10th Annual Mayor's Employer Celebration day on June 6, 2017.

F. Approve City Council Minutes

1. May 2, 2017– Regular Meeting of the City Council

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion carried unanimously.

G. Citizens Input

None.

H. Announcements

1.	Parks, Recreation, and Culture Board Meeting	Tuesday, May 23, 2017 at 6:00 p.m.
2.	**CITY OFFICES CLOSED**	Monday, May 29, 2017 *(In observance of Memorial Day)*
3.	City Council Meeting	Tuesday, June 6, 2017 at 7:00 p.m.
4.	EDA Meeting	Tuesday, June 6, 2017 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

Mayor Wimmer expressed his dissatisfaction with the City Engineer firm, Bolton & Menk, regarding the Wastewater Treatment Facility Improvement project. He explained that the City now has an issue where the treatment plant was not designed correctly. According to the memo the engineer provided, it was stated that the information the engineer had was inaccurate. The Mayor explained his displeasure with that answer, as the City utilizes the City Engineer to make these determinations. He further expressed that the idea that the City would spend this amount of money to fix an issue that he indicated was the City Engineer's responsibility was unacceptable. Further, the Mayor explained that the ongoing issue with the rancid smell from the facility has not been solved. He has been informed on numerous occasions ways that the odor was going to be fixed, and it has not yet been done. The Mayor stated that this impacts people's abilities to enjoy the weather because it is unpleasant to open their windows or be outside with the smell. Mayor Wimmer said that Bolton & Menk need to come up with another plan if they are to continue being the City's Engineer, as this was their issue.

J. Public Hearings

K. Business Items

1. **Resolution 2017-145 Authorizing Execution of Term Sheet for Hotel Project** *(Mayor Wimmer)*

Mayor Wimmer said that the Resolution provided outlines the draft for basic terms and conditions regarding the hotel project. The Mayor stated that it is fairly straight forward, that the official details are still not negotiated. Councilmember Bergley asked what the approval of this resolution would do. The Mayor stated that this would bring the City to the next steps, that the term sheet outlines general parameters and allows EDA to continue moving through the process. The Mayor stated that they are looking to announce and bring the terms of the project back to the June 6th City Council meeting for approval.

Motion by Lorinser, second by Bergley to approve Resolution 2017-145 as presented. Motion carried unanimously.

City Administrator Don Lorsung

2. **Resolution 2017-146 Approving the Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for the Preliminary Plat of Arts and Science Addition**

Motion by Lundeen, second by Bergley to approve Resolution 2017-146 as presented. Motion carried unanimously.

3. **Resolution 2017-147 Approving the Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for a Site Plan/Building Appearance and a Conditional Use Permit for a Middle School**

Motion by Lundeen, second by Bergley to approve Resolution 2017-147 as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $583,006.06 and Payroll in the amount of $91,503.81.
2. Contractor's Pay Request No. 09 Wastewater Treatment Improvements in the Amount 253,019.00
3. Final Meeting Minutes for the April 4, 2017 Economic Development Authority Meeting
4. **Resolution 2017-148 Extending the Application Period for Residential Rain Garden Incentive Program in 2017**
5. **Resolution 2017-149 Offering the Position of Economic Development/Marketing Intern to Shaun Gilyard**

6. **Resolution 2017-150 Approving a Temporary On-Sale Liquor License for Isanti Firefighter's Rodeo Association**
7. **Resolution 2017-151 Approving a Temporary On-Sale 3.2 Malt Liquor License for Isanti Lions Club for the 2017 Street Dances**
8. **Resolution 2017-152 Approving a Temporary On-Sale 3.2 Malt Liquor License for Isanti Lions Club for Support of the Hockey (Civic) Arena Fundraiser**
9. **Resolution 2017-153 Accepting a Change Order for Interim Financial Management Services**
10. **Resolution 2017-154 Setting 2018 Budget Work Sessions**
11. **Resolution 2017-155 Adopting City Logo Use Policy and Agreement**
12. **Resolution 2017-156 Approving New Position of Assistant Liquor Store Manager (Job Description, Job Points and Salary Range)**
13. **Resolution 2017-157 Authorizing to Enter into an Agreement with the Minnesota Office of Traffic Safety Grant for Safe and Sober High Visibility Enforcement**

Motion by Bergley, second by Collison to approve Consent Agenda as presented. Motion carried unanimously.

Adjournment

Motion to adjourn by Lundeen, second by Lorinser. Motion carried unanimously. The meeting was adjourned at 7:09 p.m.

Respectfully Submitted,

Lindsey Giese

Lindsey Giese
Human Resources/City Clerk

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events & Parks Coordinator

Date: June 6, 2017

Subject: A Resolution Approving a Special Event Permit Application for the Bluejacket 5K

Background

The City received a special event application from Jesse Jennissen, on behalf of the Isanti Intermediate School and School for All Seasons. The group is looking to host a the Bluejacket 5K & 1 Mile Run/Walk on Saturday, October 7, 2017. The event would take place from 7:30 a.m. to 11:30 a.m. There will be a 5k as well as a 1 mile walk/run, which is open to participants of all ages. Those participants under 18 must have signed parent permission. All 1 mile and 5k participants would pay a fee. The money that is raised from the event will help cover the costs of the race as well as create a scholarship fund for graduating Cambridge-Isanti High School Students.

Some music will be provided by a DJ for the event, but will not be playing loudly. Parking for the event would be in the parking lot located at the Intermediate School. Restroom facilities will be located within the school. Signs will be placed on the school's property. In addition, chalk or washable paint will be used on the roadways to mark the routes. The estimated number of people in attendance is 150-200.

Maps have been provided, which show the routes to be used for the events. The group has requested assistance from Isanti Fire District and Isanti Police Department. They have not requested a road closure, but have requested that the police are present to assist with crossing runners on Heritage Blvd NE and 8th Ave NE from about 9 a.m. to 10:20 a.m. Volunteers and school staff will aid with clean-up after the event is completed. The applicant is requesting the clean-up fee waived.

A copy of the application and department approval has been attached for City Council review.

Staff Request

City staff is requesting action on this item.

Attachments

- Resolution No. 2017-
- Special Event Application
    - Special Event Application
    - Department Head Review Sheet
    - Sample Letter to Property Owners
    - 5k and 1mi Route Map
    - Certificate of Liability Insurance
    - Release and Indemnification

RESOLUTION 2017-

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE BLUEJACKET 5K

WHEREAS, Jesse Jennissen, on behalf of the Isanti Intermediate School / School for All Seasons (the 'applicant') will be holding the Bluejacket 5K and 1 Mile Run/Walk on Saturday, October 7, 2017; and,

WHEREAS, the applicant is requesting assistance from Isanti Police Department and Isanti Fire District to help run/walkers cross County Road 5 and 8th Ave from approximately 9:00 am to 10:20 am; and,

WHEREAS, the estimated number of participants 150-200; and,

WHEREAS, parking for the event will be within the parking lots at the Isanti Intermediate School and restroom facilities will be located within the school; and,

WHEREAS, volunteers and school staff will clean-up after the event; and,

WHEREAS, a DJ will all be located on school property for the event with music and announcements; and,

WHEREAS, the application submittal does require a $100 clean-up deposit fee, which would need to be waived by the City Council; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the Cambridge-Isanti Intermediate School for the event to be held on October 7, 2017 with the following conditions:

- City provide assistance in the areas as provided below the day of the event:
  - Police assistance for crossing at the intersection of Heritage Blvd NE and 8th Ave NE.
  - Police assistance for security purposes.
  - Fire Prevention and EMS request for volunteers the day of the event.
- City waive the clean-up and temporary sign permit fee.

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the 'Permit' for the above stated Special Event.

This Resolution hereby approved by the Isanti City Council this 6th day of June, 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [X] Complete Application Form
- NA [ ] Cleanup Deposit Fee - $100
- [X] Proof of Insurance or Certificate of Insurance
- [X] Site Map
- [X] Approval Letter from the Property Owner / School property
- [X] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- NA [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- NA [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- NA [ ] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [X] Event will occur on City Property:
  - [ ] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 5-11-17

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Isanti Intermediate School

Contact Person: Jesse Jennissen

Address: [illegible]

City: [illegible] State: [illegible] Zip: [illegible]

Phone: [illegible] Fax: [illegible] Cell: [illegible]

E-mail: [illegible]

Secondary Contact Person: Mark Ziebarth

Address: [illegible]

City: [illegible] State: MN Zip: [illegible]

Phone: [illegible] Cell: [illegible] E-mail: [illegible]

EVENT INFORMATION

Event Name: Saturday, October 7th 2017

Date(s) of Event: Bluejacket 5k & 1 mile Run/Walk

Hours of Event: 7:30 - 11:30

Type of Event: [X] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
5k & 1 mile run/walk. All ages are invited to participate. Participants under 18 must have signed parent permission

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
· Isanti Intermediate School & School For All Seasons
· Nearby Streets

Estimated Number of People in Attendance (includes staff, participants, and spectators):
150 - 200

Parking Impact – Describe in detail:
School lot will be sufficient

Tents, equipment, amusement rides, etc. NA
Type:
Size:
Location:

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Isanti Fire and Isanti Police Dept. Will be present

Are you requesting any street closures? If yes, list streets:
Police would stop traffic as needed at Cty Rd. #5 and 8th Ave NE from 9AM - 10:20 AM (estimated)

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.
IIS/SFAS has restrooms on site & they will be accessible

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
Adult Volunteers will assist runners

Clean-up Plans – Describe in detail:
Volunteers & School Staff

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:

Will any other public addressing system or sound amplification be used? If so, describe:
Some Music & Announcing by DJ

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
1. There will be pre-registration & race-day registration
2. No
3. Money collected will cover costs of event. Excess money will provide scholarships for graduating CHS students

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Jesse J Jennstrom

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY

Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (Attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (Attached)

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: _____

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: _____

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: _____

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: _____

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Permit # 1705-0039

Facilities Agreement

Last Edited: 05/10/17 at 2:24PM

From: Community Education - Independent School District #911
625B Main Street North
Cambridge, MN 55008

Contact/Billing Person: Mark Ziebarth
Address: IIS, ,

EVENT NAME: Bluejacket 5K & 1 Mile Walk/Run
To: IIS - Isanti Intermediate School

Date/Time	Location/Activity/Detail	Units	Rate	Subtotal
Sat 10/07/2017	**Isanti Inter. (IIS) - Cafeteria**			
7:00 AM-11:00 AM	Bluejacket 5K & 1 Mile Walk/Run	4.00	$ 0.00	$ 0.00
Sat 10/07/2017	**Isanti Inter. (IIS) - Gym**			
7:00 AM-11:00 AM	Bluejacket 5K & 1 Mile Walk/Run	4.00	$ 0.00	$ 0.00
Sat 10/07/2017	**Isanti Inter. (IIS) - Main Lobby**			
7:00 AM-11:00 AM	Bluejacket 5K & 1 Mile Walk/Run	4.00	$ 0.00	$ 0.00

Summary

Facilities Rental:	$ 0.00
Equipment:	$ 0.00
Extra Charges:	$ 0.00

Estimated Total Charges:	$ 0.00
Balance Due:	$ 0.00
Total Amount Paid:	$ 0.00
Remaining Balance Due:	$ 0.00

Set-Up Notes:
10/07/17:
Mark Ziebarth will be the acting Building Supervisor for this event, no need to hire Building Sup.

Other Conditions:

The undersigned agrees to assume all liability for and to defend, indemnify and hold Independent School District No. 911, its employees and agents, harmless from all loss, damage, cost and expense, including all attorney's fees incurred by the undersigned arising from or in any way connected with the use of the Community Education-Independent School District No. 911 facilities as set forth herein.

If requested, the undersigned further agrees to provide liability insurance in the amount of at least $1,000,000 to cover said use of the facilities.

The undersigned further agrees to be responsible for any and all damage to School district property arising from said use, and had read and understands the Facilities Use Policy and agrees to comply with all conditions of that policy. The undersigned accepts that the School District may have to preempt our scheduled use of the facility and understands in that case that the School District will give as much advance notice as possible and any money paid for preempted time will be refunded.

Policy and procedures can be reviewed at http://www.cambridge.k12.mn.us/~comm-ed/facilities.html or a copy of the policy and procedures can be requested by calling Facility Use at 763-689-6222 or 763-689-6232.

Isanti Parks

From: Chief Gene Hill
Sent: Monday, May 15, 2017 8:35 AM
To: Isanti Parks
Subject: RE: Special Event Request - Bluejacket 5K

APPROVED...

Respectfully,

Gene C. Hill
Chief of Police
Emergency Management Director
Isanti Police Department
401 1st Ave. NW.
PO BOX 428
Isanti, Mn. 55040-0428

Px# (763) 444-4761
Fax# (763) 444-4868

"Never tell people how to do things…tell them what to do, and they will surprise you with their ingenuity"

"The unauthorized disclosure or interception of e-mail is a federal crime. See 18 U.S.C. SEC 2517(4). This e-mail is intended only for the use of those to whom it is addressed and may contain information which is privileged, confidential and exempt from disclosure under the law. If you have received this e-mail in error, do not distribute or copy it. Return it immediately to the sender with attachments, if any, and notify the sender by telephone."

From: Isanti Parks
Sent: Monday, May 15, 2017 8:34 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Request - Bluejacket 5K

Good morning,

I have attached the special event permit application for the Bluejacket 5K on October 7. They have indicated that both Isanti PD and Isanti Fire will be present at the event. The route is the same as last year.

Please respond with your approval or comments at your convenience.

Thank you!

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512
Cell: 763-772-5856
Fax: 763-444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Monday, May 15, 2017 9:38 AM
To: Isanti Parks
Subject: RE: Special Event Request - Bluejacket 5K

Good morning Katie.

Isanti Fire approves the October 7 special event permit application for the Bluejacket 5K as presented. Al Jankovich | Isanti Fire

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

---

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Monday, May 15, 2017 8:34 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Request - Bluejacket 5K

Good morning,

I have attached the special event permit application for the Bluejacket 5K on October 7. They have indicated that both Isanti PD and Isanti Fire will be present at the event. The route is the same as last year.

Please respond with your approval or comments at your convenience.

Thank you!

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512

Please note per District #911 Facility Use Procedures: School facilities cannot be used to house private business services and/or promotions.

Please Note: The amounts indicated above are based on normal usage for the hours listed. Increased hours of usage or additional custodial needs will increase the total amount of the final bill.

PLEASE HAVE A COPY OF THIS PERMIT WITH YOU AT YOUR EVENT(S) AND BE PREPARED TO PRESENT IT TO DISTRICT #911 STAFF.

Dave Maurer

Signature
Dave Maurer
Community Education - Independent School District #911

Attachments:

Signature
Mark Ziebarth
IIS - Isanti Intermediate School

CAMBR-1 OP ID: RB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/11/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Maguire Agency
1970 Oakcrest Avenue,#300
Roseville, MN 55113
Matthew A. Sundeen, CIC, AAI

CONTACT NAME: Matthew A. Sundeen, CIC, AAI
PHONE (A/C, No, Ext): 651-638-9100 FAX (A/C, No): 651-638-9762
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Hanover Insurance Company	22292
INSURER B: SFM	11347
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Cambridge-Isanti Schools #911
Kris Crocker
625 A Main Street North
Cambridge, MN 55008

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC OTHER:			ZDXD12494600	01/01/2017	01/01/2018	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 15,000 $ 1,000,000 $ 2,000,000 $ Included
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS			AWXD12503200	01/01/2017	01/01/2018	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 0			UHXD12494600	01/01/2017	01/01/2018	EACH OCCURRENCE AGGREGATE	$ 2,000,000 $ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [N] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			32256210	01/01/2017	01/01/2018	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RE: 2017 Annual 5K Run/Walk hosted by Isanti Intermediate School and School for All Seasons

CERTIFICATE HOLDER

XISANT2

City of Isanti
P.O. Box 428
110 1st Avenue NW
Isanti, MN 55040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

To property owner along 8th Ave, 9th Ave, & Marion St. SE:

On Saturday, October 7th Isanti Intermediate School and School for All Seasons (IIS/SFAS) will be hosting a running and walking event. Participants in this event will use the sidewalk and possibly some of the road near your property. Music and a P.A. system will also be used during this event. The race begins at 9AM and the entrance of 8th Ave to this neighborhood will be congested with runners and walkers for the duration of the race (about 1 hour). If you are driving during this time please consider exiting on the south end of the neighborhood. This event could have people in the school area from 8AM to 11:30AM. If you have any questions about the Bluejacket Run/Walk please contact Jesse (763-245-6159) the event coordinator or Mark (763-552-8801) building administrator. Thank you for your cooperation with the sixth annual Bluejacket Run/Walk!

To property owner along 8th Ave, 9th Ave, & Marion St. SE:

On Saturday, October 7th Isanti Intermediate School and School for All Seasons (IIS/SFAS) will be hosting a running and walking event. Participants in this event will use the sidewalk and possibly some of the road near your property. Music and a P.A. system will also be used during this event. The race begins at 9AM and the entrance of 8th Ave to this neighborhood will be congested with runners and walkers for the duration of the race (about 1 hour). If you are driving during this time please consider exiting on the south end of the neighborhood. This event could have people in the school area from 8AM to 11:30AM. If you have any questions about the Bluejacket Run/Walk please contact Jesse (763-245-6159) the event coordinator or Mark (763-552-8801) building administrator. Thank you for your cooperation with the sixth annual Bluejacket Run/Walk!

plex

3.10 MI

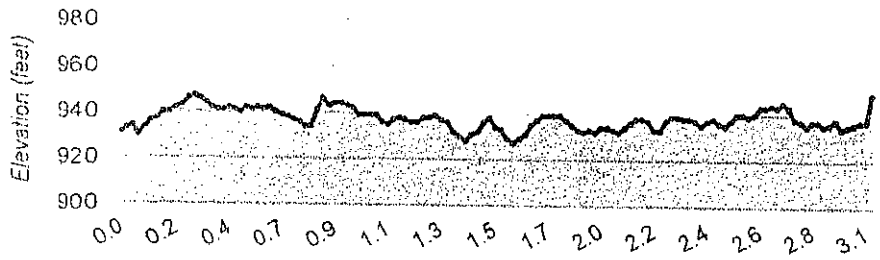
Bluebird Park

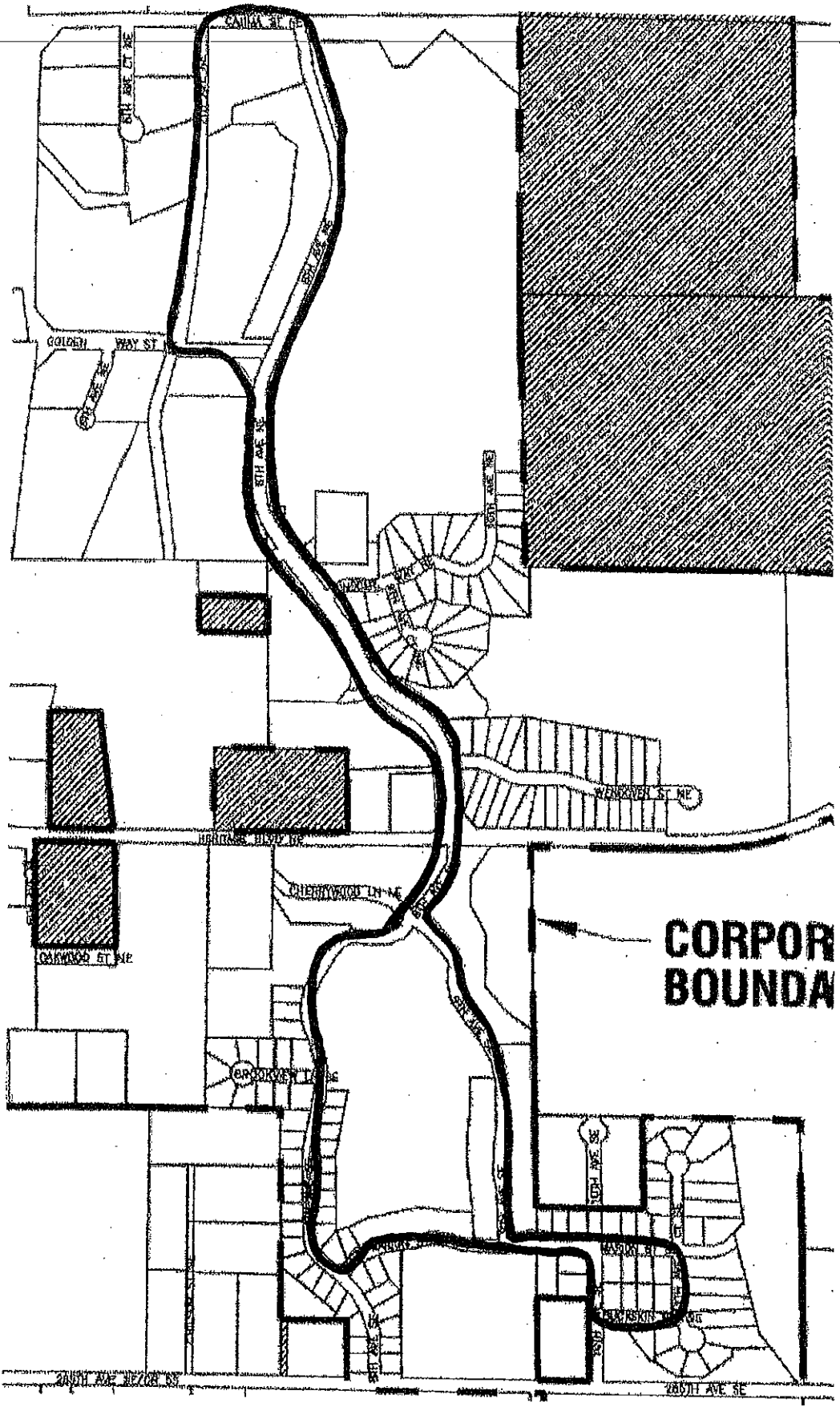
Heritage Blvd

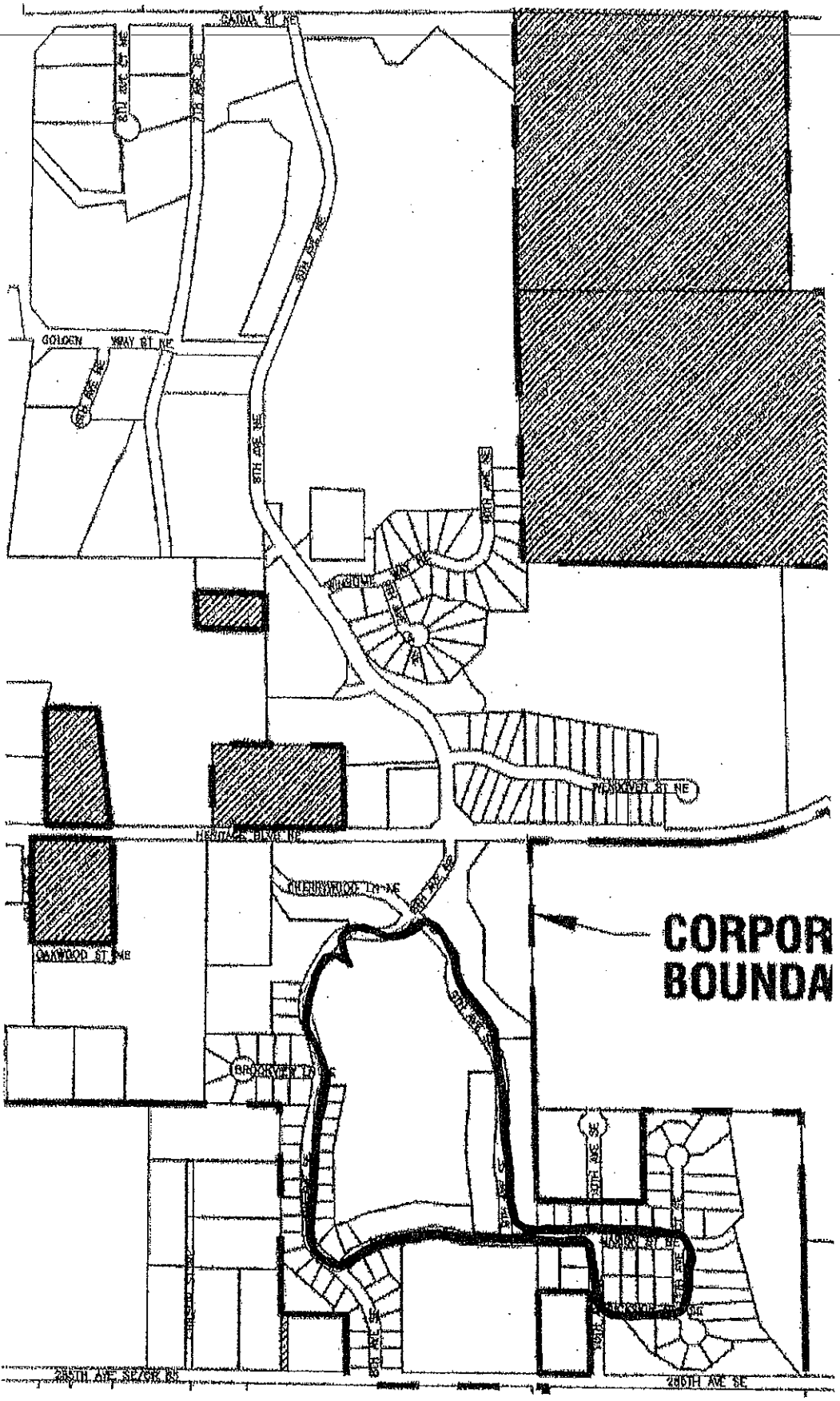
Google

Map data ©2019 Google

Report a map error




CORPOR
BOUNDA


CORPOR
BOUNDA

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
5k run and 1 mile walk to be held in the area around Isanti Intermediate School at 100 9th Avenue NE

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
We agree and understand.....

(Special Events Holder Initials Here) MZ

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) MZ

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) MZ

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) MZ

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) MZ

F. We further agree to defend, indemnify and hold hamless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) MZ

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) MZ

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) MZ

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) MZ

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Mark N. Ziebarth

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Mark N. Ziebarth

Title Principal

Signature Mark N. Ziebarth

Date May 17, 2017

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events & Parks Coordinator

Date: June 6, 2017

Subject: Resolution Approving a Special Event Permit Application for 2017 Soccer District Tournament

---

Background
The City received a special event application from the Cambridge-Isanti Soccer Club for the MYSA Soccer North District Qualifier to be held at the Isanti Soccer Complex. The event is scheduled to take place over the course of several days, July 13-17, 2017 from 8:00 a.m. until dark.

The estimated number of people to be in attendance is around 8,000 players, coaches, staff, and spectators. Primary parking for the event will occur at the soccer complex. The coordinators have requested that overflow parking at Bluebird Park be permitted. Additional restroom facilities will be brought in for the event; and will be pumped by Jimmy's Johnnies. Clean-up will be provided by volunteers through the Cambridge-Isanti Soccer Club. They have submitted the necessary clean-up deposit and a copy of their Liability Insurance is on file.

A copy of the application and departmental review has been attached for City Council review.

Staff Request
City staff is requesting action on this item.

Attachments
- Resolution No. 2017 -
- Special Event Application
  - Permit Application
  - Departmental Review Form
  - Release and Indemnification Agreement
  - Site Map
  - Certificate of Liability Insurance

RESOLUTION NO. 2017-

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICTION FOR 2017 SOCCER DISTRICT TOURNAMENT

WHEREAS, the Cambridge-Isanti Soccer Club has submitted a Special Event application requesting approval to host the MYSA North District Qualifier; and,

WHEREAS, the event is scheduled to take place July 13–17, 2017 from 8:00 a.m. until dark at the Isanti Soccer Complex located at 950 3rd Ave NW; and,

WHEREAS, the estimated number of people to be in attendance over that time period is anticipated to be 8,000; and,

WHEREAS, attendee parking will be on site at the Soccer Complex with backup parking located in the lots of Bluebird Park; and,

WHEREAS, the applicant has submitted the required $100 clean-up deposit fee; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to hereby approve the special event request for the 2017 North District Qualifier tournament submitted by Cambridge-Isanti Soccer Club.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 6th day of June 2017.

Attest:

_____
George A. Wimmer
Mayor

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 5/22/17 SLF

APPLICANT INFORMATION

Sponsoring Entity (if applicable): CISC - Cambridge Isanti Soccer Club

Contact Person: Talia Fluth

Address:

City: State: Zip:

Phone: - - Fax: - - Cell: -

E-mail:

Secondary Contact Person: Jenny Nystrom

Address:

City State: Zip:

Phone: - - Cell: - - E-mail:

EVENT INFORMATION

Event Name: MYSA North District Qualifier

Date(s) of Event: 7/13/17 - 7/17/17

Hours of Event: 8AM - Dark

Type of Event: [X] Open to the Public [ ] Private [ ] Other:

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Isanti Soccer Complex

Estimated Number of People in Attendance (includes staff, participants, and spectators):
3000 youth, 200 coaches, 50+ staff, & 5000 spectators

Parking Impact – Describe in detail:
Request Bluebird parking to be used as overflow

Tents, equipment, amusement rides, etc.
Type: _____
Size: 2-3 large tents
Location: Headquarters

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
~~Fire~~ Volunteer Medics on Site

Are you requesting any street closures? If yes, list streets:
N/A

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.
Jimmy Johns Portables

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
N/A

Clean-up Plans – Describe in detail:
Volunteers

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail: N/A

Will any other public addressing system or sound amplification be used? If so, describe: N/A

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected? N/A

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: [signature]

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY

Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: _____

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: _____

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: _____

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: _____

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

ACORD® CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/15/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Pullen Insurance Services, Inc. 2560 River Park Plaza, Suite 300 Fort Worth, TX 76116	CONTACT NAME: Sports Division PHONE: (817) 738-6100 FAX: (817) 738-2993 E-MAIL ADDRESS: contact@pullenins.com PRODUCER CUSTOMER ID#: MN	
INSURED	Minnesota Youth Soccer Association 11577 Encore Circle Minnetonka, MN 55343	INSURERS AFFORDING COVERAGE	NAIC #
		Insurer A: National Casualty Company	11991
		Insurer B: Mutual of Omaha	71412
		Insurer C:	
		Insurer D:	
		Insurer E:	
		Insurer F:	

COVERAGES **CERTIFICATE NUMBER:** 16001695 **REVISION NUMBER:** 0

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L INSRD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY	X		KRO 6534900	9/1/2016	9/1/2017	EACH OCCURRENCE	$1,000,000
	[X] COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurance)	$300,000
	[ ] CLAIMS MADE [X] OCCUR						MED EXP (Any one person)	$5,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	UNLIMITED
	[ ] POLICY [ ] PROJECT [ ] LOC						PRODUCTS - COMP/OP AGG	$1,000,000
							PARTICIPANT LEGAL LIABILITY	$1,000,000
A	AUTOMOBILE LIABILITY			KRO 6534900	9/1/2016	9/1/2017	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	[ ] ANY AUTO						BODILY INJURY (Per person)	
	[ ] ALL OWNED AUTOS						BODILY INJURY (Per accident)	
	[ ] SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	
	[X] HIRED AUTOS							
	[X] NON-OWNED AUTOS							
A	[ ] UMBRELLA LIAB [X] OCCUR			XKO 6535000	9/1/2016	9/1/2017	EACH OCCURRENCE	$5,000,000
	[X] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$5,000,000
	[ ] DEDUCTIBLE							
	[ ] RETENTION $							
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						[ ] WC STATU-TORY LIMITS [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH)	N/A					E. L. EACH ACCIDENT	
	If yes, describe under						E. L. DISEASE - EA EMPLOYEE	
							E. L. DISEASE - POLICY LIMIT	
B	PARTICIPANT ACCIDENT MEDICAL			SR2014MN-P-053299	9/1/2016	9/1/2017		$200,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

This certificate is issued on behalf of Minnesota Youth Soccer Association & Cambridge Isanti Soccer Club. Certificate Holder is Additional Insured as respects the operations of the Named Insured for sanctioned activities of the state association.

CERTIFICATE HOLDER

USSF
1800 S Prairie Ave
Chicago, IL 60616

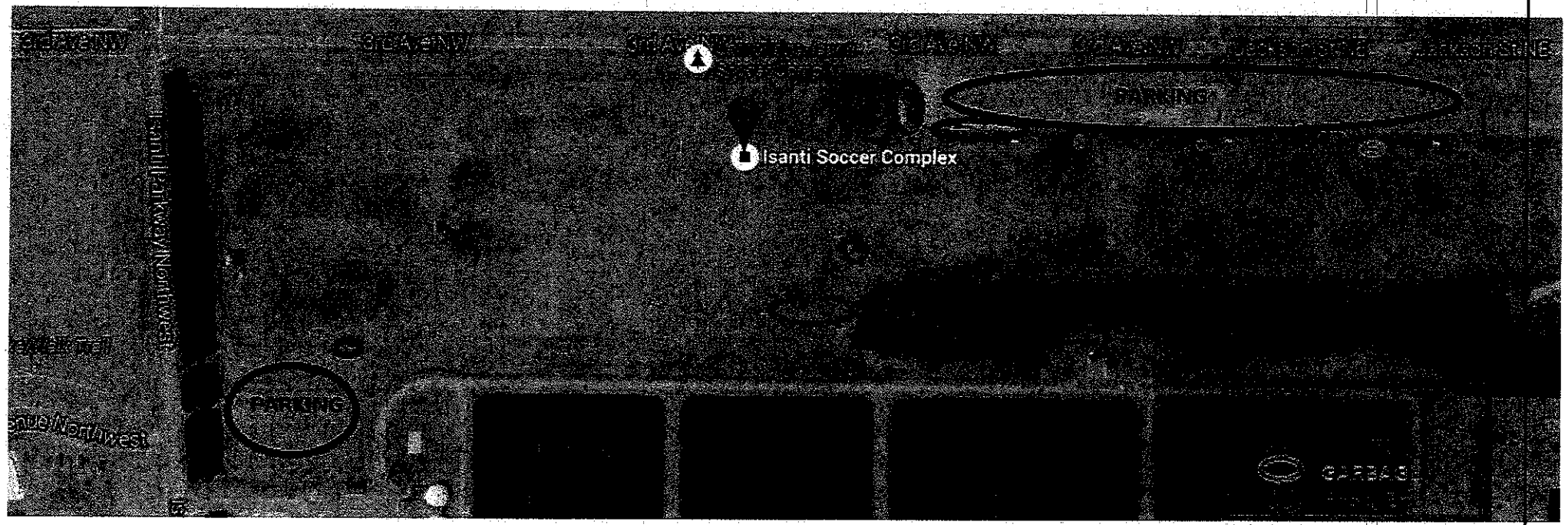
CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2009 ACORD CORPORATION. All rights reserved.

 The ACORD name and logo are registered marks of ACORD


Isanti Soccer Complex
PARKING
PARKING

A Community For Generations.
Isanti

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti: Soccer Tournament - MYSA Boys District Qualifier

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder Initials Here) TF

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☐ NO ☐

(Special Events Holder Initials Here) TF

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) TF

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) TF

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) TF

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) TF

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) TF

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) TF

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) TF

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Talia Fluth

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Talia Fluth

Title CISC Tournament Director

Signature [signature]

Date 5/18/17

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Monday, May 22, 2017 1:53 PM
To: Isanti Parks
Subject: RE: Special Event Permit - Soccer Districts

Hi Katie,

Isanti Fire approves the July 13-17 CI Soccer Club special event permit application as presented.

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

---

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Monday, May 22, 2017 1:07 PM
To: Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>; Chief Gene Hill <ChiefHill@cityofisanti.us>
Subject: Special Event Permit - Soccer Districts

Good afternoon,

I have attached the Special Event Permit application from Cambridge-Isanti Soccer Club for this year's district tournament scheduled from July 13-17. The event details are the same this year; the soccer club is not asking for any assistance from Isanti PD or the Fire District.

Please review the application and respond with your approval or comments at your convenience.

Thank you,

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512

Isanti Parks

From: Chief Gene Hill
Sent: Thursday, May 25, 2017 7:57 AM
To: Isanti Parks
Subject: RE: Special Event Permit - Soccer Districts

APPROVED

Respectfully,

Gene C. Hill
Chief of Police
Emergency Management Director
Isanti Police Department
401 1st Ave. NW.
PO BOX 428
Isanti, Mn. 55040-0428

Px# (763) 444-4761
Fax# (763) 444-4868

"Never tell people how to do things…tell them what to do, and they will surprise you with their ingenuity"

"The unauthorized disclosure or interception of e-mail is a federal crime. See 18 U.S.C. SEC 2517(4). This e-mail is intended only for the use of those to whom it is addressed and may contain information which is privileged, confidential and exempt from disclosure under the law. If you have received this e-mail in error, do not distribute or copy it. Return it immediately to the sender with attachments, if any, and notify the sender by telephone."

From: Isanti Parks
Sent: Monday, May 22, 2017 1:07 PM
To: Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>; Chief Gene Hill <ChiefHill@cityofisanti.us>
Subject: Special Event Permit - Soccer Districts

Good afternoon,

I have attached the Special Event Permit application from Cambridge-Isanti Soccer Club for this year's district tournament scheduled from July 13-17. The event details are the same this year; the soccer club is not asking for any assistance from Isanti PD or the Fire District.

Please review the application and respond with your approval or comments at your convenience.

Thank you,

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: June 6, 2017

Subject: A Resolution Approving a Special Event Permit Application from the North 65 Chamber of Commerce for Jubilee Days

---

Background

The City received a special event application from the North 65 Chamber of Commerce for Jubilee Days. The event will consist of a parade to be held on Thursday, July 6th from 3:00 p.m. to 10:30 p.m. The parade will have 150 – 200 entries (businesses, marching bands, flyover, food and miscellaneous vendors). Set-up for the parade will take place at the Isanti Middle School. Participants will travel along Oakwood St NW, cross Whiskey Rd NW and start down Main Street W.

The official parade start is at the intersection of 5th Ave and Main St W. A map showing the parade route has been included as part of their special event application for Council review. An estimated 10,000 people are anticipated to attend the parade. No parking signs will be posted along the parade route and Credit Union Dr NE. In terms of clean-up plans, volunteers and the City's Public Works staff have been requested. Food vendors will be located along the parade route. KBEK will be playing music and announcing at the corner of 1st Ave and Main St W. The group is requesting electric access at 30 West Main St.

On Saturday, July 8th from 7:00 a.m. to 4:00 p.m. will be Kids Day. There will be kids games, pony rides, bounce houses, turtle races, outhouse races, kiddie parade, craft fair, carnival food sales, vendor booths, and fun run. The craft fair portion of the event will take place on both sides of Main Street between 1st Ave NW and 2nd Ave NW. There will be approximately 3,000 in attendance this day.

Other events will take place along Main St W from 1st Ave NW to just west of the railroad tracks, so the street will be closed for the events. A stage and other activities are set to occur in this area. In addition, the City Hall parking lot, the grassy area just to the east of City Hall to the railroad right-of-way will also be used for this event. There will be no parking along Main Street W prior to the closure of the street; and signs must be placed accordingly. Volunteers will help to clean the areas that were used for these events.

In addition, there would be a temporary closure of Main St W and 2nd Ave SW from the church driveway to Main Street W and 2nd Ave SW and Main St W and the 1st AveW and Main St W intersections for the Kiddie parade. The estimated closure time for these areas is a brief period around 11:00 am. Clean-up of the area will be completed by volunteers.

The applicant is also requesting to place some temporary signage for the event, one of which would be located on City property (401 1st Ave NW); the northwest corner of County Road 5 NW and 1st Ave NW. Temporary folding signs will be placed for games and sponsors of the event. Crafters coming to the area for the craft show may also display signs for the event. Signs located on City property require approval by the City Council. The remaining signs will be displayed on private property. Permission from the property owner is required. The signs will be removed after the event has ended. For a temporary sign, a $50 application fee is required. The applicant would be requesting that the application fee for this community event be waived. The applicant has also noted that they would like to request use of the community sign; the separate application has been submitted.

The applicant will be contracting with Absolute Portables to provide the necessary portable restroom facilities for the event. A list of locations for portable restrooms has been included with the application materials.

Assistance has been requested of the Isanti Police Department to provide security to the area the day of the event. The Isanti Fire District will be on notice that day; and called if or when necessary for assistance. There are no formal tickets sold for the event. The Chamber of Commerce does appreciate donations, but they are not required. The purpose of any money that is collected by donation is to help cover the expenses associated with the event.

The applicant has provided a list of requests from the City for Jubilee Days, which has been attached for Council review.

A copy of the application, details and departmental review has been attached for City Council review.

Staff Request

The North 65 Chamber of Commerce is going to need to coordinate the activities with the Isanti Police Department, Isanti Fire District, and Isanti Public Works.

The North 65 Chamber of Commerce will also need to work with staff to get the necessary paperwork and approval for a peddlers permit for the vendor fair.

City staff is requesting action on this item.

Attachments

- Resolution No. 2017-
- Special Event Application
    - Department Head Sign/Comment Sheet
    - Special Event Permit Application
    - Requests for Assistance Information Sheet
    - Parade Route Map
    - Site Plan for Kids Free Fun Day
    - Site Plan for Craft Show Area
    - Draft letter to be provided to surrounding property owners
    - Release and Indemnification Agreement
    - Certificate of Liability Insurance
    - List of Portable Restroom Locations

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FROM THE NORTH 65 CHAMBER OF COMMERCE FOR JUBILEE DAYS

WHEREAS, the North 65 Chamber of Commerce, has submitted a Special Event application requesting a permit to host Jubilee Days; and,

WHEREAS, the event is scheduled to take place Thursday, July 6 from 3:00 to 10:30pm and Saturday, July 8 from 7:00am to 4:00pm.

WHEREAS, the estimated number of people to be in attendance at the parade is 10,000 and the estimated number of people in attendance for Kids Day is 3,000; and,

WHEREAS, the applicant will be required to provide additional restrooms for the event and has provided a list of portable restroom locations; and,

WHEREAS, parking during the event will be restricted as follows: no parking along the parade route or on 3rd Ave from Heritage Blvd north to the Isanti Primary School parking lot on July 6, 2nd Ave at Main street from 11:00-11:15 on July 7 for the kiddie parade, and Main Street from 2nd Ave to west of the railroad tracks from 6:00 am to 4:30 pm.; and,

WHEREAS, the applicant has requested assistance from the City of Isanti for road closures, traffic control, utility locates, and signage, and has submitted a complete request with the application materials; and,

WHEREAS, public addressing systems and live entertainment will be utilized during the event; and,

WHEREAS, the application submittal does require a $100 clean-up deposit fee, which is on file with the City of Isanti; and,

WHEREAS, posting of temporary signage requires a permit application and fee, and the applicant has requested the fee be waived;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to hereby approve the special event permit application for Jubilee Days with the following condition(s):

- Coordinate all necessary activities with Isanti Police Department, Isanti Fire District, and Isanti Public Works.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 6th day of June 2017.

Attest:

_____
George A. Wimmer
Mayor

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- ☑ Complete Application Form
- ☑ Cleanup Deposit Fee - $100
- ☑ Proof of Insurance or Certificate of Insurance
- ☑ Site Map
- ☑ Approval Letter from the Property Owner
- ☑ Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- ☑ Signs will be posted for event:
  - ☐ Temporary Sign Permit Application required
  - ☐ $50 fee
- ☐ Alcohol will be served and/or sold at event:
  - ☐ Licenses (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type.
- ☑ Vendors will be present:
  - ☑ Peddler's Permit (background check required) submitted by event organizer only
  - ☐ $25 fee for one-day applications
  - ☑ Vendor List
- ☑ Event will occur on City Property:
  - ☑ Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: May 22, 2017

APPLICANT INFORMATION

Sponsoring Entity (if applicable): North 65 Chamber of Commerce

Contact Person: Melissa Bettendorf

Address: 2 Enterprise Ave. NE, Suite C4

City: Isanti State: MN Zip: 55040

Phone: ___-___-____ Fax: ___-___-____ Cell: ___-___-____

E-mail: melissa@north65chamber.com

Secondary Contact Person: Dave Englund 7

Address: and Brian Strike)

City: State: Zip:

Phone: ___-___-____ Cell: ___-___-____ E-mail:

EVENT INFORMATION

Event Name: Isanti Rodeo Jubilee Days

Date(s) of Event: Thursday, July 6 and Saturday, July 8, 2017

Hours of Event: 3:00 - 10:30 pm and 7:00 am to 4:00 pm

Type of Event: ☑ Open to the Public ☐ Private ☐ Other:

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
A parade with 150-200 entries and approximately 10,000 people in attendance on July 6. Kids day with free to the public kids games, pony rides, bounce houses, turtle races, outhouse races, kiddie parade, craft fair, carnival food for sale, vendor booths and fun run on July 8.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
July 6 Parade - See route attached. July 8 Kids Day - Main Street from 2nd Ave E to 1st Ave. Main St. from 1st Ave to just west of the RR tracks, city hall/ICC parking and area adjacent east to RR right of way, comm ctr land and building.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
July 6 Parade - 10,000 July 8 Kids Day - 3,000

Parking Impact – Describe in detail:
Parade - No parking along the parade route on July 6. Kids Day - No parking in city hall or ICC parking lot, or on Main Street from 2nd Ave to 1st Ave and from 1st Ave to the RR tracks from 6:00am to 4:30pm.

Tents, equipment, amusement rides, etc.
Type: 10x10 pop up tents, 20x30 tent, food vendor trailers,
Size:
Location: July 6 - along parade route, July 8 - in areas described on map

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
On notice please.

Are you requesting any street closures? If yes, list streets:
July 7 - see parade route. On July 8 - 2nd at Main closed 11-11"15am for the Kiddie Parade and Main St. from 2nd Ave E to 1st Ave, Main St. from 1st Ave to west of the RR tracks 6:00am to 4:30pm

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Absolute Portable Restrooms - see attachment for number and locations

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
Isanti Police Department on call

Clean-up Plans – Describe in detail:
July 6 - after the parade volunteers and public works department. July 8 - volunteers will clean area

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
July 6 - The parade features many live performers. KBEK 95.5FM will be playing music and announcing at 1st and Main. July 8 -

Will any other public addressing system or sound amplification be used? If so, describe:
July 6 - MC and Parade judges will be using sound amplification and a mic. July 8 - stage and activities on Main Street

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
1. No 2. Required no. Appreciated yes 3. Cover event expenses.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Melissa Bathrick

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY

~~Reviewed By: (Any concerns / comments will be attached to the application)~~

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: Joni Wood

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: Martha Ennis

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature:

City Administrator
__X__ Approved _____ Denied _____ N/A Signature:

City Council
_____ Approved _____ Denied

Date of Review: _____

Fire Chief: parking restricted 7/6 during parade line up on 3rd Ave from Heritage to north end of IPS parking lot (see email attached)

LPD: Temporary Signage permit + fee required.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Chief Gene Hill
Sent: Friday, May 26, 2017 2:40 PM
To: Isanti Parks
Subject: RE: Special Event Permit Application - Jubilee Days

APPROVED

Respectfully,

Gene C. Hill
Chief of Police
Emergency Management Director
Isanti Police Department
401 1st Ave. NW.
PO BOX 428
Isanti, Mn. 55040-0428

Px# (763) 444-4761
Fax# (763) 444-4868

"Never tell people how to do things…tell them what to do, and they will surprise you with their ingenuity"

"The unauthorized disclosure or interception of e-mail is a federal crime. See 18 U.S.C. SEC 2517(4). This e-mail is intended only for the use of those to whom it is addressed and may contain information which is privileged, confidential and exempt from disclosure under the law. If you have received this e-mail in error, do not distribute or copy it. Return it immediately to the sender with attachments, if any, and notify the sender by telephone."

From: Isanti Parks
Sent: Thursday, May 25, 2017 8:28 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Permit Application - Jubilee Days

Good morning,

I have attached the special event application from the Chamber for Jubilee Days. Please review closely and let me know if any changes are needed or if you have any comments. The event is scheduled for July 6-8 this year, and the locations and activities are the same as last year.

Please respond at your convenience.
Thank you,

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Thursday, May 25, 2017 10:09 AM
To: Isanti Parks
Subject: RE: Special Event Permit Application - Jubilee Days

Hi Katie,

Parking should be restricted on July 6th during parade line up on 3rd Ave NW from Heritage Blvd north to the north end of the Primary School parking lot as well.

With that, Isanti Fire approves the special event permit application for the 2017 Jubilee days as presented.

Its 43 days and 8 hours until Rodeo! (and 22 minutes:)

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

---

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Thursday, May 25, 2017 8:28 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Permit Application - Jubilee Days

Good morning,

I have attached the special event application from the Chamber for Jubilee Days. Please review closely and let me know if any changes are needed or if you have any comments. The event is scheduled for July 6-8 this year, and the locations and activities are the same as last year.

Please respond at your convenience.
Thank you,

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW

NORTH 65 CHAMBER OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 6-9, 2017 Isanti Rodeo Jubilee Days
The North 65 Chamber of Commerce respectfully requests the following for Jubilee Days July 6 and 8, 2017:

July 6, 2017 – Parade Day

- Delivery of the big stage to SW corner of 1st and Main just west of the bump out on the day prior (Wednesday, July 5, end of business.)
- Police traffic control for attached parade route
- Orange cones for street closures, marking vendor areas and parade entry line up
  Deliver 40 to the South End of the field at IMS Thursday morning by 8:30am and 15 to Strike Funeral Home parking lot.
- No parking signs installed along parade route and line up areas
  Starting at IMS back field area of Centennial Dr to Oakwood Street East, East on Main, INCLUDING the two Cul-de-sac areas north of Main St. (Rosewood and Brookview) to 5th St South to Broadway E, to 2nd North to Main East to RR right to Broadway East....CONTINUE No Parking Penny Lane North to Main St WEST, to Credit Union Blvd North, to CO Rd 5. Both sides of road, EXCEPT, only the East Side of Credit Union Blvd from Main to Co Rd 5. Southbound side along Isanti Primary School from just North of creek to Heritage Blvd for fire trucks
- No parking signs installed on the west side of 5th Ave (marching band line up)
- Power at 30 West Main
- Use of land from SE corner of Mattson Park going north and west 50' by 30' deep for placement of food vendors
- Use of vacated right of way at 2nd Ave SW and Elizabeth

July 8, 2017 – Kids Day

- Street closure of Main Street from 1st Avenue to driveway entrance west of railroad tracks from 6:00am to 4:30pm
- Street closure of Main Street from 2nd Avenue to 1st Avenue from 6:00am to 4:30pm
- Temporary Main St. closure of 2nd Ave from church driveway to Main St. and temporary closures of the 2nd Ave and Main St and the 1st Ave and Main St. intersections for the Kiddie Parade (approximately ½ hour)
- Use of City Hall and Isanti Community Center parking lot for food vendors (please move city vehicles out of the lot)
- Use of City property east of City Hall to railroad right of way for Kids Day
- Use of City picnic tables and delivery of tables to City Hall by public works and return of picnic tables by public works
- City to call in utility locations around retaining pond adjacent to the city hall parking lot with direction to be marked by Monday, July 3, 2017. Temporary fencing will be placed around retaining pond using metal stakes and snow-fence by event volunteers.
- Permit placement of temporary signs on the corner of Heritage Blvd and 1st Ave
- Waiver of temporary sign fees

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/23/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Peoples State Agency 116 1st Ave E Cambridge MN 55008	CONTACT NAME: PHONE (A/C, No, Ext): 763-689-3100 FAX (A/C, No): 763-689-3108 E-MAIL ADDRESS:
INSURED North 65 Chamber of Commerce Inc 2 Enterprise Ave NE, Suite C4 Isanti MN 55040	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: OWNERS INSURANCE — 32700 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER: 20170523150416981** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	N	N	08513222-16	07/15/2016	07/15/2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 50,000 $ 5,000 $ 2,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	08124026	05/09/2017	05/09/2018	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Isanti
110 1st Ave NW
PO Box 428
Isanti MN 55040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Judy Pauli

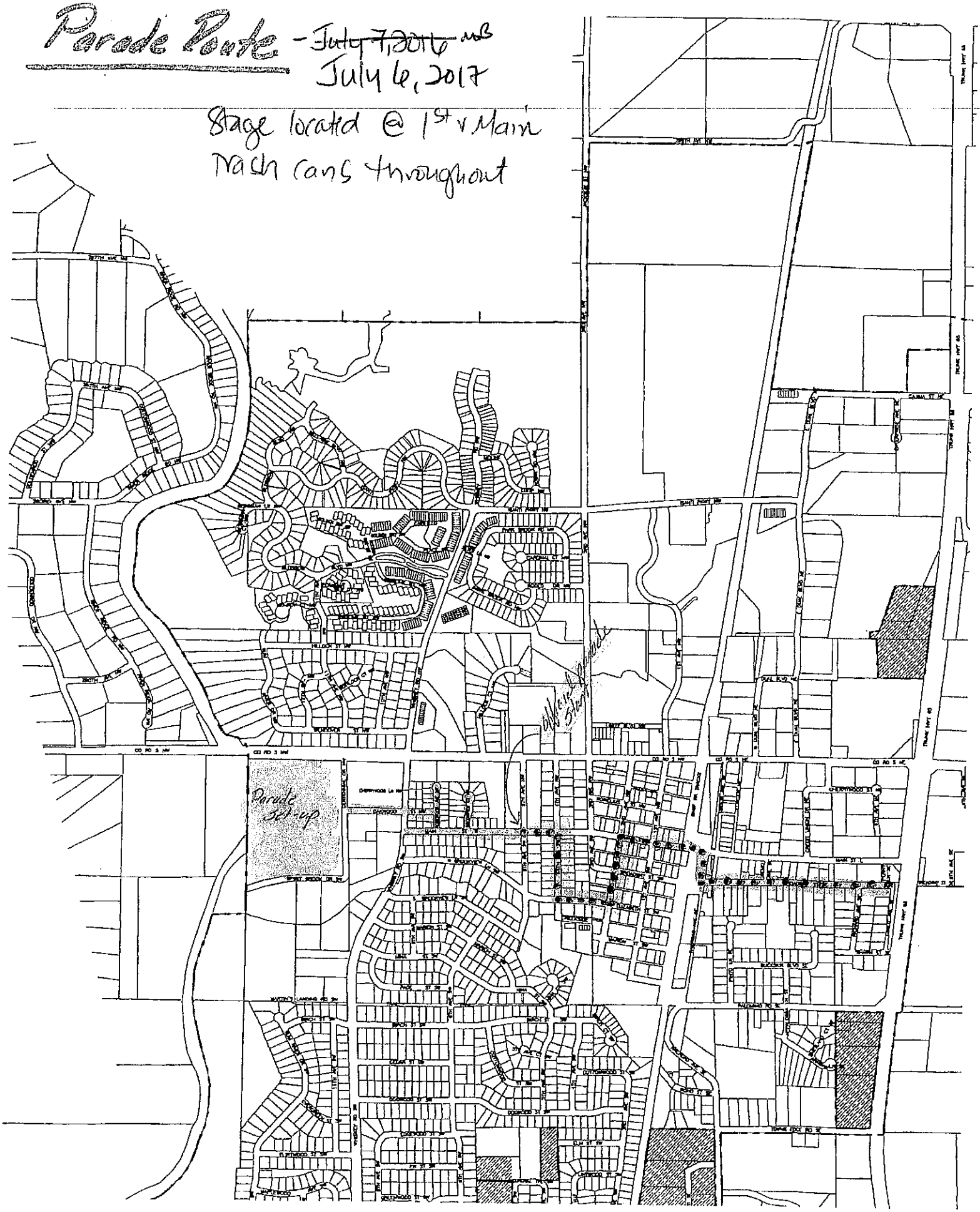
©1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

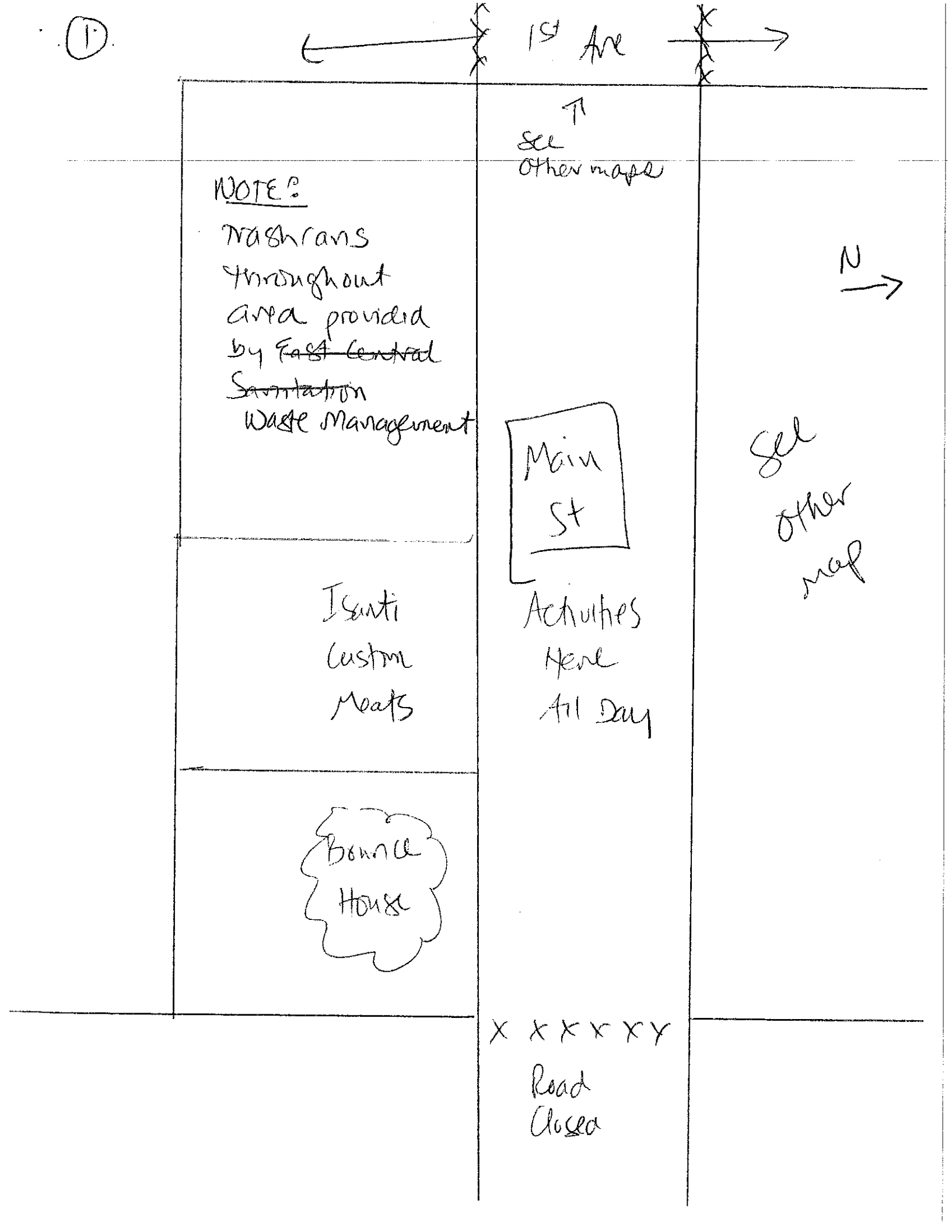
Parade Route - ~~July 7, 2017~~ MB
July 6, 2017

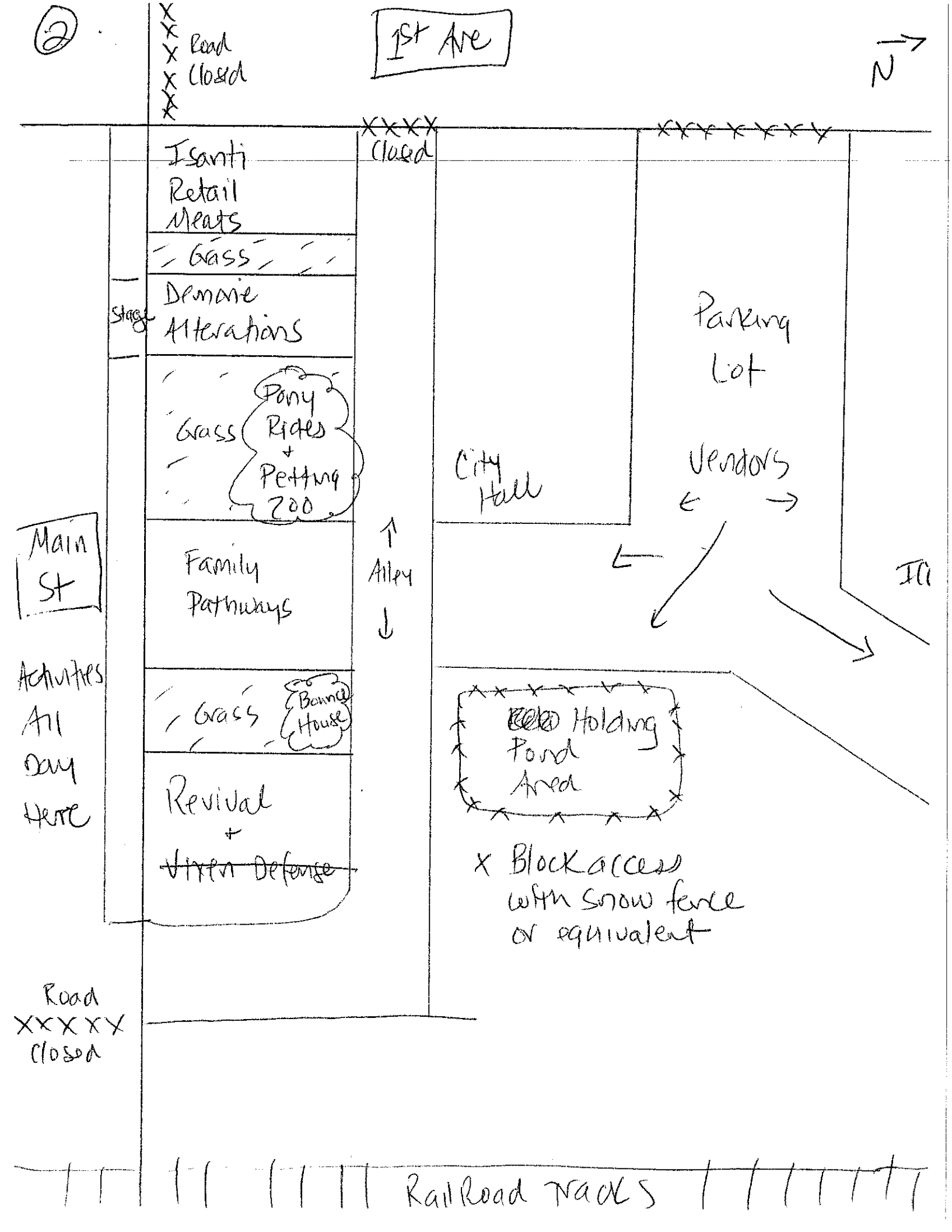
Stage located @ 1st & Main

Trash cans throughout

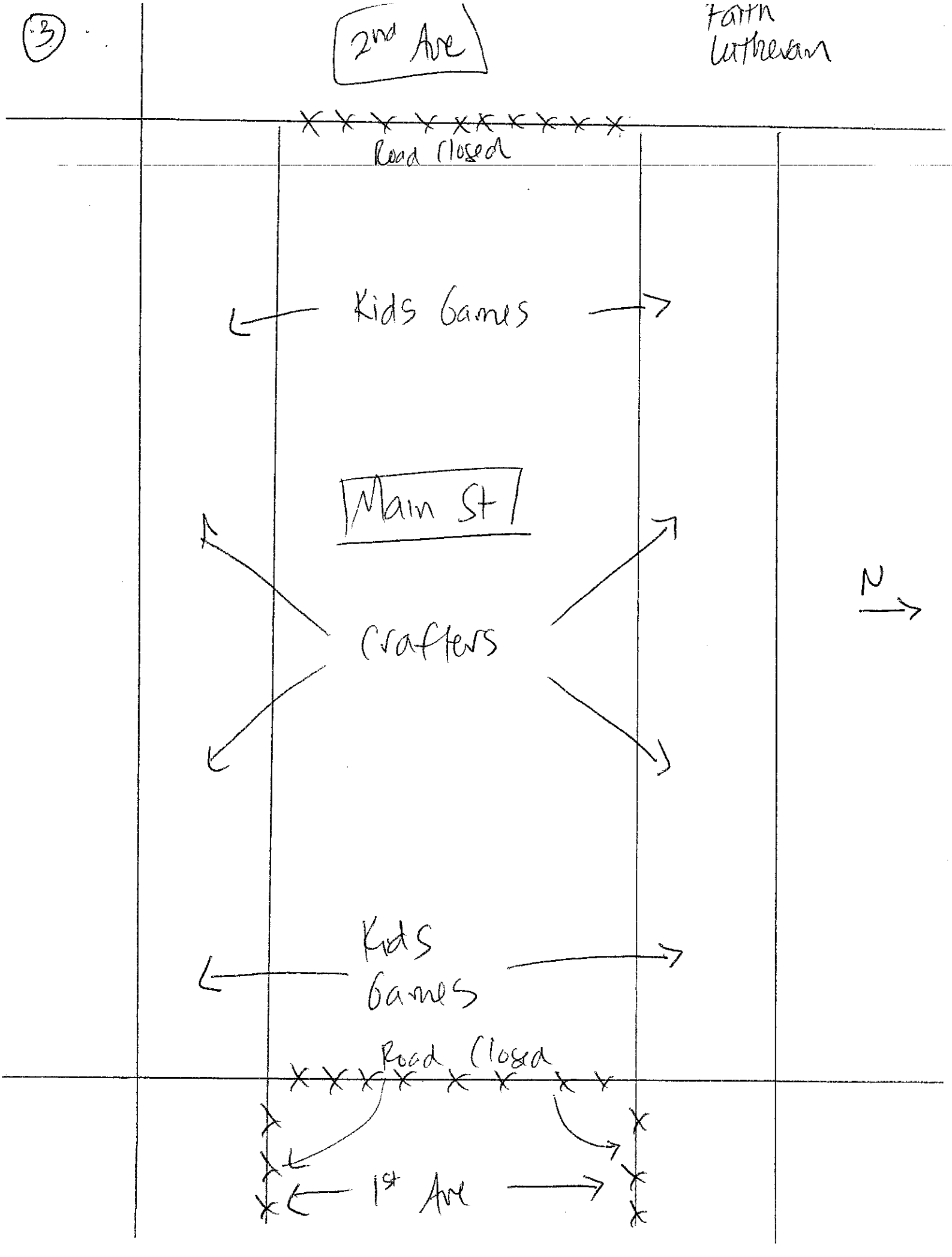


(1)


1st Ave
See other maps
NOTE:
Washrans throughout area provided by ~~East Central Sanitation~~ Waste Management
N
Main St
See other map
Isanti Custom Meats
Activities Here All Day
Bounce House
X X X X X Y
Road Closed


2
Road Closed
1st Ave
N
Closed
Isanti Retail Meats
Grass
Stage
Demarie Alterations
Grass
Pony Rides + Petting Zoo
City Hall
Parking Lot
Vendors
Main St
Family Pathways
Alley
Activities All Day Here
Grass
Bounce House
Revival + Viken Defense
Holding Pond Area
X Block access with snow fence or equivalent
Road Closed
Railroad Tracks

(3)


2nd Ave
Faith Lutheran
Road closed
Kids Games
Main St
Crafters
N
Kids Games
Road closed
1st Ave

NORTH 65
CHAMBER
OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

Addendum to Special Event Permit for July 6-9, 2017 Isanti Rodeo Jubilee Days

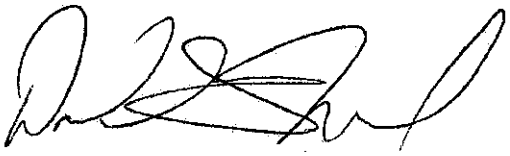
Portable Restroom Locations

July 6, 2017
Middle School East Parking Lot
Old Waste Water Plant
St. Elizabeth's Church
Mattson Park – 1 Regular, 1 Handicap Accessible
Faith Lutheran Parking Lot - 1 Regular, 1 Handicap Accessible
2nd and Main
1st and Main
City Hall Parking Lot South Side- 1 Regular, 1 Handicap Accessible
City Hall Parking Lot East Side
SE Corner of RR Tracks at Main St.
Strike Funeral Home - 1 Regular, 1 Handicap Accessible
End of Parade Route – 3

July 8, 2017
Faith Lutheran Parking Lot - 1 Regular, 1 Handicap Accessible
2nd and Main
1st and Main
City Hall Parking Lot South Side- 1 Regular, 1 Handicap Accessible
City Hall Parking Lot East Side

To: North 65 Chamber of Commerce

This letter is to authorize the use of the open lot at 2nd and Main Street in Isanti for the Isanti Rodeo Jubilee Days parade on July 6, 2017.

Signed: 

Printed name: Dan Mujwid
Title: Owner

May 22, 2017

To North 65 Chamber of Commerce,

This letter is to authorize the use of the area located adjacent to the Family Pathways building on Main Street during the Isanti Rodeo Jubilee Days Parade on July 6, 2017 and during Kids Day on July 8, 2017.

Printed name: Nate Eide

Title:

Signed:

May 22, 2017

To North 65 Chamber of Commerce,

This letter is to authorize the use of the parking lot and grass lot located at 121 W. Main Street during the Isanti Rodeo Jubilee Days Parade on July 6, 2017.

Printed name: Brett Kelly

Signed:

Title: owner

NORTH 65
CHAMBER
OF COMMERCE

2 Enterprise Avenue NE, Suite C4, Isanti, MN
www.north65chamber.com

To Whom It May Concern:

The 2017 Isanti Rodeo Jubilee Days will be July 6 through July 9, 2017.

This letter is to inform you, the business owner and/or resident, of the City of Isanti use of public streets and/or land for the events of Jubilee Days as follows:

Thursday, July 6, 2017
Parade beginning at Main Street and 5th Avenue, traveling east along Main Street, then south on 4th Ave, east on Elizabeth, North on 2nd Ave, east on Main Street, south on Railroad Ave, east on Broadway ending at Strike Funeral Home. Parade begins at 6:30pm.

Saturday, July 8, 2017
Main Street from 2nd Ave east to 1st Ave will be closed from 6:00am until 4:30pm. A craft fair will be held at this location from 9am to 3pm. Main Street from 1st Ave to just west of the railroad tracks will be closed from 6:00am until 4:30pm. Numerous activities will be held such as a run /walk, presentations, turtle races, kid's games, outhouse races.

There will be no parking available in the City Hall parking lot from 7am until 4pm. The City Hall/Community Center parking lot and the area east of City Hall to the tracks, north to the Community Center and south including the alley will be utilized for kids games, food and misc. vendors, exhibits by the Fire and Police Departments, wellness screening, etc.

We invite you to join us for this annual community festival. For more information please visit our website: www.north65chamber.com.

Thank you.

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
July 6 and 8, 2017 - Isanti Rodeo Jubilee Days Parade and Kids Day

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:

(Special Events Holder Initials Here) MB

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☐ NO ☑

(Special Events Holder Initials Here) MB

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) MB

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) MB

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) MB

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) MB

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) MB

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) MB

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) MB

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

North 65 Chamber of Commerce

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Melissa Bettendorf

Title Executive Director

Signature Melissa Bettendorf

Date May 23, 2017

K.4.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: June 6, 2017

Subject: Resolution Approving Facility Use Agreement with Cambridge-Isanti Schools for Mattson Tennis Courts

---

Background:
City staff were approached by Kris Crocker, Cambridge-Isanti Schools Director of Finance and Operations, with a Facility Use Agreement for the use of the Mattson Park Tennis Courts. The Parks, Recreation, and Culture Board discusses the fee schedule for this arrangement each year; it recommended $400 per season for a two-year period, and this rate was approved by City Council via Resolution 2016-247. There is no existing Facility Use Agreement pertaining to this arrangement.

The Facility Use Agreement has been reviewed by the Development and Operations Advisory Committee, and has been approved by Cambridge-Isanti Schools. It is attached for Council review.

Staff Request:
Staff are requesting Council approval of the Facility Use Agreement

Attachments:
- Resolution 2017 – XXX
- Facility Use Agreement

Exhibit A

CAMBRIDGE ISANTI Schools
EVERY STUDENT, EVERY DAY

Facility Use Agreement

THIS AGREEMENT dated the 18th day of May, 2017, between Cambridge-Isanti Schools and *City of Isanti* (CONTRACTOR) includes the following mutually agreeable terms between the parties:

1. RENTAL STRUCTURE: A rate of $400 for each season ($800 total) will include the following: (use of tennis courts from 3:00-5:15 pm for the spring and fall seasons) at the following address: Mattson Park, 311 5th Ave NW, Isanti MN 55040

2. INSURANCE: Cambridge-Isanti Schools shall maintain participant accident coverage and shall name the City of Isanti as the additional insured thereunder. The School District agrees to indemnify and hold the City harmless for any costs, damages or liability caused by the School District's use.

3. TERM: The term of this Agreement shall begin on *July 1, 2017* and shall terminate on *June 30, 2018*. However, the Superintendent of Schools, or designee, may terminate this Agreement after providing written notice to the CONTRACTOR of the intended termination at least thirty (30) calendar days prior to the date of the intended termination. This agreement may also be terminated by mutual consent.

4. GOVERNING LAW & VENUE: This agreement shall be construed in accordance with the laws of the State of Minnesota. Any dispute with respect to this agreement is subject to the laws of Minnesota. Each party shall be responsible for its own attorneys' fees and costs incurred as a result of any action or proceeding under this agreement.

IN WITNESS WHEREOF, the parties hereto, by the undersigned authorized to bind said parties do herein agree to the terms and conditions herein and attached hereto.

Cambridge-Isanti Schools

Kris Crocker 5/19/17
Signature Date
Kris Crocker
Director of Finance and Operations

Kris Crocker 5/19/17
Printed Name Date

City of Isanti

Signature Date
Donald Lorsung
City of Isanti Administrator

Printed Name & Title Date

Signature Date
George Wimmer
City of Isanti Mayor

Printed Name & Title Date

Attachments: None

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING FACILITY USE AGREEMENT WITH CAMBRIDGE-ISANTI SCHOOLS FOR MATTSON TENNIS COURTS

WHEREAS, the Cambridge-Isanti School District requests exclusive use of the Mattson Tennis Courts for Fall and Spring school tennis seasons; and,

WHEREAS, the Parks, Recreation, and Culture Board discusses the rate for this use; and,

WHEREAS, the rate through Spring 2018 will be $400 per season; and,

WHEREAS, a Facility Use Agreement has been presented by Cambridge-Isanti Schools and reviewed by the Development and Operations Advisory Committee; and,

WHEREAS, the Development and Operations Advisory Committee has recommended Council approval of the Facility Use Agreement;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Facility Use Agreement with Cambridge-Isanti Schools for the use of Mattson Tennis Courts attached as 'Exhibit A.'

This resolution was duly adopted by the Isanti City Council this 6th day of June, 2017.

Attest:

_____
George A. Wimmer
Mayor

_____
Lindsey Giese
Human Resources / City Clerk

(SEAL)

A Community For Generations.

Isanti

K.5.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Independent Consultant

Date: June 6, 2017

Subject: Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

Background

This is the final plat for the Art and Science Addition. The approval shall be subject to approval of the development agreement and the temporary cul-de-sac, which will be presented to the City Council prior to approval of the Final Plat. It shall also be contingent on successfully updating the plat, consent to plat and title opinion, should CSDCPC ASA, LLC take ownership prior to approval of the Final Plat by the City Council.

Preliminary Plat Memo: Charter Schools Development Corporation, Art and Science Academy (CSDCPC ASA, LLC), is in the process of purchasing a 13.3-acre parcel from Premier Bank for the construction of a middle school. The subject property is located north of Cajima St NE and adjacent to 7th Ave NE. The property is required to be platted before development begins and includes the dedication of right-of-way for the extension 7th Ave NE.

The preliminary plat of Arts and Science Addition indicates the layout of 7th Ave NE, which will provide a 60ft wide right-of-way extending north and east, ending on the east property line where it will eventually provide an outlet/inlet for future residential development. A sidewalk will be installed on the west side of 7th Ave NE. A temporary cul-de-sac and easement will be necessary until 7th Ave NE is extended to intersect with another roadway. The plat will consist of a 10.9-acre parcel that the middle school will be situated on, and a 1.37 acre Outlot that will contain the storm water pond.

The platting and development of this property requires the execution of a development agreement. Such agreement is being drafted and will be reviewed and acted on by the City Council at the time the Final Plat is ready for the City Councils review and approval.

The City Engineer has reviewed the final plat and recommends approval.

Certification of Taxes Paid

Prior to approving an application for Final Plat, certification must be provided to the City that there are no delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. Property taxes have been paid as of May 2, 2017.

Public Notice

Notice was published within the Isanti County News on May 3, 2017. Written notification was provided to property owners located within 350' of the subject site as required by Minnesota State Statute.

Public Comments

No public comments had been received regarding the proposed amendment prior to the release of the staff memo.

Planning Commission Recommendation:

Motion by Lundeen second by Bergley to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. with the following conditions:

1. A Development Agreement will need to be in place for the plat to be in effect.
2. A temporary easement will be required around the temporary cul-de-sac.
3. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
4. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.
5. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.
6. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

Deadline for City Council Action

The applicant submitted an application for Final Plat approval on April 27, 2017. City staff did verify that the application was complete on May 1, 2017. Pursuant to Minnesota State Statute, the City must act on this request by July 30, 2017 (90-days); unless an extension of the review period has been agreed to by the applicant.

Options & Proposed Motion Language

1. Recommend Approval with No Conditions: Motion to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.
2. Recommend Approval with Conditions: Motion to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. with the following conditions……
3. Recommend Denial: Motion to recommend denial of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. for the following reasons……
4. Table: Motion to table the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the

Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. (a specific reason and information request should be included in the motion to table).

Attachments

- Resolution No. 2017-XXX
- Findings of Fact and Conclusions
- City Engineers Review Comments dated 5.10.2017
- Final Plat for Arts and Science Addition as prepared by Rehder and Associates dated May 8, 2017
- Temporary cul-de-sac easement

RESOLUTION NO. 2017-

A RESOLUTION APPROVING THE FINAL PLAT OF ARTS AND SCIENCE ADDITION

WHEREAS, Premier Bank, on behalf of CSDCPC ASA, LLC, has made application for Preliminary Plat Approval for Arts and Science Addition; which is legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels:1) The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota, AND, 2) That part of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South of the North 565 feet thereof and Westerly of the following described line: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 39 seconds West assumed bearing, along the South line of said Northwest Quarter of the Southeast Quarter, a distance of 536.69 feet to the point of beginning of the line to be described; then North 00 degrees 38 minutes 48 seconds East, a distance of 761.49 feet, more or less, to the South line of said North 565 feet and said line there terminating, Isanti County, Minnesota; and,

WHEREAS, the Isanti Planning Commission conducted a public hearing on the Final Plat on May 16th, 2017; and,

WHEREAS, all required public notices regarding the public hearing were posted and sent; and,

WHEREAS, the Isanti Planning Commission had recommended approval of the requested Final Plat based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City Council reviewed the Final Plat request at its meeting on June 6th, 2017; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, that it adopts the Findings of Fact and Conclusion related to the requested Final Plat of Arts and Science Addition and **BE IT FURTHER RESOLVED** that the requested Final Plat Approval from Premier Bank, on behalf of CSDCPC ASA, LLC, be approved with the following conditions:

1. A Development Agreement will need to be in place for the plat to be in effect.
2. A temporary easement will be required around the temporary cul-de-sac.
3. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
4. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.
5. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City

Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.

6. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Adopted by the Isanti City Council on this 6th day of June 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

FINDINGS OF FACT AND CONCLUSION

Request

Request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota.

Findings of Fact

1. The applicant, Premier Bank, on behalf of CSDCPC ASA, LLC ('the applicant'), has made application for Final Plat Approval of Arts and Science Addition, Isanti County, Minnesota.
2. The property is legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels:1) The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota, AND, 2) That part of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South of the North 565 feet thereof and Westerly of the following described line: Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 39 seconds West assumed bearing, along the South line of said Northwest Quarter of the Southeast Quarter, a distance of 536.69 feet to the point of beginning of the line to be described; then North 00 degrees 38 minutes 48 seconds East, a distance of 761.49 feet, more or less, to the South line of said North 565 feet and said line there terminating, Isanti County, Minnesota.
3. The Applicant is requesting Final Plat Approval in an effort to create a buildable lot for a middle school.
4. The property is zoned "R-3A" Low Density Multi-Family Residential District.
5. A final plat is considered a major change requiring a public hearing and notification of all property owners within 350'; and final approval by the City Council.
6. The Applicant submitted an application for Final Plat Approval on April 27th, 2017. It was deemed complete on May 1, 2017.
7. A public hearing date before the Planning Commission was scheduled for Tuesday, May 16th, 2017 immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
8. Notices were sent to all property owners located within the development and within 350 feet of the subject property.

Conclusions

1. The platting of the property would appear to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the "R-3A" Low Density Multi-Family Residential District.
2. The platting of the property would appear to meet the Design Standards as required by Ordinance No. 536.

Decision

The Planning Commission held a public hearing on the item at the **May 16th, 2017** meeting. The meeting minutes, staff memo and exhibits will be made part of the Findings of Facts and Conclusions.

Planning Commission Recommendation:

Motion by Lundeen second by Bergley to recommend approval of the request from Premier Bank, on behalf of CSDCPC ASA, LLC, for Final Plat Approval of Arts and Science Addition, legally described as the

Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota. with the following conditions:

1. A Development Agreement will need to be in place for the plat to be in effect.
2. A temporary easement will be required around the temporary cul-de-sac.
3. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
4. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.
5. Upon approval of the Final Plat by the City Council, the City Clerk or his/her designee shall record it with the County Recorder's Office within ninety (90) days after the date of approval; otherwise, failure of the applicant to comply and submit the necessary items and fees for the recording of the Final Plat by the City shall be cause for revoking the City's approval and the Final Plat shall be considered void, unless the developer or applicant requests an extension, in writing and receives approval from the City Council. The City Council may approve up to two (2) extensions for a term not to exceed one (1) additional year for each extension. Fees associated with the recording of the Final Plat will be charged back to the developer or subdivider.
6. The subdivider shall immediately upon approval, furnish the City Administrator or his/her designee with three (3) full size mylar transparencies of the Final Plat, two (2) for the County and one (1) for the City. Three (3) additional 11 inch by 17 inches mylar transparencies shall be given to the City Planner, the City Clerk, and Isanti County. No building permits shall be issued until these conditions have been complied with.

Motion carried unanimously.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: May 10, 2017

To: Roxanne Achman, Community Development Director
Alex Conzemius, Interim City Planner

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Arts & Science Addition – Site Plan Review
City of Isanti, MN
Project No.: R13.113898

Arts & Science Addition

We have reviewed the site plan created by Rehder & Associates, Inc entitled "Arts & Science Addition" stamped PRELIMINARY with a revision date of May 5, 2017. The hydraulic report was not resubmitted with this document. The Preliminary and Final Plat were not re-submitted with this documents.

The site plan includes a grading plan, utility plan, and site layout for the proposed roadway extension of 7th Avenue NE north of Cajima Street NE including a storm water infiltration basin.

We have reviewed the submitted documents and have the following comments:

Site Plan:

1. Add a leader and call out on the 6-inch gate valve on the water service line at the right-of-way. It is hard to see.
2. Label the emergency overflow elevation for the infiltration basin at the rip-rap overflow.
3. A long term inspection and maintenance schedule needs to be submitted for the infiltration basin.

Hydraulic Report:

1. Verify the bottom of the infiltration basin is at a minimum 3-feet above the water table.

Final & Preliminary Plat:

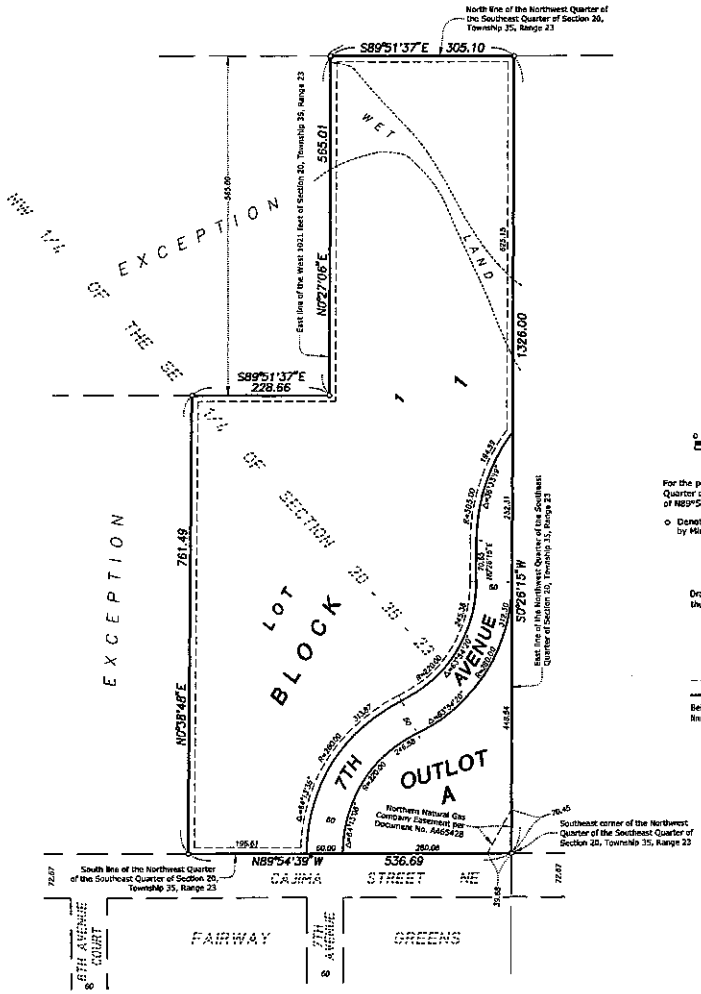
1. A temporary easement will be required around the temporary cul-de-sac.
2. A permanent drainage and utility easement is required over the infiltration basin in Outlot A.
3. A temporary construction easement will be required where work is shown outside the property lines. This does not need to be shown on the plat, just planned for if the site layout is not revised.

We recommend approval of the "Arts & Science Addition" site plan, hydraulics report, and plat once the above comments are addressed.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

ARTS AND SCIENCE ADDITION



For the purpose of this plat the south line of the Northwest Quarter of the Southeast Quarter is assumed to have a bearing of N89°54'39"W.

○ Denotes 1/2 inch by 14 inch iron monument set and marked by Minnesota License No. 22036.

Drainage and Utility Easements are shown thus:

Being 10 feet in width and adjoining all lot lines unless otherwise shown.

SECTION 20, TOWNSHIP 35, RANGE 23
ISANTI COUNTY

KNOW ALL MEN BY THESE PRESENTS: That CSDC Property Corporation, an Arizona corporation, fee owner of the following described property situated in the County of Isanti, State of Minnesota, to wit:

The Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, except the following described parcels:

1) The North 565 feet of the West 1021 feet of Section 20, Township 35, Range 23, Isanti County, Minnesota.

2) That part of the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota, lying South of the North 565 feet thereof and Westerly of the following described line:

Commencing at the Southeast corner of said Northwest Quarter of the Southeast Quarter; thence North 89 degrees 54 minutes 39 seconds West assumed bearing, along the South line of said Northwest Quarter of the Southeast Quarter, a distance of 536.69 feet to the point of beginning of the line to be described; thence North 00 degrees 38 minutes 48 seconds East, a distance of 761.49 feet, more or less, to the South line of said North 565 feet and said line there terminating.

Has caused the same to be surveyed and platted as ARTS AND SCIENCE ADDITION and does hereby dedicate to the public for public use the public way and the drainage and utility easements as created by this plat.

In witness whereof said CSDC Property Corporation, an Arizona corporation, has caused these presents to be signed by its proper officer this _____ day of _____, 2017.

CSDC PROPERTY CORPORATION

_____
Michelle Liberati, Executive Vice President

State of _____
County of _____

This instrument was acknowledged before me on _____, 2017, by Michelle Liberati, Executive Vice President of CSDC Property Corporation, an Arizona corporation, on behalf of the corporation.

_____ _____ (DO NOT USE STAMP)
PRINTED NAME SIGNATURE

Notary Public, _____ County, Minnesota
My Commission Expires _____

I, Gary C. Huber do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____day of _____, 2017.

_____
Gary C. Huber, Licensed Land Surveyor
Minnesota License No. 22036

State of _____
County of _____

The foregoing Surveyor's Certificate was acknowledged before me this _____ day of _____, 2017, by Gary C. Huber, Land Surveyor, Minnesota License No. 22036.

_____ _____ (DO NOT USE STAMP)
PRINTED NAME SIGNATURE

Notary Public, _____ County, Minnesota
My Commission Expires _____

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statute this _____ day of _____, 2017.

_____
Isanti County Surveyor
Minnesota License No. _____

Approved by the City Council of Isanti, Minnesota, this _____ day of _____, 2017, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

_____, Mayor _____, City Administrator

Approved as to form and execution this _____ day of _____, 2017.

_____
Isanti City Attorney

Recommended for approval this _____ day of _____, 2017.

_____
Isanti City Engineer

Approved by the Planning Commission of the City of Isanti, Minnesota, on this _____ day of _____, 2017.

_____, Chairperson Attest _____, Secretary

I hereby certify that the taxes for the year 2017 for the property described herein have been paid and that there are no delinquent taxes and transfer entered on this _____ day of _____, 2017.

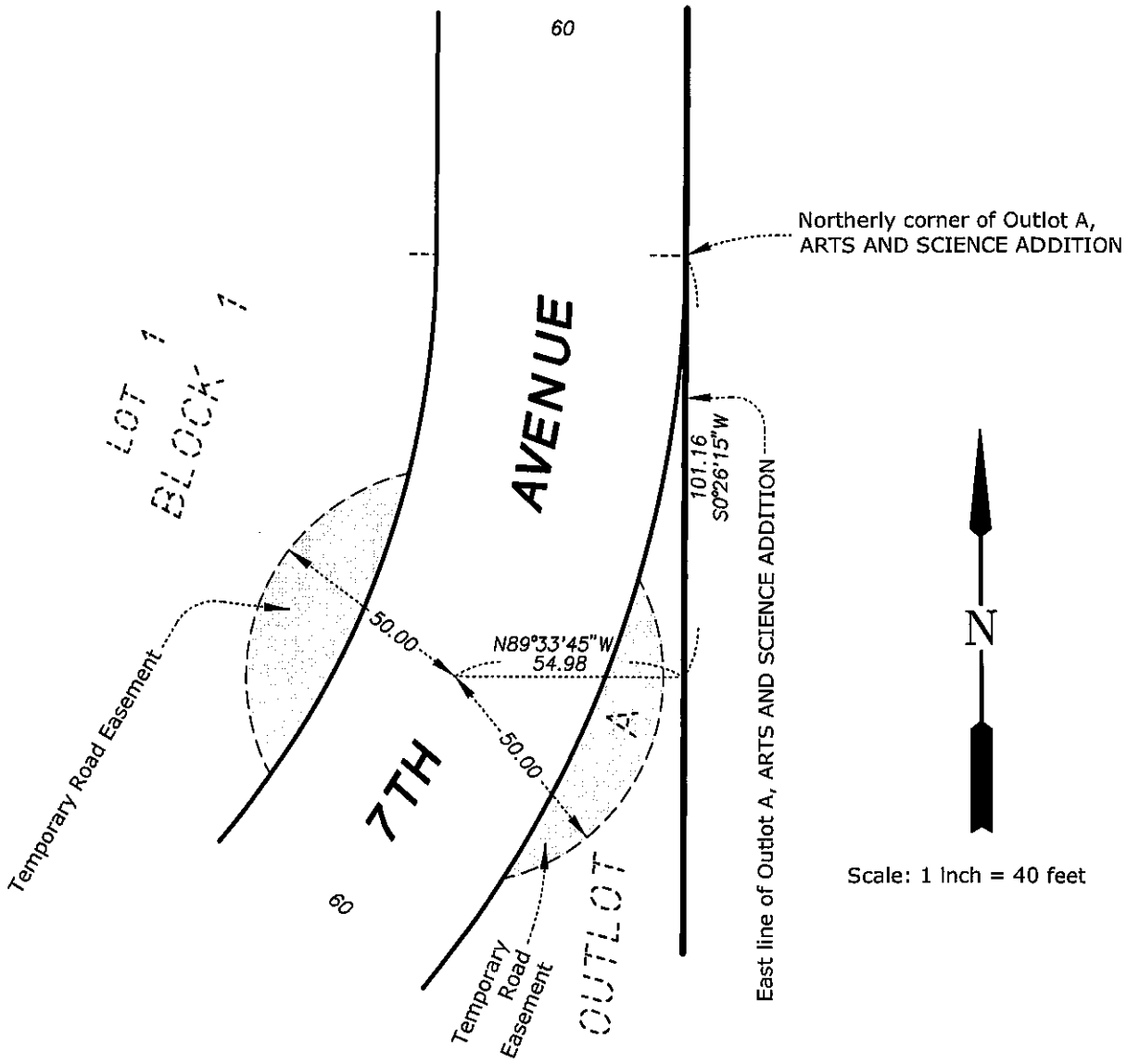
_____ By _____, Deputy
Isanti County Auditor-Treasurer

I hereby certify that this instrument was filed in the office of the County Recorder for record on this _____ day of _____, 2017 at _____ o'clock __M., and was duly recorded as Document No. _____.

_____
County Recorder, Isanti County, Minnesota

Rehder and Associates, Inc.

Easement Sketch for
CSDCPC ASA, LLC



TEMPORARY EASEMENT DESCRIPTION

A temporary easement for road purposes having a radius of 50.00 feet over and across that part of Lot 1, Block 1 and Outlot A, ARTS AND SCIENCE ADDITION, according to the recorded plat thereof, the radius point of said 50.00 foot radius is described as follows:

Commencing at the northerly corner of said Outlot A; thence South 0 degrees 26 minutes 15 seconds West, along the east line of said Outlot A, a distance of 101.16 feet; thence North 89 degrees 33 minutes 45 seconds West a distance of 54.98 feet to said radius point.

Said temporary easement is to expire upon construction of the extension of the existing roadway past the easement limits and the temporary cul-de-sac is removed.

Rehder and Associates, Inc.
CIVIL ENGINEERS AND LAND SURVEYORS
3440 Federal Drive • Suite 110 • Eagan, Minnesota • Phone (651) 452-5051

A Community For Generations

Isanti

K.6.

Request for Council Action

To: Mayor Wimmer
Members of the City Council

From: Roxanne Achman
Independent Consultant

Date: June 6th, 2017

Subject: Development Agreement – Art and Science Addition

Background

Please find attached a proposed Development Agreement for Arts and Science Addition. The proposed development includes the extension of 7th Ave NE and necessary utilities. The fees outlined within the Development Agreement are consistent with the 2017 fee schedule and are as follows:

Surety bond or letter of credit:	$178,116.63
(Please see calculation in paragraph 22.)	
Administrative Costs Escrow and other Fees:	
Administrative Cost Escrow	
$20,000	$20,000.00
Signal Light Contribution Fee	
449,671 sf (10.32 acres) x $0.10 / useable square foot	$44,967.10
Trunk Utility Fee	
10.9 acres x $2,050 /acre	$22,345.00
Park Fee	
10.9 acres x $1,500 /acre	$16,350.00
TOTAL FEES AND ESCROW:	**$281,778.73**

The approval should be subject to the successful property transfer to CDSCPC. The closing is scheduled for May 31, 2017.

The development agreement was originally drafted by Attorney Robert Deike. It has been updated and revised by Campbell Knutson. The development agreement has been thoroughly reviewed by staff and sent out to the Development and Operations Advisory Committee for their comment. CDSCPC has been provided opportunity to review and comment.

City Staff Request

City staff is recommending approval on this item subject to the property being successfully transferred to CSDCPC ASA, LLC.

Attachments

- Resolution No. 2017-XXX
- Arts and Science Addition Development Agreement

RESOLUTION 2017-

A RESOLUTION APPROVING THE DEVELOPMENT AGREEMENT FOR ARTS AND SCIENCE ADDITION

WHEREAS, the City Council approved the Preliminary Plat Arts and Science Addition on May 16, 2017; and,

WHEREAS, the City Council is scheduled to take action on the Final Plat of Arts and Science on June 6, 2017; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The Development Agreement between the City of Isanti and CDSCPC ASA, LLC. is approved pending the following conditions:

    a. Payment of Fees per the Developers Agreement
    b. Placement of Escrow and Financial Guarantee as per the Developers Agreement
    c. Signing and recordation of the Final Plat, with mylars placed on file at City Hall.

This Resolution hereby approved by the Isanti City Council this 6th day of June 2017.

Attest: _____ Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

(SEAL)

(reserved for recording information)

DEVELOPMENT CONTRACT

(Developer Installed Improvements)

ARTS AND SCIENCE ADDITION

AGREEMENT dated _____, 2017, by and between the **City of Isanti**, a statutory city under the laws of the State of Minnesota (hereinafter referred to as the "City"), and having its principal office at City Hall, 110 First Avenue Northwest, Isanti, Minnesota 55040, and CSDCPC ASA, LLC, a Delaware limited liability company whose sole member is CSDC Property Corporation, a nonprofit corporation organized and existing under the laws of the State of Arizona (hereinafter referred to as "Developer"), having its principal office at 6731 Columbia Gateway Drive, Suite 220, Columbia, MD 21046.

RECITALS

WHEREAS, the City Council of the City has, by Resolution No. _____ on _____, approved the Arts and Science Addition Plat for a subdivision as proposed by Developer to be known as Arts and Science Addition (the "Development"); and,

WHEREAS, the final plat is comprised of one 10.9 acre lot ("Lot 1, Block 1") and one 1.37 acre Outlot (Outlot A), both zoned R-3A Low Density Multi-Family Residential District and,

WHEREAS, on _____ the City Council approved Resolution No. _____ approving the site plan for the development of Lot 1, Block 1 for the purpose of constructing a middle school; and,

WHEREAS, Lot 1, Block 1, shall be known as the "Development" for the purposes of this Development Agreement, subject to all terms and conditions; and,

WHEREAS, it is the policy of the City to enter into a development contract as contemplated in Minnesota Statutes 462.358, Subd. 2(a); and

WHEREAS, the parties hereto desire to set forth the respective rights and obligations of the parties to this Agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual promises and conditions contained herein, it is agreed by the parties hereto as follows:

1. **REQUEST FOR PLAT APPROVAL.** Developer has asked the City to approve a plat for ***ARTS AND SCIENCE ADDITION*** (referred to in this Contract as the "plat"). The land is situated in the City of Isanti, County of Isanti, State of Minnesota, and is legally in Exhibit A attached hereto.

2. **CONDITIONS OF PLAT APPROVAL.** The City hereby approves the plat on condition that the Developer enter into this Contract, furnish the security required by it, and record the plat with the County Recorder or Registrar of Titles within 90 days after the City Council approves the final plat.

3. **RIGHT TO PROCEED.** Within the plat or land to be platted, the Developer may not grade or otherwise disturb the earth or remove trees, unless a grading permit has been approved by the by the City Council through a conditional use permit, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings until all the following conditions

have been satisfied: 1) this agreement has been fully executed by both parties and filed with the City Clerk, 2) the necessary security has been received by the City, 3) the necessary insurance for the Developer and its construction contractors has been received by the City, and 4) the plat has been filed with the Isanti County Recorder or Registrar of Titles' office.

4. CHANGES IN OFFICIAL CONTROLS. For two (2) years from the date of this Contract, no amendments to the City's Comprehensive Plan, except an amendment placing the plat in the current metropolitan urban service area, or official controls shall apply to or affect the use, development density, lot size, lot layout or dedications of the approved plat unless required by state or federal law or agreed to in writing by the City and the Developer. Thereafter, notwithstanding anything in this Contract to the contrary, to the full extent permitted by state law, the City may require compliance with any amendments to the City's Comprehensive Plan, official controls, platting or dedication requirements enacted after the date of this Contract.

5. DEVELOPMENT PLANS. The plat shall be developed in accordance with the following plans. The plans shall not be attached to this Contract. With the exception of Plans A, B, C, and F the plans may be prepared, subject to the City Engineer's approval, after entering the Contract, but before commencement of any work in the plat. The City Engineer may approve minor amendments to Plan B without City Council approval. The erosion control plan may also be approved by the Isanti County Soil and Water Conservation District. If the plans vary from the written terms of this Contract, the written terms shall control. The plans are:

Plan A - Plat

Plan B - Final Grading, Drainage, and Erosion Control Plan

Plan C - Tree Preservation Plan

Plan D - Plans and Specifications for Public Improvements

Plan E - Street Lighting Plan

Plan F - Landscape Plan

Plan G - Utility Plan

Plan H - Site Plan

Plan I - Exterior Building Plan

6. **IMPROVEMENTS.** All Developer installed private improvements shall be installed pursuant to the terms and conditions herein set forth.

A. The Developer is responsible at Developer's cost for the construction of the required sanitary sewer service, water service, storm sewer system, and road restoration.

B. Developer shall provide adequate off-street parking on all lots so that the City can prohibit on-street parking if necessary for safety and maintenance purposes.

C. All utilities, including electricity, telephone and natural gas, shall be installed underground where possible, and within the roadway right-of-way.

D. Developer shall work with the local Postmaster to identify mailbox locations.

The improvements shall be installed in accordance with the City subdivision ordinance; City standard specifications for utility and street construction; and any other ordinances including Stormwater Management Ordinance No. 420 concerning erosion and drainage and City Code Chapter 216-4B(4) prohibiting grading, construction activity, and the use of power equipment between the hours of 9:00 p.m. and 7:00 a.m. The Developer shall submit plans and specifications which have been prepared by a competent registered professional engineer to the City for approval by the City Engineer. The Developer shall instruct its engineer to provide adequate field inspection personnel to assure an acceptable level of quality control to the extent that the Developer's

engineer will be able to certify that the construction work meets the approved City standards as a condition of City acceptance. In addition, the City may, at the City's discretion and at the Developer's expense, have one or more City inspectors and a soil engineer inspect the work on a full or part-time basis. The Developer, its contractors and subcontractors, shall follow all instructions received from the City's inspectors. The Developer's engineer shall provide for on-site project management. The Developer's engineer is responsible for design changes and contract administration between the Developer and the Developer's contractor. The Developer or its engineer shall schedule a pre-construction meeting at a mutually agreeable time at the City with all parties concerned, including the City staff, to review the program for the construction work. Within thirty (30) days after the completion of the improvements and before the security is released, the Developer shall supply the City with a complete set of reproducible "as constructed" plans and an electronic file of the "as constructed" plans in an AutoCAD in NAD 83 Isanti County Coordinates for mapping purposes.

In accordance with Minnesota Statutes 505.021, the final placement of iron monuments for all lot corners must be completed before the applicable security is released. The Developer's surveyor shall also submit a written notice to the City certifying that the monuments have been installed following site grading, utility and street construction.

7. **PERMITS.** The Developer shall obtain or require its contractors and subcontractors to obtain all necessary permits, which may include:

A. Minnesota Department of Health for Watermains

B. MPCA NPDES Permit for Construction Activity

C. MPCA for Sanitary Sewer and Hazardous Material Removal and Disposal

D. City of Isanti for Building Permits

8. **DEWATERING.** Due to the variable nature of groundwater levels and stormwater flows, it will be the Developer's and the Developer's contractors and subcontractors responsibility to satisfy themselves with regard to the elevation of groundwater in the area and the level of effort needed to perform dewatering and storm flow routing operations. All dewatering shall be in accordance with all applicable county, state, and federal rules and regulations. DNR regulations regarding appropriations permits shall also be strictly followed.

9. **TIME OF PERFORMANCE.** The Public Improvements shall be substantially completed by October 31, 2017. The Public Improvements shall be fully completed by June 30, 2018. The Developer may, however, request an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases and the extended completion date. All work within 7th Ave NE and Cajima St NE, including street, sanitary sewer, storm sewer, and municipal water (the "Developer Installed Municipal Improvements"), shall be done subject to the approval of the City in accordance with City standards and requirements. All Developer Installed Municipal Improvements shall be fully completed to the reasonable satisfaction and approval of the City within 30 days after the bituminous surface is removed.

10. **LICENSE.** The Developer hereby grants the City, its agents, employees, officers and contractors a license to enter the plat to perform all work and inspections deemed appropriate by the City in conjunction with plat development.

11. **EROSION CONTROL.** Prior to initiating site grading, the erosion control plan, Plan B, shall be implemented by the Developer and inspected and approved by the City or Isanti County Soil and Water Conservation District. The City or Isanti County Soil and Water Conservation District may impose additional erosion control requirements if they would be beneficial. Soil

stabilization shall be employed throughout the Plat as required to insure the integrity of the soils. Developer shall use topsoil, mulching, seeding, silt fence, and such other means as are approved by the City to prevent erosion of the soils. The Developer shall be responsible for compliance with the approved erosion control plan. The erosion control plan shall be in accordance with the Minnesota Pollution Control Agency's NPDES Phase II requirements. The parties recognize that time is of the essence in controlling erosion. If the Developer does not comply with the MPCA Stormwater Permit for Construction Activity or with the erosion control plan and schedule or supplementary instructions received from the City or the Isanti County Soil and Water Conservation District, the City may take such action as it deems appropriate to control erosion. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not affect the Developer's and City's rights or obligations hereunder. City shall be entitled to all of its reasonable costs and expenses including, but not limited to legal, fiscal and engineering relating to the unsatisfactory condition. City may at its option invoice the said costs for direct payment from Developer or proceed to draw on Developer's escrow established under paragraph 20 or the financial guarantee provided pursuant to paragraph 22 of this agreement. No development, utility or street construction will be allowed and no building permits will be issued unless the plat is in full compliance with the approved erosion control plan.

12. GRADING PLAN. The plat shall be graded in accordance with the approved grading development and erosion control plan, Plan "B". The plan shall conform to City of Isanti specifications. Soils inspection and compaction testing by a registered professional engineer shall be accomplished on all lots where filling is required, in accordance with the approved Grading Plan. A minimum of one (1) compaction test shall be obtained for every two (2) foot increment of fill that is placed. Within thirty (30) days after completion of the grading and before

the City approves individual building permits, the Developer shall provide the City with an "as constructed" grading plan certified by a registered land surveyor or engineer that all storm water treatment basins, swales, and ditches have been constructed on public easements or land owned by the City. The "as constructed" plan shall include field verified elevations of the following: a) cross sections of storm water treatment basins; b) location and elevations along all swales, wetlands, wetland mitigation areas if any, ditches, locations and dimensions of borrow areas/stockpiles, and installed "conservation area" posts; c) lot corner elevations and building pads, and all other items listed in Subdivision Ordinance No. 536 and d) A summary of all inspections and compaction tests shall be provided to the City upon completion of the grading. The City will withhold issuance of Certificate of Occupancy until the approved certified grading plan is on file with the City and all erosion control measures are in place as determined by the City Engineer.

A certified as-built building pad survey must be submitted and approved for commercial, industrial or institutional developments prior to issuance of a building permit. The Developer shall provide a 79G for each lot that has more than two (2) feet of fill.

13. STREET CLEANING. The Developer shall contract with a street cleaning firm to provide street cleaning services within and immediately adjacent to the Development. A copy of said contract shall be submitted to and approved by the City, in its discretion, prior to the issuance of a grading permit. This contract shall name the City as an authorized agent to order street cleaning services, as the City deems necessary. The Developer shall pay for the cost of the street cleaning under the contract. During development of the Plat, the Developer shall keep the streets adjoining its Development free of dirt and debris caused by its Development. In the event dirt and/or debris has accumulated on streets within or adjacent to the Development, the Developer will be given a telephone notice when an unsatisfactory condition exists that is determined to be

the Developers' responsibility. Work to correct said unsatisfactory condition shall commence within forty-eight (48) hours from the time of the telephone notice. If said work is not commenced within forty-eight (48) hours of said telephone notice, City may proceed to do the required work at the expense of the Developer. If conditions are such that street cleaning operations are immediately necessary, the City may perform the necessary street cleaning. The City will then bill the Developer for all associated street cleaning costs. Failure to reimburse the City for street cleaning costs within ten (10) days of such billing will result in the City drawing funds from the escrow and/or drawing upon the financial guarantee provided by the Developer pursuant to paragraph 13 of this Agreement.

14. OWNERSHIP OF IMPROVEMENTS. Upon completion of the work and construction required by this Contract and final acceptance by the City, the improvements lying within public easements, except those under an encroachment agreement, shall become City property without further notice or action.

15. ROAD DEDICATION. The Final Plat shall dedicate to the City for roadway and utility purposes all land within the development located within thirty (30) feet from the centerline of 7th Ave NE. Road access to the property to the east of the development shall be provided (60-foot-wide right-of-way) at or off the eastern edge of the development. This access shall be identified and recorded by deeds satisfactory to the City Attorney.

16. STORMWATER. Developer shall construct storm sewer, berms, swales, and/or such other storm water drainage devices as shall be necessary to control drainage within the Development. A storm water drainage plan must be submitted to the City and approved by the City and the City's Engineer. Storm water systems shall be designed based on 100 year high water levels. Existing storm water drainage devices that need to be relocated, or easements that need to

be vacated for development purposes shall be per approved storm water drainage plans. Drainage easements shall be given so as to cover the east storm water basin. The Developer shall maintain all drainage area easements on each Lot and no improvements, landscaping or grading shall be permitted in drainage area easements which would interfere with drainage.

17. STREET LIGHTS. The Developer will be responsible for the internal lighting. All internal lighting for the development shall meet the City's photometric section of the Zoning Ordinance.

18. PARKS AND TRAILS. The Developer does not have any trails that are required to be built in this development. Sidewalks shall be placed on the west side and north side of every street, cul-de-sac, or other roadway as identified by the City per Ordinance No. 536, Article 7, Subdivision 5. Pedestrian Ways.

19. STREET REPAIRS. It is anticipated that heavy construction equipment will be using County and/or City roads to access this plat, including but not limited to Cajima St NE. The Developer shall be responsible for the reconstruction and/or repair of any City and/or County roads damaged during project construction by the Developer's construction crews following completion of construction within the Plat. Said reconstruction shall return the streets or roads to an equal or better condition than existed prior to the project. Plans for such work shall be approved by the City Engineer prior to commencement of repairs. The Developer shall instruct all construction crews to ensure that the properties surrounding this plat have adequate access at all times during construction.

20. ESCROW FOR CITY COSTS AND FEES. Developer shall, contemporaneously with the execution of this Agreement, deposit with the City an escrow of $20,000 to cover the cost of legal fees, engineering fees, administrative expenses and other costs related to this Development.

All fees and costs incurred by the City in connection with this Development shall be charged against said escrow account which shall remain in effect until the completion of this Development. Any funds remaining in the escrow accounts after the completion of this Development shall be refunded to the Developer. In the event that the escrow account herein is depleted, Developer agrees that upon request of the City, Developer shall post additional sums of money to replenish the account to a balance of $20,000 to cover projected City costs as determined by the City. Developer agrees that the escrow account shall always have a balance of no less than $1,000.00. Developer shall be entitled, upon request, to an itemized statement of all costs and fees charged against this escrow account. Developer shall pay all fees relating to the Development including, but not limited to, legal, engineering and recording fees.

21. WARRANTIES. The Developer represents and warrants that all of the Developer Installed Municipal Improvements that may be needed within the 7th Ave NE and Cajima St NE right-of-way made shall be guaranteed to be properly functioning as designed for a period of two (2) years following acceptance by the City ("Warranty Period"). In the case of any material or labor that is supplied and that is reasonably rejected by the City as defective or unsuitable, then the rejected materials shall be removed and replaced with approved material, and the rejected labor shall be done anew to the reasonable satisfaction and approval of the City at the sole cost and expense of the Developer. In any event, none of the Warranty Periods identified herein shall begin to run until all of the construction has been approved and accepted by the City. If the Developer does not proceed to correct or repair improvements under this section once notified by the City, it shall be considered an Event of Default under this Development Agreement. The Developer shall post a warranty bond to guarantee completion of warranty items.

22. SECURITY. To guarantee compliance with the terms of this Contract, payment of real estate taxes including interest and penalties, payment of special assessments, payment of the costs of all public improvements, and construction of all public improvements, the Developer shall furnish the City with a cash escrow or letter of credit in the amount equal to one hundred twenty five percent (125%) of the estimated cost, subject to approval of the City Engineer. The amount of the security was calculated as provided in Exhibit B, attached hereto and incorporated herein. The attached breakdown is for historical reference; it is not a restriction on the use of the security. The bank shall be subject to the approval of the City Administrator or designee. The City may draw down the security, on five (5) business days written notice to the Developer, for any violation of the terms of this Contract or without notice if the security is allowed to lapse prior to the end of the required term. If the required public improvements are not completed at least thirty (30) days prior to the expiration of the security, the City may also draw it down without notice. If the security is drawn down, the proceeds shall be used to cure the default. Upon receipt of proof satisfactory to the City that work has been completed and financial obligations to the City have been satisfied, with City approval the security may be reduced from time to time by eighty percent (80%) of the financial obligations that have been satisfied. Twenty percent (20%) of the amounts certified by the Developer's engineer shall be retained as security until the City approved "as constructed" plans have been received by the City and all disturbed areas have permanent vegetation re-established all improvements have been completed. The City will not release the final ten (10%) of security until all financial obligations to the City are satisfied, the warranty periods have expired or a warranty security is provided, and the public improvements are accepted by the City Council. The City's standard specifications for utility and street construction outline procedures for security reductions. Developer shall provide a security

in the amount of $178,116.63 for the costs of construction related to the improvements in the 7th Ave NE and Cajima St NE right-of-way prior to City execution of the Plat.

23. SIGNS, SIGNALS AND MARKINGS. Pursuant to Minnesota Statute 169.06, Subd, 3, the City has the authority to place and maintain traffic-control devices and street signs, which will be necessary in the Development. The Developer, with approval from the City's Public Works Department, shall erect said traffic-control devices and street signs within the Development. All signs must be placed prior to the commencement of building construction. These costs do not include electronic traffic signal lights which shall be subject to the fee required under Section 18 of this agreement.

24. LANDSCAPING REQUIREMENTS. All boulevards shall be initially seeded at completion of mass grading operation and then sodded prior to issuance of a certificate of occupancy. All Lot front yards, side yards and back yards shall be fully sodded. Seeding of public areas and storm water drainage areas shall be completed immediately following grading. Sodding shall be complete, established and growing within sixty (60) days of issuance of a Certificate of Occupancy, except that, if the Certificate of Occupancy is issued between the dates of October 1 and May 1, then the sodding required herein shall be complete, established and growing no later than July 1.

All Lots shall receive four (4) inches of premium top soil (as defined by MNDOT, from a source approved by the City Engineer) prior to sodding, in accordance with City Ordinance 445, Zoning Ordinance.

All seeded areas in the development shall be tilled to loosen compacted soils and receive 4 inches of topsoil. MNDOT #25 seed mix shall be used for all constructed storm water ponds and replacement areas.

Landscaping shall be installed per the approved Site Plan and in accordance with City Zoning Ordinance Section 15 Fencing, Screening and Landscaping.

25. DRAINAGE EASEMENTS.

A. No improvements, landscaping, or grading shall be permitted in defined drainage easements without prior written permission of the City.

B. Developer and its successors in interest, including all builders and property owners, shall be responsible for maintenance of all drainage areas within the easements located on their property.

26. LOWEST FLOOR PLANS. No building shall be constructed on any of the lots within the Development unless the lowest floor elevation is at least two (2) feet above the 100-year flood elevation or two (2) feet above the high groundwater elevation, whichever is greater, for the subject property. Additionally, the lowest floor elevation shall be specifically referenced and designated, for each lot, on a certificate of survey, which survey shall be provided to the City before any building permits are issued.

A certificate of survey shall be provided to the Building Official of the lot at the time a building permit is requested. The Developer shall also provide to the City a Certificate indicating that the lot within this Development is graded as per the grading plan submitted and approved by the City.

27. PARK DEDICATION. The City has a policy to build up a capital account for future park acquisition and development by means of a park dedication fee of $1,500.00 (one thousand five hundred dollars) per acre, payable prior to City execution of the final plat. These fees shall be in addition to all other charges and building fees assessed by the City.

28. SIGNAL LIGHT CONTRIBUTION FEE. The Developer shall pay a signal light contribution fee of $0.10 (ten cents) per square foot of usable commercial lot platted prior to City execution of the final plat.

29. TRUNK UTILITY CHARGE. For each Phase of the Development, the Developer shall pay a utility trunk charge based on the number of acres as per the City Fee Schedule. The fee is $2,050.00 (two thousand fifty dollars) per acre. Fees shall be paid prior to City execution of the final plat.

30. COST SUMMARY. A cost summary of all fees, escrows and sureties is provided in Exhibit B.

31. AGENCY APPROVAL. Developer agrees to submit the Final Plat, or any portions thereof, to all appropriate federal, state, county or local governing agencies or bodies for their written approval.

32. INCORPORATION BY REFERENCE. All general and special conditions, plans, special provisions, proposals, specifications and contracts for the plat and for any improvements furnished and let pursuant to this Agreement, as well as the Final Plat shall be and hereby are made a part of this Agreement by reference as if fully set out herein in full.

33. MISCELLANEOUS PROVISIONS. Developer specifically understands that approval for the Plat is given subject to the following requirements:

A. Final plat approval is contingent upon compliance with grading, storm water drainage, and utility plan approval by the City.

B. All applicable conditions of plat approval must be met prior to the recording of the final plat at the Isanti County Recorder's Office.

C. Exterior lighting or advertising activities on the site shall comply with City ordinances regarding same.

D. The Developer is responsible for complying with the provisions of the MPCA's NPDES Stormwater Permit. Where the MPCA and City requirements vary, the more stringent or restrictive requirement shall govern.

E. All structures in this addition shall meet ordinance requirements within the zoning district.

F. The Developer shall remove all temporary soil stabilization and erosion control devices, such as silt fencing as a part of the Developer's construction project, before the escrow held by the City is returned to the Developer.

G. The Developer shall place 4 inches of existing top soil, and seed and mulch all disturbed topsoil in the plat to prevent erosion and to control dust. Areas not being developed shall be seeded and ground cover maintained per City Ordinance.

H. The Developer is responsible for the maintenance of any lot and outlot so long as the Developer owns the lot or outlot.

I. No material deviations from the approved final plat and/or construction plans shall be allowed unless approved in writing by the City.

J. The Developer shall provide the City with legal descriptions of all parcels of land that are to be subdivided as a part of this project.

K. The Developer shall also provide the City a Certificate from the Developer's engineer indicating that the Development is graded as per the grading plan submitted. The grading plan will be approved by the City prior to the issuance of a building permit.

L. During construction of the development, the Developer shall provide on-site a sufficient number of portable outhouses to be available for the persons who will be working on-site.

M. During the installation of the Developer Installed Municipal Improvements, Developer shall remove all tree waste, junk, miscellaneous debris, and shall cap and remove all wells as specified by the State of Minnesota. The Developer shall remove junk vehicles, and any other personal property from the land within the Development still owned by Developer pursuant to the City Zoning Ordinance. Such requirements shall transfer to the owner of any such lot that is sold, transferred or assigned to any builder or other owner.

N. The Developer is responsible for the installation of mailboxes according to the United States Postal Service regulations. The mailboxes must be installed before a Certificate of Occupancy is issued.

34. SPECIAL PROVISIONS. The Developer shall comply with following special provisions:

a. The Developer agrees to pay liquidated damages to the City, in the amount of five hundred dollars ($500.00), if the Developer encroaches upon any City road right-of-way or utility easement without first obtaining a written permit from the City expressly authorizing said encroachment. The City shall be authorized to retain an appropriate percentage of the financial guarantee referred to above as security for payment of any liquidated damages owed to the City.

35. RECORD INFORMATION REQUIREMENTS. Following completion of all development activities, the Developer shall provide to the City "as-built" plans for all developer installed public improvements and land within the plat. This information shall be provided to the City by two (2) printed copies, one (1) mylar "hardshell" and in an electronic GIS file format acceptable to the City Engineer. Such record drawings shall be submitted by the Developer and

approved by the City Engineer, prior to the City accepting the developer installed public improvements and starting the warranty period. As-built information shall include:

a. Topography in two (2) foot contour intervals.

b. Water System facility information, including:

(1) Location, size and depth of all mains;

(2) Location and type of all valves; and,

(3) Location of all hydrants.

c. Sanitary sewer facilities information, including:

(1) Location, size and depth of all mains;

(2) Location and invert elevations of all manholes; and,

d. Storm sewer facilities information, including:

(1) Location, size and depth of all storm sewers;

(2) Location and invert elevations of all manholes; and,

(3) Location, type and outflow elevations of all storm water control structures.

e. Flood plain boundaries.

f. Ordinary high water elevation for all water bodies.

g. Location of all easements and restrictive covenants.

h. Location of all road right-of-ways.

i. Location of all streets, sidewalks and trails.

j. Location and description of all surveying monuments.

k. Developer shall also provide such other information regarding the plat as is reasonably requested by the City.

36. WARRANTY OF TITLE. Developer warrants and represents to the City that it is the fee owner of the land described herein and that it has authority to execute this Development Agreement and agree to the conditions hereof. Developer also represents and warrants that the use for which this development is sought will not violate any restrictive covenants applying to the property.

37. LIEN WAIVERS. Copies of signed and recorded lien waivers are required from each of the Developer's Contractors and Subcontractors. The Lien Waivers shall be submitted to and approved by the City Engineer prior to accepting the Developer Installed Municipal Improvements and starting the warranty period.

38. RESPONSIBILITY FOR COSTS.

A. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the development of the plat, including but not limited to legal, planning, engineering and inspection expenses incurred in connection with approval and acceptance of the plat, the preparation of this Contract, review of construction plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the plat.

B. The Developer shall hold the City and its officers, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from plat approval and development. The Developer shall indemnify the City and its officers, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees.

C. The Developer shall reimburse the City for costs incurred in the enforcement of this Contract, including engineering and attorneys' fees.

D. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments referred to in this Contract. This is a personal obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

E. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Contract within thirty (30) days after receipt. If the bills are not paid on time, the City may halt plat development and construction until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of eighteen percent (18%) per year. Additionally, the Developer shall pay in full all bills submitted to it by the City prior to any reductions in the security for the development.

F. In addition to the charges and special assessments referred to herein, other charges and special assessments may be imposed such as but not limited to sewer availability charges ("SAC"), City water connection charges, City sewer connection charges, and building permit fees.

39. DEVELOPER'S DEFAULT. In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer, except in an emergency as determined by the City, is first given notice of the work in default, not less than forty-eight (48) hours in advance. This Contract is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part. In addition, the City take any of the following actions:

(1) The City may suspend its performance under this Agreement until it receives assurances from Developer, deemed adequate by the City, that Developer will cure its default and continue its performance under the Agreement. Suspension of performance includes the right of the City to withhold permits including, but not limited to, building permits.

(2) The City may initiate such action, including legal, equitable or administrative action, as is necessary for the City to secure performance of any provision of this agreement or recover any amounts due under this Agreement from Developers and/or may immediately draw on any or all the financial guarantees provided by the Developer pursuant to this Agreement.

(3) The City may draw upon any escrow or financial guarantee established pursuant to this Agreement.

40. MISCELLANEOUS.

A. The Developer represents to the City that the plat complies with all city, county, metropolitan, state, and federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances, and environmental regulations. If the City determines that the plat does not comply, the City may, at its option, refuse to allow construction or development work in the plat until the Developer does comply. Upon the City's demand, the Developer shall cease work until there is compliance.

B. Third parties shall have no recourse against the City under this Contract.

C. Breach of the terms of this Contract by the Developer shall be grounds for denial of building permits, including lots sold to third parties.

D. If any portion, section, subsection, sentence, clause, paragraph, or phrase of this Contract is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Contract.

E. If building permits are issued prior to the acceptance of public improvements, the Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, Developer, its contractors, subcontractors, material men, employees, agents, or third parties. No sewer and water connections or inspections may be conducted and no one may occupy a building for which a building permit is issued on either a temporary or permanent basis until the streets needed for access have been paved with a bituminous surface and the utilities are accepted by the City Engineer.

F. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Contract. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Contract shall not be a waiver or release.

G. This Contract shall run with the land and may be recorded against the title to the property. The Developer covenants with the City, its successors and assigns, that the Developer is well seized in fee title of the property being final platted and/or has obtained consents to this Contract, in the form attached hereto, from all parties who have an interest in the property; that there are no unrecorded interests in the property being final platted; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.

H. Insurance. Prior to execution of the final plat, Developer and its general contractor shall furnish to the City a certificate of insurance showing proof of the required insurance required under this Paragraph. Developer and its general contractor shall take out and maintain or cause to

be taken out and maintained until six (6) months after the City has accepted the public improvements, such insurance as shall protect Developer and its general contractor and the City for work covered by the Contract including workers' compensation claims and property damage, bodily and personal injury which may arise from operations under this Contract, whether such operations are by Developer and its general contractor or anyone directly or indirectly employed by either of them. The minimum amounts of insurance shall be as follows:

Commercial General Liability (or in combination with an umbrella policy)

$2,000,000 Each Occurrence
$2,000,000 Products/Completed Operations Aggregate
$2,000,000 Annual Aggregate

The following coverages shall be included:

Premises and Operations Bodily Injury and Property Damage
Personal and Advertising Injury
Blanket Contractual Liability
Products and Completed Operations Liability

Automobile Liability
$2,000,000 Combined Single Limit – Bodily Injury & Property Damage
Including Owned, Hired & Non-Owned Automobiles

Workers Compensation
Workers' Compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Employer's Liability with minimum limits are as follows:

- *$500,000 – Bodily Injury by Disease per employee*
- *$500,000 – Bodily Injury by Disease aggregate*
- *$500,000 – Bodily Injury by Accident*

The Developer's and general contractor's insurance must be "Primary and Non-Contributory".

All insurance policies (or riders) required by this Contract shall be (i) taken out by and maintained with responsible insurance companies organized under the laws of one of the states of the United States and qualified to do business in the State of Minnesota, (ii) shall name the City, its employees and agents as additional insureds (CGL and umbrella only) by endorsement which

shall be filed with the City. A copy of the endorsement must be submitted with the certificate of insurance.

Developer's and general contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' notice for non-payment of premium.

An Umbrella or Excess Liability insurance policy may be used to supplement Developer's or general contractor's policy limits on a follow-form basis to satisfy the full policy limits required by this Contract.

I. Indemnification. To the fullest extent permitted by law, Developer agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of Developer's negligence or its performance or failure to perform its obligations under this Contract. Developer's indemnification obligation shall apply to Developer's general contractor, subcontractor(s), or anyone directly or indirectly employed or hired by Developer, or anyone for whose acts Developer may be liable. Developer agrees this indemnity obligation shall survive the completion or termination of this Contract. The indemnification requirement provided under this Section shall not apply to negligence or willful misconduct by the Indemnified Parties.

J. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as

often and in such order as may be deemed expedient by the City and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy.

K. The Developer may not assign this Contract without the written permission of the City Council. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

L. Private sidewalks and stairs that require a building permit shall be constructed in accordance with plans and specifications prepared by a structural or geotechnical engineer licensed by the State of Minnesota. Following construction, a certification signed by the design engineer shall be filed with the Building Official evidencing that the retaining wall was constructed in accordance with the approved plans and specifications. All retaining walls identified on the development plans and by special conditions referred to in this Contract shall be constructed before any other building permit is issued for a lot on which a retaining wall is required to be built.

M. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and/or attorneys of both parties have participated in the preparation hereof.

N. Governing Law. This Agreement shall be construed under the laws of the state of Minnesota.

O. Severable Provisions. If any word, phrase, clause or part of this Agreement is found unenforceable, the balance of the Agreement shall remain in full force and effect.

P. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

41. NOTICE AND DEMANDS. Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally to the Developer or City at the following addresses:

a. Developer: CSDC Property Corporation
6731 Columbia Gateway Drive, Suite 220
Columbia, MD 21046

With Copy to:

b. City: City of Isanti
City Administrator
110 – First Avenue Northwest
PO Box 428
Isanti, MN 55040.

Either party may designate an additional or another address upon giving written notice to the other party pursuant to this paragraph.

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

CITY OF ISANTI

By:_____
George A. Wimmer, Mayor

And:_____
Donald C. Lorsung,
City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this _____, day of _____ 2017, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator/City Clerk of the City of Isanti, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

_____
Notary Public

DEVELOPER

By:_____

Its:_____

By:_____

Its:_____

STATE OF _____)
) **ss.**
COUNTY OF _____)

The forgoing instrument was acknowledged before me this _____ day of _____, 2017, by _____, the _____ of CSDC Property Corporation, a Delaware limited liability company, on behalf of said company.

_____
Notary Public

This document was drafted by:

City of Isanti
110 1st Avenue Northwest
PO Box 428
Isanti, MN 55040-0428
Telephone: 763-444-5512

EXHIBIT A

Legal Description of the Plat

Exhibit B

Security for Arts and Science Addition.

Surety Bond or Letter of Credit and Escrow to be paid at the time that the document is signed.

Surety bond or letter of credit:	$178,116.63
(Please see calculation in paragraph 22.)	
Administrative Costs Escrow and other Fees:	
Administrative Cost Escrow	
$20,000	$20,000.00
Signal Light Contribution Fee	
449,671 sf (10.32 acres) x $0.10 / useable square foot	$44,967.10
Trunk Utility Fee	
10.9 acres x $2,050 /acre	$22,345.00
Park Fee	
10.9 acres x $1,500 /acre	$16,350.00
TOTAL FEES AND ESCROW:	**$281,778.73**

Exhibit C

~~Insert Resolution 2017-XXX~~

Addendum 1

Construction Plans.

Addendum 2

Grading Plans.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: June 6, 2017

Subject: **Consider Resolution Authorizing the Execution of Repayment Agreement on Lot 13, Block 3, VOR with J Robinson Construction, Inc.**

On December 20, 2016 the City Council amended and extended a SAC and WAC Deferral program as Resolution No. 2016-362 to continue to spur development activity. J Robinson Construction, Inc. has requested the City to execute a Repayment Agreement for 1009 Pleasant View Ct NW, Isanti, MN legally described as Lot 12, Block 3, Villages on the Rum, for the construction of an approximate 1,340 SF main floor single family home. The business is in "good standing" upon review of the Minnesota Secretary of State Office as of May 31, 2017. The form of the Repayment Agreement is consistent with the form approved by the City Council on December 20, 2016. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer. Staff is asking the City Council to consider adoption of the attached resolution and execution of the Repayment Agreement.

City Council Action:

Consider Adoption of Resolution and Execution of Repayment Agreement

Attachment:

1) Resolution 2017-____ Authorization to Execute Repayment Agreement on Lot 13, Block 3 VOR with J Robinson Construction, Inc.

RESOLUTION 2017-___

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT FOR LOT 13, BLOCK 3, VOR WITH J ROBINSON CONSTRUCTION, INC.

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 20, 2016 which is documented by Resolution 2016-279; and

WHEREAS, A boiler plate Repayment Agreement was drafted by Development Attorney Campbell Knutson and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc. (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the property legally described as: Lot 13, Block 3, Villages on the Rum (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of May 31, 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 6th day of June 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of June, 2017, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 309 Elm Street SW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct a 1,340 square foot main floor single family home (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the 1,340 square foot main floor single family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Articles of Incorporation.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 8,222.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$3787.00** in Water Availability Charges and **$4,435.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of June, 2017 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota, having its principal office at 309 Elm Street SW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $8,222.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 1009 Pleasant View Ct NW, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to the Developer at 309 Elm Street SW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of June, 2017, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of June, 2017, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000

SCHEDULE A

Description of Property

Lot 13, Block 3, Villages on the Rum, Isanti County, Minnesota

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: June 6, 2017

Subject: **Consider Resolution Authorizing the Execution of Repayment Agreement on Lot 1, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.**

On December 20, 2016 the City Council amended and extended a SAC and WAC Deferral program as Resolution No. 2016-362 to continue to spur development activity. J Robinson Construction, Inc. has requested the City to execute a Repayment Agreement for 808 Marion St SE, Isanti, MN legally described as Lot 1, Block 1, Sun Prairie Third Addition, for the construction of an approximate 1,340 SF main floor single family home. The business is in "good standing" upon review of the Minnesota Secretary of State Office as of May 31, 2017. The form of the Repayment Agreement is consistent with the form approved by the City Council on December 20, 2016. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer. Staff is asking the City Council to consider adoption of the attached resolution and execution of the Repayment Agreement.

City Council Action:

Consider Adoption of Resolution and Execution of Repayment Agreement

Attachment:

1) Resolution 2017-____ Authorization to Execute Repayment Agreement on Lot 1, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.

RESOLUTION 2017-___

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT FOR LOT 1, BLOCK 1, SUN PRAIRIE THIRD ADDITION WITH J ROBINSON CONSTRUCTION, INC.

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 20, 2016 which is documented by Resolution 2016-279; and

WHEREAS, A boiler plate Repayment Agreement was drafted by Development Attorney Campbell Knutson and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc. (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the property legally described as: Lot 1, Block 1, Sun Prairie Third Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of May 31, 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 6th day of June 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of June, 2017, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 309 Elm Street SW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct a 1,340 square foot main floor single family home (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the 1,340 square foot main floor single family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Articles of Incorporation.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 8,222.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$3787.00** in Water Availability Charges and **$4,435.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of June, 2017 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota, having its principal office at 309 Elm Street SW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $8,222.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 808 Marion St SE, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to the Developer at 309 Elm Street SW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of June, 2017, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of June, 2017, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000

SCHEDULE A

Description of Property

Lot 1, Block 1, Sun Prairie Third Addition, Isanti County, Minnesota

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: June 6, 2017

Subject: **Consider Resolution Authorizing the Execution of Repayment Agreement on Lot 5, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.**

On December 20, 2016 the City Council amended and extended a SAC and WAC Deferral program as Resolution No. 2016-362 to continue to spur development activity. J Robinson Construction, Inc. has requested the City to execute a Repayment Agreement for 826 Marion St SE, Isanti, MN legally described as Lot 5, Block 1, Sun Prairie Third Addition, for the construction of an approximate 1,340 SF main floor single family home. The business is in "good standing" upon review of the Minnesota Secretary of State Office as of May 31, 2017. The form of the Repayment Agreement is consistent with the form approved by the City Council on December 20, 2016. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer. Staff is asking the City Council to consider adoption of the attached resolution and execution of the Repayment Agreement.

City Council Action:

Consider Adoption of Resolution and Execution of Repayment Agreement

Attachment:

1) Resolution 2017-____ Authorization to Execute Repayment Agreement on Lot 5, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.

RESOLUTION 2017-___

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT FOR LOT 5, BLOCK 1, SUN PRAIRIE THIRD ADDITION WITH J ROBINSON CONSTRUCTION, INC.

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 20, 2016 which is documented by Resolution 2016-279; and

WHEREAS, A boiler plate Repayment Agreement was drafted by Development Attorney Campbell Knutson and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc. (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the property legally described as: Lot 5, Block 1, Sun Prairie Third Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of May 31, 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 6th day of June 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of June, 2017, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 309 Elm Street SW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct a 1,340 square foot main floor single family home (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the 1,340 square foot main floor single family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Articles of Incorporation.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 8,222.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$3787.00** in Water Availability Charges and **$4,435.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of June, 2017 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota, having its principal office at 309 Elm Street SW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $8,222.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 826 Marion St SE, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to the Developer at 309 Elm Street SW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of June, 2017, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of June, 2017, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000

SCHEDULE A

Description of Property

Lot 5, Block 1, Sun Prairie Third Addition, Isanti County, Minnesota

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: June 6, 2017

Subject: **Consider Resolution Authorizing the Execution of Repayment Agreement on Lot 9, Block 2, Isanti Meadows with Real Deal Construction, Inc.**

On December 20, 2016 the City Council amended and extended a SAC and WAC Deferral program as Resolution No. 2016-362 to continue to spur development activity. Real Deal Construction, Inc. has requested the City to execute a Repayment Agreement for 600 Fir St SW legally described as Lot 9, Block 2, Isanti Meadows, for the construction of an approximate 1,308 SF main floor single family home. The business is in "good standing" upon review of the Minnesota Secretary of State Office as of June 2, 2017. The form of the Repayment Agreement is consistent with the form approved by the City Council on December 20, 2016. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer. Staff is asking the City Council to consider adoption of the attached resolution and execution of the Repayment Agreement.

City Council Action:

Consider Adoption of Resolution and Execution of Repayment Agreement

Attachment:

1) Resolution 2017-____ Authorization to Execute Repayment Agreement on Lot 9, Block 2, Isanti Meadows with Real Deal Construction, Inc.

RESOLUTION 2017-___

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 9, BLOCK 2, ISANTI MEADOWS WITH REAL DEAL CONSTRUCTIONS, INC.

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 20, 2016 which is documented by Resolution 2016-279; and

WHEREAS, A boiler plate Repayment Agreement was drafted by Development Attorney Campbell Knutson and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, Real Deal Construction, Inc. (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the property legally described as: Lot 9, Block 2, Isanti Meadows (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of June 2, 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 6th day of June 2017.

Attest: Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of June, 2017, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and Real Deal Construction, Inc., a corporation under the laws of the state of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 31108 County Road 5, Princeton, MN 55371.

WITNESSETH:

WHEREAS, the Developer intends to construct a 1,308 square foot main floor single family home (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means Real Deal Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the 1,308 square foot main floor single family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Articles of Incorporation.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 8,222.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$3787.00** in Water Availability Charges and **$4,435.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of June, 2017 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and Real Deal Construction, Inc., a corporation under the laws of the state of Minnesota, having its principal office at 31108 County Road 5, Princeton, MN 55371(the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $8,222.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 600 Fir St SW, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to the Developer at 31108 County Road 5, Princeton, MN 55371; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of June, 2017, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
Real Deal Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of June, 2017, by Todd Steinberg, the President of Real Deal Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000

SCHEDULE A

Description of Property

Lot 9, Block 2, Isanti Meadows, Isanti County, Minnesota

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: June 6, 2017

Subject: **Consider Adoption of Resolution Transferring City Owned Real Estate to the City of Isanti Economic Development Authority**

Background:

The City Development Team and DOAC has discussed transferring City of Isanti land assets to the EDA. This transfer would provide needed assets to the economic development arm of the city and the ability to leverage financing and serve as the conduit for future business deals. It is common for City EDA's to serve in this capacity. It should be noted that the City of Isanti City Council still needs to approve any future levies, bonds expenditures from the EDA based on its enabling resolution. Staff has consulted with City Attorney Joslin and he has prepared the instruments required to transfer the property.

The following real estate is proposed to be transferred from the City of Isanti to the City of Isanti EDA:

Parcel	Address	Legal Description	Acres	SF
16.124.0020	701 E Dual Blvd NE	Outlot A, Isanti Centennial Complex 5th Rear.	15.5	674,744
16.115.0010	706 E Dual Blvd NE	Lot 1, Block 1, Isanti Centennial Complex 2nd Rear.	1.21	52,708
16.137.0010	801 E Dual Blvd NE	Lot 1, Block 1, Isanti Centennial Complex 6th Rear.	4.86	211,702
16.125.0020	640 E Dual Blvd NE	Outlot A, Isanti Centennial Complex 3rd Rear.	2.5	108,900
16.090.0140	None Assigned	Outlot H, Isanti Centennial Complex	66.1	2,877,574
16.029.1400	None Assigned	Pt SE 1/4 of NW 1/4 of S29 T35 R23	4	174,240
			94.1	4,099,867

Requested Action:

Consider Adoption of Resolution 2017-___ Transferring City Owned Real Estate to the City of Isanti Economic Development Authority

Attachment:

1) Resolution 2017-___ Transferring City Owned Real Estate to the City of Isanti Economic Development Authority

RESOLUTION NO. 2017-___

A RESOLUTION APPROVING THE TRANSFER OF CERTAIN REAL ESTATE OWNED BY THE CITY OF ISANTI TO THE ECONOMIC DEVELOPMENT AUTHORITY (EDA) OF THE CITY OF ISANTI

WHEREAS, the City of Isanti, Minnesota is the owner in fee title of certain real property lying and being in the City of Isanti, Isanti County, Minnesota, legally described as set forth in Exhibit "A" attached hereto and made a part hereof; and

WHEREAS, said real property was acquired by and is owned and held by the City primarily for the purpose of enhancing economic development within the City; and

WHEREAS, the City Council of the City of Isanti hereby finds that the transfer of title from the City of Isanti to the Economic Development Authority of the City of Isanti (EDA) will provide the EDA with such option, if hereafter deemed appropriate by the EDA, to use all or such portion of the said real property described in Exhibit "A" attached hereto as may be necessary to procure appropriate financing for or to otherwise accommodate the construction of a hotel within the City of Isanti, including such financial participation in said project by or through the EDA, in accordance with its statutory authority, as the EDA may hereafter deem appropriate, and

WHEREAS, the City is authorized pursuant to the provisions of Minnesota Statutes Sections 465.035, 469.091 and 469.012 to transfer said real property to the EDA for the purposes herein provided; and

WHEREAS the City Council of the City of Isanti finds pursuant to the provisions of Minnesota Statutes Section 462.356, subd. 2 that the transfer of the subject real property pursuant to the provisions of this Resolution has no relationship to the City's Comprehensive Municipal Plan, and thus needs no review by the Planning Commission prior to approval, and accordingly hereby RESOLVES to dispense with the requirements of said subdivision;

NOW THEREFORE, IT IS FURTHER RESOLVED: That the Mayor and City Clerk or their designees are hereby authorized and directed to sign and deliver any and all deeds of conveyance and/or other documents as may be reasonably necessary or convenient to the conveyance of the real property described on Exhibit "A" attached hereto to the City of Isanti EDA, as provided above.

This Resolution was adopted by the City Council of the City of Isanti, Minnesota as of the 6th day of June 2017, upon the following vote:

_____ voting in favor:
_____ voting opposed:

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese, Human Resources/City Clerk (SEAL)

EXHIBIT "A"

Legal Description

Parcel 1
Outlot A, Isanti Centennial Complex 5th Rearrangement according to the plat thereof on file and of record in the Office of the Isanti County Recorder (Tax Parcel ID #16.124.0020)

Parcel 2
Lot 1, Block 1, Isanti Centennial Complex 2nd Rearrangement according to the plat thereof on file and of record in the Office of the Isanti County Recorder (Tax Parcel ID #16.115.0010)

Parcel 3
Lot 1, Block 1, Isanti Centennial Complex 6th Rearrangement according to the plat thereof on file and of record in the Office of the Isanti County Recorder (Tax Parcel ID #16.137.0010)

Parcel 4
Outlot A, Isanti Centennial Complex 3rd Rearrangement according to the plat thereof on file and of record in the Office of the Isanti County Recorder (Tax Parcel ID #16.125.0020)

Parcel 5
Outlot H, Isanti Centennial Complex according to the plat thereof on file and of record in the Office of the Isanti County Recorder (Tax Parcel ID #16.090.0140)

Parcel 6
The West 410 feet of the following described tract of land to-wit: All that part of the Southeast Quarter of the Northwest Quarter (SE ¼ of NW ¼) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), described as follows, to-wit:
Commencing at the intersection of the North line of said forty acres and the Westerly right-of-way line of Minnesota Trunk Highway No. 65 as presently existing and laid out, thence West and along said North line a distance of 1036 feet, thence South and parallel with the East line of said forty acres a distance of 425 feet, thence East and parallel with the North line of said forty acres a distance of 977 feet, more or less, and to the Westerly right-of-way line of Minnesota Trunk Highway No. 65 as presently existing and laid out, thence Northeasterly and along said Westerly right-of-way line of Minnesota Trunk Highway No. 65 to the point of beginning and there to terminate. (Tax Parcel ID #16.029.1400)

All of said parcels are being conveyed subject to any easements, restrictions, reservations or applicable provisions of recorded Development Agreements of record, if any.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: May 30, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: 2017 Palomino Road SE Improvements Project
City of Isanti, MN
No Parking Restriction for State-Aid Route
BMI Project No. R13.112450

As stated in the Preliminary Engineering Report for this project, dated February 13, 2017, the proposed Palomino Road SE street width of 32 feet is not wide enough to allow on-street parking on both sides of the roadway in accordance with Municipal State Aid System (MSAS) requirements. Therefore, in order to expend MSAS funds on Palomino Road SE for the 2017 Palomino Road SE Improvements project, an ordinance amending Chapter 227 – Parking and Storage must be approved to state no parking is allowed along the south side of Palomino Road SE from Railroad Avenue SE to Trunk Highway 65. As part of the project, No Parking signs will be installed on the south side of the roadway along this route.

An ordinance is attached for Council action to restrict parking on the south side of Palomino Road SE from Railroad Avenue SE to Trunk Highway 65.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

ORDINANCE NO. XXX

AN ORDINANCE AMENDING CHAPTER 227 PARKING AND STORAGE

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Sub-paragraph (5), Paragraph C., Parking, Stopping, and Standing Provisions, Section 227-2, Parking Regulations, Article II General Parking Regulations, of Chapter 227 of the Code of the City of Isanti is hereby amended to add the following text:

227-2. Parking regulations.

C. Parking, stopping and standing provisions.

(5) No parking is allowed on any of the following streets or highway:

(a) Along either side of Third Avenue NW beginning at its intersection with Isanti Parkway NW to the point at which the City of Isanti corporate boundary ends and Isanti Township begins (Jackson St NW).

(b) Along either side of Railroad Ave SE beginning at its intersection with Palomino Road SE to its intersection with Townsedge Road SE. Along the East side of Railroad Ave SE beginning at its intersection with Main Street E to its intersection with Palomino Road SE.

(c) Along either side of County Road 5 NE/NW beginning at its intersection with Trunk Highway 65 heading west to its intersection with Whiskey Road NW.

(d) Along either side of Fourth Ave SW from its intersection with Main Street W heading south to its intersection with Elizabeth St SW.

(e) Along either side of Elizabeth St SW from its intersection with Fifth Ave SW heading east to its intersection with Second Ave SW.

(f) Along either side of Fifth Ave SW from its intersection with Elizabeth St SW heading south to its intersection with S Brookview Ln SW.

(g) Along either side of Second Ave SW from its intersection with Main St W heading south to its intersection with Elizabeth St SW.

(h) Along either side of Isanti Parkway NW, from Third Avenue NW to East Dual Boulevard NE.

(i) Along either side of Broadway St SE, from Highway 65 NE to 6th Ave NE.

(j) Along either side of 6th Ave NE, from Broadway St SE to Heritage Blvd NE.

(k) Along the West side of Centennial Dr. NW, from Heritage Blvd NW extending South 905' (feet).

(l) Along the South side of Palomino Road SE, from Railroad Avenue SE to Trunk Highway 65.

EFFECTIVE DATE
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 6th day of June, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

Reading Date:	6-06-2017
Publication Date:	6-14-2017
Effective Date:	6-14-2017

K.13.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: May 31, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E. (BCD)

Subject: Approval of Plans and Authorization to Advertise for Bids
2017 Palomino Road Improvements
City of Isanti, MN
BMI Project No.: R13.112450

We request that the City Council approve the plans and specifications, entitled "2017 Palomino Road Improvements", and authorize advertisement for bids.

Following is the schedule for the 2017 Palomino Road Improvements Project:

Approve Plans & Specs, Authorize Advertisement for Bids	June 6, 2017
Open Bids	June 28, 2017
Commence Construction	July 10, 2017
Substantial Completion of Construction	November 1, 2017

As required by the Minnesota State Statute Chapter 429 process, we are requesting that City Council approve plans and specifications and authorize advertisement for bids.

MnDOT State Aid has reviewed, approved and authorized bidding of the project.

A resolution is attached to approve the plans and authorize the advertisement for bids.

I will be at the June 6, 2017 City Council meeting to respond to any questions you have concerning the approval of plans and specifications or the authorization to advertise for bids.

Please contact me with any questions or if you would like any additional information prior to the meeting as well.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2017-____

RESOLUTION APPROVING PLANS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE 2017 PALOMINO ROAD STREET AND UTILITY IMPROVEMENTS

WHEREAS, pursuant to Resolution No. 2017-046 passed by the Council, the City Engineer, Bolton & Menk, Inc. has prepared plans and specifications for the Palomino Road Street and Utility Improvements. The improvements shall consist of in whole or a part in the above mentioned improvement area: street reconstruction, sidewalk construction, and the installation of a new watermain.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota:

1. Such plans and specifications, copies of which are on file in the City Offices, are hereby approved.
2. Bolton & Menk, Inc. shall prepare and cause to be inserted in the official paper and in Finance & Commerce and on QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 21 days, shall specify the work to be done, shall state that bids will be received by the Clerk until 10:00 am on June 28th, 2017 at which time they will be publicly opened in the Council Chambers of the City Hall by the City Clerk and City Engineer, will then be tabulated, and will be considered by the council at approximately 7:00 p.m. on July 5, 2017, in the Council Chambers of the City Hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the Clerk and accompanied by a bid bond payable to the City of Isanti for five percent (5%) of the amount of such bid.

This resolution was duly adopted by the Isanti City Council this 6th day of June 2017.

Motion by: _____ Seconded by: _____ Carried:

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

City of Isanti

Gross Payroll	79,203.42
Social Security & Medicare	3,970.67
Public Employees Retirement	8,041.51
Total City Expense	91,215.60

Pay Date 5/19/2017

Pay Period 10 (4/30-5/13/17)

City of Isanti

Gross Payroll	81,711.55
Social Security & Medicare	4,246.31
Public Employees Retirement	8,208.84
Total City Expense	94,166.70

Pay Date 6/2/2017

Pay Period 11 (5/14-5/27/17)

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 5/23/2017 - 5/23/2017 | May 23, 2017 11:09AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/17	05/23/2017	46436	2343	ADVANTAGE SIGNS	108-20200	142.90
05/17	05/23/2017	46437	2492	ANCONA TITLE & ESCROW	601-20200	70.87
05/17	05/23/2017	46438	2497	ANGER, DONALD	601-20200	75.77
05/17	05/23/2017	46439	692	ARC IRRIGATION	104-20200	177.17
05/17	05/23/2017	46440	53	BELLBOY CORPORATION	609-20200	4,303.05
05/17	05/23/2017	46441	9	BERNICKS PEPSI-COLA	609-20200	276.90
05/17	05/23/2017	46442	2020	BOYLE, EUGENE	101-20200	3,873.60
05/17	05/23/2017	46443	2319	BREAKTHRU BEVERAGE	609-20200	2,001.32
05/17	05/23/2017	46444	2257	C.U. TITLE SERVICES INC	601-20200	4.43
05/17	05/23/2017	46445	2487	Capitol Beverage Sales, L.P.	609-20200	29.50
05/17	05/23/2017	46446	2496	CARLSON, WAYNE	505-20200	6,000.00
05/17	05/23/2017	46447	2013	CASTERTON TITLE & CLOSING CO	601-20200	40.82
05/17	05/23/2017	46448	918	CRYSTAL SPRINGS ICE	609-20200	343.34
05/17	05/23/2017	46449	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,482.30
05/17	05/23/2017	46450	1477	DIGITAL ALLY	101-20200	110.00
05/17	05/23/2017	46451	2478	East Central Energy	101-20200	42.85
05/17	05/23/2017	46452	2355	EASY LIVING HOMES INC	505-20200	6,000.00
05/17	05/23/2017	46453	55	ECM PUBLISHERS INC	101-20200	243.35
05/17	05/23/2017	46454	2493	EXECUTIVE TITLE OF MN LLC	601-20200	3.99
05/17	05/23/2017	46455	385	FEDERATED CO-OPS INC	101-20200	302.51
05/17	05/23/2017	46456	2189	FORSTER, SHAYNA	609-20200	57.25
05/17	05/23/2017	46457	2118	FRANSEN, LINDA	101-20200	345.00
05/17	05/23/2017	46458	739	HACH COMPANY	601-20200	156.51
05/17	05/23/2017	46459	160	HAWKINS INC	602-20200	5,900.00
05/17	05/23/2017	46460	1048	HENRYS WATERWORKS,INC.	601-20200	83.95
05/17	05/23/2017	46461	1584	ISANTI CO AUDITOR-TREASURER	220-20200	248.00
05/17	05/23/2017	46462	252	ISANTI REDBIRDS	104-20200	919.10
05/17	05/23/2017	46463	1534	J. J. TAYLOR	609-20200	1,671.55
05/17	05/23/2017	46464	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,374.02
05/17	05/23/2017	46465	5	KAWALEK TRUCKING	609-20200	140.00
05/17	05/23/2017	46466	80	LAKES GAS CO	602-20200	344.92
05/17	05/23/2017	46467	1975	LIBERTY TITLE	601-20200	34.79
05/17	05/23/2017	46468	2435	LINDBERG LAW OFFICE PA	601-20200	181.40
05/17	05/23/2017	46469	1789	MADDEN GALANTER HANSEN, LLP	101-20200	736.71
05/17	05/23/2017	46470	17	MCDONALD DISTRIBUTING CO	609-20200	18,117.50
05/17	05/23/2017	46471	616	MENARDS - CAMBRIDGE	101-20200	50.91
05/17	05/23/2017	46472	303	MINNESOTA CITY/	101-20200	136.18
05/17	05/23/2017	46473	176	MN DEPT OF REVENUE	101-20200	19,828.00
05/17	05/23/2017	46474	161	MN POLLUTION CONTROL AGENCY	602-20200	75.00
05/17	05/23/2017	46475	2080	MVTL LABORATORIES INC	602-20200	272.40
05/17	05/23/2017	46476	1821	NORTH AMERICAN TITLE CO	601-20200	72.29
05/17	05/23/2017	46477	2450	NORTHERN HOLLOW WINERY	609-20200	144.72
05/17	05/23/2017	46478	2456	OFFICE OF ADMINISTRATIVE HEARINGS	101-20200	79.80
05/17	05/23/2017	46479	2494	OSTLUND, MELISSA	601-20200	60.05
05/17	05/23/2017	46480	2495	PELTIER, TABITHA	603-20200	57.25
05/17	05/23/2017	46481	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,520.42
05/17	05/23/2017	46482	2341	RED BULL DISTRIBUTION	609-20200	369.50
05/17	05/23/2017	46483	1884	REICHMANN, WADE	104-20200	450.00
05/17	05/23/2017	46484	2028	SELECTACCOUNT	861-20200	55.66
05/17	05/23/2017	46485	2361	SEMLER HOMES	505-20200	8,000.00
05/17	05/23/2017	46486	1361	STAPLES ADVANTAGE	101-20200	42.72
05/17	05/23/2017	46487	96	STREICHERS	101-20200	54.99
05/17	05/23/2017	46488	1740	TOSHIBA FINANCIAL SERVICES	108-20200	378.77

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/17	05/23/2017	46489	427	VESSCO INC	601-20200	552.89
05/17	05/23/2017	46490	42	VIKING COCA-COLA BOTTLING CO	609-20200	195.86
05/17	05/23/2017	46491	4	WATSON CO INC	609-20200	1,519.17
05/17	05/23/2017	46492	780	WINE MERCHANTS	609-20200	336.00
Grand Totals:						101,087.95

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
05/17	05/26/2017	46493	1503	7-UP BOTTLING	609-20200	235.08
05/17	05/26/2017	46494	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	830.00
05/17	05/26/2017	46495	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	476.77
05/17	05/26/2017	46496	9	BERNICKS PEPSI-COLA	609-20200	531.20
05/17	05/26/2017	46497	2319	BREAKTHRU BEVERAGE	609-20200	423.50
05/17	05/26/2017	46498	1815	CENTURYLINK	609-20200	807.80
05/17	05/26/2017	46499	1629	CITY OF ISANTI	108-20200	4,905.28
05/17	05/26/2017	46500	1969	CITY OF SAINT PAUL	101-20200	524.20
05/17	05/26/2017	46501	918	CRYSTAL SPRINGS ICE	609-20200	137.56
05/17	05/26/2017	46502	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,019.60
05/17	05/26/2017	46503	693	EMERGENCY AUTOMOTIVE	602-20200	12,115.29
05/17	05/26/2017	46504	255	ESS BROTHERS & SONS	603-20200	426.00
05/17	05/26/2017	46505	385	FEDERATED CO-OPS INC	101-20200	34.35
05/17	05/26/2017	46506	2133	GRAPHIC HOMES INC	505-20200	8,000.00
05/17	05/26/2017	46507	1048	HENRYS WATERWORKS,INC.	601-20200	34.48
05/17	05/26/2017	46508	931	HOFFMAN BROS. SOD	101-20200	720.15
05/17	05/26/2017	46509	113	ISANTI TIRE & AUTO CARE	101-20200	39.00
05/17	05/26/2017	46510	17	MCDONALD DISTRIBUTING CO	609-20200	6,136.15
05/17	05/26/2017	46511	616	MENARDS - CAMBRIDGE	101-20200	246.26
05/17	05/26/2017	46512	194	MN DEPT OF HEALTH	601-20200	3,056.00
05/17	05/26/2017	46513	1290	NAPA AUTO PARTS	101-20200	42.62
05/17	05/26/2017	46514	1497	NELSON AUTO CENTER	602-20200	52,235.39
05/17	05/26/2017	46515	2498	PARK SEAL, LLC	101-20200	1,400.00
05/17	05/26/2017	46516	617	PAUSTIS & SONS	609-20200	1,068.05
05/17	05/26/2017	46517	2028	SELECTACCOUNT	861-20200	325.31
05/17	05/26/2017	46518	1442	ST. LOUIS MRO INC	101-20200	22.50
05/17	05/26/2017	46519	1361	STAPLES ADVANTAGE	101-20200	54.03
05/17	05/26/2017	46520	2150	TRAFFIX GRAPHIX INC	602-20200	240.00
05/17	05/26/2017	46521	427	VESSCO INC	601-20200	1,643.52
05/17	05/26/2017	46522	42	VIKING COCA-COLA BOTTLING CO	609-20200	274.20
05/17	05/26/2017	46523	1286	VINOCOPIA INC	609-20200	324.00
05/17	05/26/2017	46524	4	WATSON CO INC	609-20200	1,862.10
Grand Totals:						100,190.39

L.2.

RESOLUTION NO. 2017- XXX

A RESOLUTION APPROVING THE CLOSURE OF UNITY PARK BALL FIELD FOR THE ISANTI RODEO JULY 7TH – JULY 9TH AND AUTHORIZING THE USE OF THE UNITY PARK BLEACHERS AT THE RODEO GROUNDS

WHEREAS, the Isanti Fire District hosts an annual rodeo as part of the Jubilee Days celebration; and,

WHEREAS, each year the Isanti Fire District requests that the City of Isanti close Unity Park Ball Field for the duration of the rodeo, so as to avoid damage to vehicles parked in the area for the event; and,

WHEREAS, issues have occurred in previous years, of which the Isanti Rodeo Association had been liable for damage that occurred; and,

WHEREAS, to avoid complaints and damage to vehicles of those individuals attending the Jubilee and Rodeo events, the City of Isanti has authorized such closure each year to ensure that such issues do not occur; and,

WHEREAS, the Isanti Rodeo Association is also requesting use of the Unity Park bleachers for additional seating at the Rodeo Grounds; and,

WHEREAS, the Isanti Rodeo Association would remove the bleachers before the event and return them to Unity Park on Monday, July 10th;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota **to** hereby authorize the closure of Unity Park Ball Field as requested by the Isanti Rodeo Association July 7th – July 9th and authorizes City staff to place signage announcing such closure.

AND, BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota hereby authorizes the use of the Unity Park bleachers at the Isanti Rodeo Grounds, with the following conditions:

1. The bleachers are returned to Unity Park on Monday, July 10th.
2. Any damages sustained to the bleachers either in transit or at the Rodeo event shall be repaired by the Isanti Fireman's Rodeo Association.

This resolution was duly adopted by the Isanti City Council this 6th day of June, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

L.3.

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING HUMAN RESOURCES/CITY CLERK LINDSEY GIESE'S LETTER OF RESIGNATION

WHEREAS, Human Resources/City Clerk Lindsey Giese has submitted a letter of resignation to the City of Isanti and presented this to City Administrator Don Lorsung on Friday, May 19, 2017; and,

WHEREAS, the effective date of this resignation is Friday, May 19, 2017, with a final date of work of Friday, June 16, 2017; and,

WHEREAS, the time period between the letter of resignation and the effective resignation date is in compliance with the personnel policy and employment contract for the City of Isanti.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA as follows:

1. That the resignation of Human Resources/City Clerk Lindsey Giese is hereby accepted effective Friday, May 19, 2017. Mrs. Giese's final day of work with the City will be June 16, 2017.

2. That the Human Resources/City Clerk and the City Administrator are hereby directed to fill the position immediately.

This resolution was duly adopted by the Isanti City Council this 6th day of June, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Lindsey Giese
Human Resources/City Clerk

ORDINANCE NO. XXX

AN ORDINANCE TO APPOINT FINANCE DIRECTOR AS CITY TREASURER

WHEREAS, the City of Isanti is a statutory Plan A city; and,

WHEREAS, State Statute 412.591, allows statutory Plan A cities to adopt an ordinance regarding the combining or un-combining City Clerk and City Treasurer positions; and,

WHEREAS, the City Council adopted Ordinance No. 641 on April 19, 2016, temporarily combining the Offices of City Clerk and City Treasurer due to resignation of the City's former Finance Director; and,

WHEREAS, per Ordinance No. 641, the City Administrator continued service as the City Treasurer, until a new Finance Director is hired and takes office; and,

WHEREAS, Mr. Michael Betker was hired to serve as Finance Director for the City of Isanti and has taken office. It is part of the duties of the Finance Director to serve as City Treasurer, as per City Code Chapter 33-10.

NOW, THEREFORE, the City Council of the City of Isanti, Isanti County, State of Minnesota hereby ordains as follows:

Section 1. The City Council appoints City Finance Director Michael Betker as City Treasurer for the City of Isanti.

Section 2. Effective Date. This Ordinance shall take effect upon its passage and publication by law.

Adopted and passed by the Isanti City Council on this 6th day of June, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

Adopted Date: 06-06-2017
Publication Date: 06-14-2017

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**
From: Chief Gene C. Hill
Date: May 26, 2017
Subject: Office Copier/Fax/Scanner Multi-Function Center

MEMO

Background:
The police department is currently on a month-to-month lease with Zerox Corporation for its multi-function center. This unit is more than five years old and no longer meets all the needs to of the department. The current one was fast in its day but suffers by comparison to new technology.

Jesse Jarvie of Metro Sales stopped by our office because he has many units in service with local business's in Isanti and many local government entities in Isanti County. He provided a quote and a FREE machine to use to see if it meets our needs.

Three quotes have been received and the Department's recommendation is to go with Metro Sales due to the machine quality, machine speed, machine ease of operation and customer service.

CA Lorsung has stated that he prefers a 36 month lease; however, I feel that would be appropriate for most applications and departments. In our case, most of our communications are dealt with scanned and emailed case reports to the courts, attorneys and probation. We store very little print hard copies of anything. This is why I feel a 60 month lease would be appropriate for the police department. Our current machine has been in operation for well over 60 months and works fine, but the older technology is slow and it does not scan two sided documents. The new machine does scan two sided documents and scans five times as fast as our old one. This will increase staff productivity by having a two sided / faster scanner.

The Finance Committee has reviewed this item and recommends to Council to move forward with the quote from Metro Sales,

Action:
For City Council to review and consider the lease of a multi-function center from Jesse Jarvie of Metro Sales.

Respectfully,

Chief Gene C. Hill

Metro Sales inc

Ricoh MP C307spf
Color Copy/Print/Scan/Fax

Purchase Option	$3,355.00
60 Month Lease Option	$63.00 per month

Maintenance $40.00 per quarter ($13.33 per month)
B&W copies/prints 1,000 per month (3,000 per quarter)
Excess usage B&W $0.013 per copy BW
All Color usage $0.07 per copy
Agreement includes all parts, labor and consumables.

(several of the government entities within Isanti County have recently purchased from Metro Sales; to include the Sheriff's office, Cambridge Police Department and other businesses within the City of Isanti) Great reviews!
Options at the end lease:

- Buy out
- Extend lease
- Return

CES Imaging

Muratic C2280N
Color Copy/Print/Scan/Fax

Month to Month NO long term Contract

Cost per month	$275.00
Includes	1250 BW clicks
	100 Color clicks
Overage	$.019 BW
	$.079 color

Includes equipment, toner, and all service (parts&labor) on a month to month basis.

CDW

HP Color LaserJet Pro MP M477fdw (includes hardware support – extended service or 3 years)
Color Copy/Print/Scan/Fax

Breakdown

- HP Printer $758.80
- HP Care Pack 241.19

Total Cost $999.99

The basic cost of black toner for 2,300 sheets is just less than $100.00 and for 2,300 color just higher than $100. Higher yield toners run about $200.00. The service – maintenance is through HP directly with the 3 year warranty.

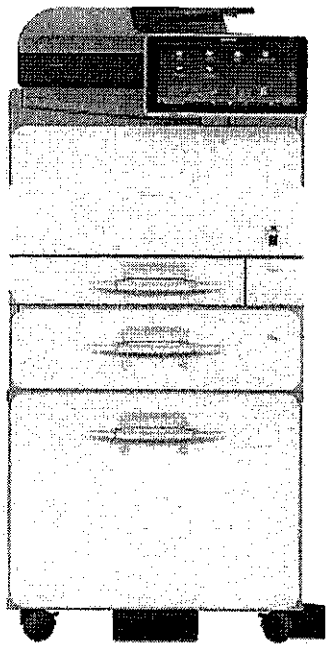
***CDW does Not include toner, set-up, installation or training.**

METRO
SALES INC.

Solution for: **City of Isanti Police Department**

NEW! Ricoh MP C307spf with Color Copy/Print/Scan/Fax

- 31 Copies/Prints per minute Black and White or Color Output
- Network Printing
- Scan to Email/Folder (In color)
- 50 sheet Automatic Reversing Document Feeder
- 10.1' Customizable Touch Screen Control Panel
- Handles up to 8.5" x 14" throughput
- Includes Hard Disc Drive
- 1 x 250 sheet paper tray and 1 x 500 sheet paper trays
- Includes TALL Cabinet for added 5"
- 100 Sheet Bypass tray



Investment Option 1:

Purchase Option:	$ 3,355.00
60 Month Lease Option:	$ 63.00 / Month

Maintenance Agreement:

- **$ 40.00** per quarter
  - 1,000 copies/prints allowed per month = 3,000 per quarter
  - B&W copies/prints in excess of 3,000 per quarter to be billed at **$ 0.013** per copy
  - All color usage to be billed on a per use basis at the rate of **$ 0.07** per copy
- Agreement includes all parts, labor, and consumables.

CES IMAGING

1701 James Circle North
Brooklyn Center, MN 55430
Main: 763-560-9098
Fax: 763-560-1399
Toll free 1-800-831-8587
www.cesimaging.com

October 12, 2016

Penny Anderson
City of Isanti – Police Dept.
401 South 1st Avenue
Isanti, MN 55040

Penny,

Thank you for the opportunity to provide you with a proposal on equipment for your department. Follow is the equipment and options that we discussed.

Muratec C2280N consisting of:

Scan duplex - yes want collate

- Up to 12x18
- B/W or Color
- 22 ppm B/W or Color
- Fax Option
- Duplexing Automatic Document Feeder (C3680DADF) yes
- ~~2 Additional 500 Sheet Cassettes (C3680ACS2)~~
- Internal Finisher/Stapler (C3680FN) collate
- Floor Standing Finisher/Collator (C3680FN2)

Cost-per-Copy Program – 1250 100

275.- ~~$359.~~00 per month which includes ~~1000~~ b/w and ~~50~~ color clicks as a monthly allowance then $ .019 per b/w click and $ .079 per color click for any overages.

Pricing includes the equipment, toner, and all service (parts & labor) on a month-to-month basis; there is no long term contract required. We provide delivery, set-up, installation and training.

Please let me know if you have any questions or if there is anything else I can provide for you.

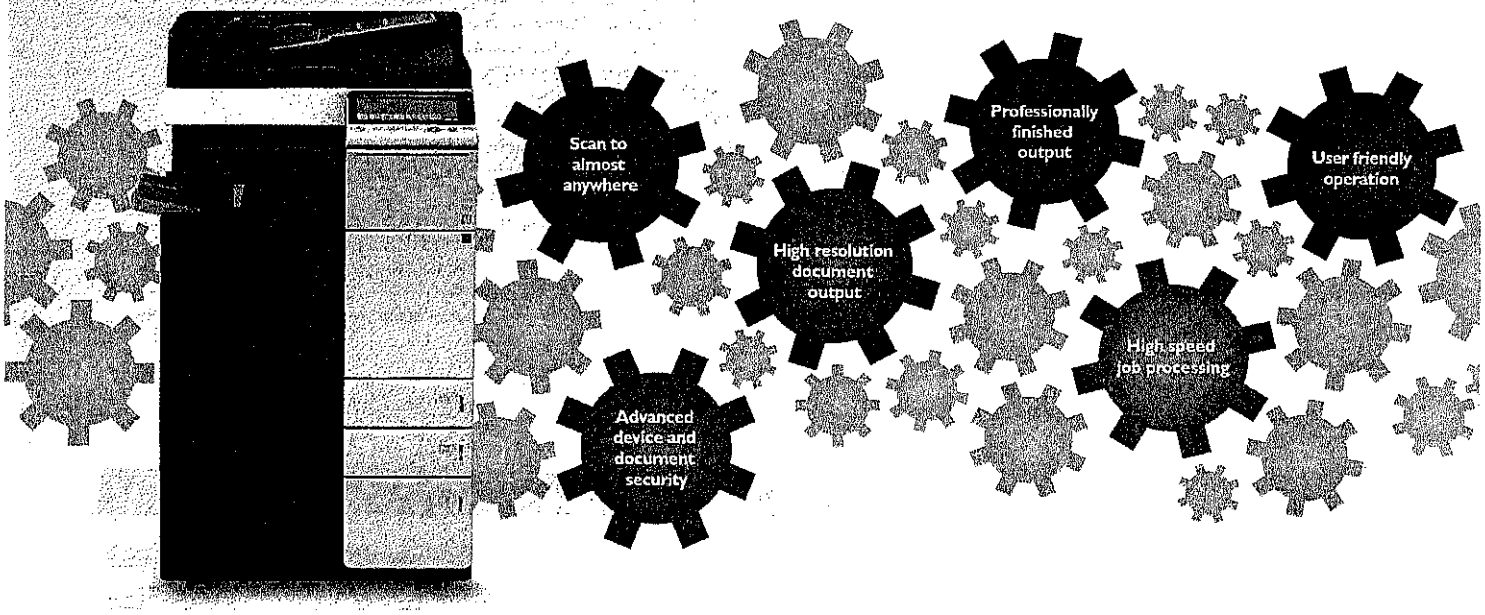
Best regards,

Julie Sager

Copy Print Fax Scan Network

USB Print / Scan Easy Security Duplex Fast

Document solutions GEARED for your business.



MFX-C2880N

PRINT

- Full color printing at up to 28 pages-per-minute
- Print 11" x 17" full bleed originals on 12" x 18" paper to preserve margins and crop marks
- Standard PCL6 and PostScript 3
- Optional stapling, offset stacking, hole punching, tri-folding and job separator trays
- Carbon printing enables the same page to print from multiple trays using a different colored paper from each tray
- Multiple paper sources can be added to increase paper storage or enable instant access to multiple paper stocks

SCAN

- Optional duplexing automatic document feeder (DADF) enables monochrome and color scanning at up to 160 images-per-minute
- Optional reversing automatic document feeder (RADF) enables monochrome and color scanning at up to 80 images-per-minute
- Color scanning to email, PC folder, FTP, USB flash drive, Microsoft® applications, document management and cloud storage systems (PDF, TIFF, JPEG, XPS, PDF/A, PPTX)
- 9" color touchscreen mirrors the intuitive "touch and swipe" feel of a mobile device

FAX

- Optional fax features include a 33.6 Kbps fax modem, 2,000 location address book, broadcasting, group dialing and confirmation reports
- Send faxes directly from PC applications using the simple PC fax drive

COPY

- 20 second warm-up time / 5.9 second first-copy-out time (monochrome), 7.7 second first-copy-out-time (color)
- Card Copy mode enables users to capture both sides of an identification card seamlessly
- Mixed original detection can detect letter and legal size documents in the document feeder and produce output on the appropriate paper size (if both sizes have been loaded)

BUSINESS-CLASS DOCUMENT SOLUTIONS

muratec

MK3253 | .com

QUOTE CONFIRMATION

PEOPLE WHO GET IT

DEAR PENNY ANDERSON,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
HXBB115	5/5/2017	HWZX771	10443294	$999.99

QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
HP Color LaserJet Pro MFP M477fdw Mfg. Part#: CF379A#BGJ UNSPSC: 44101503 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	1	3827426	$602.27	$602.27
Electronic HP Care Pack Next Business Day Hardware Support - extended servi Mfg. Part#: U8TP0E UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	1	3849463	$241.19	$241.19
HP media tray / feeder - 550 sheets Mfg. Part#: CF404A UNSPSC: 44103116 Contract: NJPA 100614#CDW Technology Catalog (100614#CDW)	1	3872583	$156.53	$156.53

PURCHASER BILLING INFO		
Billing Address: CITY OF ISANTI ACCOUNTS PAYABLE PO BOX 428 ISANTI, MN 55040-0428 **Phone:** (763) 444-5512 **Payment Terms:** Net 30 Days-Govt State/Local	**SUBTOTAL**	$999.99
	SHIPPING	$0.00
	GRAND TOTAL	**$999.99**
DELIVER TO	**Please remit payments to:**	
Shipping Address: CITY OF ISANTI PENNY ANDERSON PO BOX 428 ISANTI, MN 55040-0428 **Phone:** (763) 444-5512 **Shipping Method:** FEDEX Ground	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION

Brittany Larson | (877) 220-1778 | britlar@cdwg.com

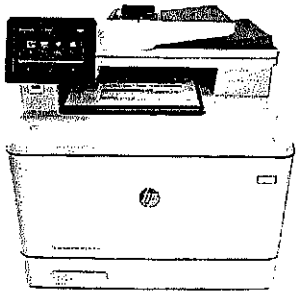
This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager

© 2017 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

Datasheet

HP Color LaserJet Pro MFP M477fdw

Unmatched print, scan, copy, and fax performance plus robust, comprehensive security for how you work. This color MFP finishes key tasks faster and guards against threats.[1] Original HP Toner cartridges with JetIntelligence produce more pages.[2]



Print Speed: Black & Color (letter): Up to 28 ppm
Print Resolution: Black & color (best): 600 x 600 dpi, Up to 38,400 x 600 enhanced dpi
Copy resolution:600 x 600 dpi
Display:4.3" intuitive touchscreen Color Graphic Display (CGD)
Standard connectivity: Hi-Speed USB 2.0 port; built-in Fast Ethernet 10/100/1000 Base-TX network port; Host USB
Paper Handling:50-sheet multipurpose tray, 250-sheet input tray, 50-sheet Automatic Document Feeder (ADF), 150-sheet output bin

Speed through more tasks. Keep data protected.

- Scan digital files directly to email, USB, network folders, and the cloud with preloaded business apps.[3]
- Grab pages and go—without waiting around. This MFP wakes up and prints faster than the competition.[1]
- Breeze through multipage documents with two-sided printing that's faster than the competition.[1]
- Control access to print jobs and help keep printing safe with security features like LDAP authentication.[4]

Easy management. Efficient printing.

- Easily manage print jobs directly at the MFP—just tap and swipe the 4.3-inch (10.9 cm) touchscreen.[6]
- Easily print Microsoft® Word and PowerPoint® documents—now directly from your USB drive.[5]
- Easily manage devices and settings using HP Web Jetadmin with a suite of essential management features.[7]
- Print using less energy than competitors—enhanced by Original HP Toner cartridges with JetIntelligence.[8]

More. Pages, Performance, and Protection.

- Get the most prints for your money—with Original HP High Yield Color Toner cartridges with JetIntelligence.[2]
- Count on professional quality at high speeds with HP ColorSphere 3 toner.
- Help ensure you're getting the authentic HP quality you paid for with innovative anti-fraud technology.
- Print right away with preinstalled toner cartridges. Replace them with optional high-yield cartridges.

Stay connected with easy mobile printing options

- Easily print from a variety of smartphones and tablets—generally no setup or apps required.[9]
- Count on wireless direct printing in the office—from mobile devices—without accessing the company network.[11]
- Help workers print with just a touch of their NFC-enabled mobile device to the printer—no network needed.[12]
- Easily access, print, and share resources with Ethernet and wireless networking.[10]

Compatible with Windows 10

Windows 8 Compatible

Hi-Speed USB

Mac

ePrint

AirPrint

[1] Based on HP internal testing of top three leading competitors' first page out from sleep mode and duplex print and copy speed completed 8/2015. Subject to device settings. Actual results may vary. For details se hp.com/go/Ljclaims [2] Based on cartridge yields for HP 305X compared with HP 410X Original HP LaserJet Toner Cartridges. For more information, see hp.com/go/learnaboutsupplies [3] Requires an internet connection to the printer. Services may require registration. App availability varies by country, language, and agreements. For details, see hpconnected.com [4] HP JetAdvantage Private Print is available at no charge and requires that the printer be connected to the Internet with web services enabled. Not available in all countries. For more information, see hpjetadvantage.com [5] Microsoft and PowerPoint are U.S. registered trademarks of the Microsoft group of companies. Feature works with Microsoft Word and PowerPoint 2003 and later. Only Latin language fonts are supported. [6] Requires a wireless access point and an Internet connection to the printer. Services require registration. App availability varies by country, language, and agreements and requires a firmware upgrade. For details, visit hpconnected.com [7] HP Web Jetadmin is free and available for download at hp.com/go/webjetadmin [8] Based on HP testing using the ENERGY STAR® program's Typical Electricity Consumption (TEC) method or as reported in energystar.gov of top three leading competitors as of 8/2015. Actual results may vary. For details see hp.com/go/Ljclaims [9] Wireless operations are compatible with 2.4 GHz operations only. App or software and HP ePrint account registration may also be required. Some Features require purchase of an optional accessory. Learn more at hp.com/go/mobileprinting [10] Feature is only supported by the HP Color LaserJet Pro MFP M477fdw and M477fnw. Wireless performance is dependent on physical environment and distance from access point, and may be limited during active VPN connections. [11] Feature is only supported by the HP Color LaserJet Pro MFP M477fdw and M477fnw. Mobile device needs to be connected directly to the Wi-Fi network of a wireless direct-capable MFP or printer prior to printing. Depending on mobile device, an app or driver may also be required. Learn more at hp.com/go/businessmobileprinting [12]Feature is supported by the HP Color LaserJet Pro MFP M477fdw. Requires a compatible NFC-printing-enabled mobile device. For a list of compatible NFC-printing-enabled mobile devices, see hp.com/go/nfcprinting

RESOLUTION 2017-_____

RESOLUTION APPROVING TO PROCEED WITH METRO SALES CONTRACT FOR MULTI-FUNCTION CENTER SERVICES

WHEREAS, Copier – Multi-function Center technology has drastically changed in the last 5 years and the existing contract has expired with Xerox; and

WHEREAS, three bids were received from local vendors for copier, scanning and fax services; and

WHEREAS, the Finance Committee has reviewed and approved the consideration of contracting these service from Metro Sales for the next 60 months; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve:

- Chief Hill to enter into a 60-month contract for services with Metro Sales, Jesse Jarvie, for the police departments Multi-Function Center.

This Resolution is approved by the City of Isanti Council this 6th day of June, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Josi Wood
Public Services Director/ Assist. City Admin.

Date: June 6, 2017

Subject: Resolution Authorizing the Trade-In and Purchase of a New Utility Trailer

---

Background

The City budgeted $6,500.00 within Streets (500) to purchase a new painter and painting trailer utilizing trade-in of the trailer that is of no use to the PW department. The trailer being traded-in is the 2000 16' Rugged Road Trailer. Below is the information that Staff has received from the 3 vendors that were contacted. The net purchase price for the Utility Trailer is $950.00. There is $862.00 remaining from the original $6,500.00 budgeted funds for this item. With the trade-in value lower than was quoted last year during budgeting, there are $88.00 needed. Leftover funds within Streets (500) from the purchase of the City Truck will be utilized to fund the difference.

Vendor	Trade-in Value	New Utility Trailer
Central Trailer Sales	$700.00	$1650.00
Crawfords Equipment	$700.00	$3100.00
M & G Trailer Sales	Did not contact me back	

Finance Committee Recommendation

Finance Committee is recommending Central Trailer Sales for the trade-in of the 2000 16' Rugged Road Trailer and purchase of the PJ U2 Utility Trailer in the net amount of $950.00. It is also recommended to move forward using remaining funds within Streets (500) for the $88.00 shortage.

Request

Staff is requesting action on this item.

Attachment

- Res-XXX
- Central Trailer Sales Quote

RESOLUTION NO. 2017-XXX

A RESOLUTION AUTHORIZING THE TRADE-IN AND PURCHASE OF A NEW UTILITY TRAILER

WHEREAS, the City budgeted $6,500.00 for purchase of a street painter and paint trailer within Streets (500); and,

WHEREAS, staff solicited quotes for the trade-in value of an unused 2000 16ft Rugged Road Trailer and for a new 6' x 12' utility trailer to be used for street painting and found Central Trailer Sales to provide the best value; and,

WHEREAS, the value of the trailer for trade-in was $700.00 and cost for the new PJ U2 Utility Trailer was $1,650.00 for a net purchase price of $950.00; and,

WHEREAS, after the purchase of the painter there are $862.00 funds remaining of the $6,500.00; and,

WHEREAS, the remaining $88.00 will be used from leftover funds from the 2017 GMC truck within Streets (500); and,

WHEREAS, Finance Committee reviewed the quotes and recommends approval of the trade-in and purchase through Central Trailer Sales for the net amount of $950.00; and,

WHEREAS, the funding source is identified as Streets (500);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the quote for the 2000 16' Rugged Road Trailer trade-in value and new PJ U2 Utility Trailer from Central Trailer Sales for a total cost of $950.00.

This resolution was duly adopted by the Isanti City Council this 6th day of June, 2017.

Attest:

George A. Wimmer
Mayor

Lindsey Giese
Human Resources / City Clerk

CENTRAL TRAILER SALES

18661 Hwy 65
East Bethel, MN 55011
Phone 763-434-2277
Fax 763-434-2280
www.centraltrailers.com

QUOTATION

DATE 05/29/2017

GIVEN TO City of Isanti C/O Matt Sylvester

Fax
PHONE 763-772-5850
Email msylvester@cityofisanti.us

PJ U2 6x12 Utility Trailer

LED lights
4ft fold flat ramp gate

$1650.00

Trade in value for Rugged Road 16ft trailer in as is condition
$700

Trailer cost after trade in
$950.00

L.7.

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING THE DATA PRACTICES PROCEDURES AND DATA INVENTORY FOR THE CITY OF ISANTI

WHEREAS, each government entity is required to have policies about access to government data; and,

WHEREAS, one policy must explain the rights of the public and the other policy must explain the rights of data subjects; and,

WHEREAS, as a result the City of Isanti has prepared Data Practices Procedures and Data Inventory documents; and,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that the following procedures and documents are effective as of the passing of this resolution:

1) Data Practices Procedures and Data Inventory document attached hereto as 'Exhibit A'
2) Data Practices Policies for Data Subjects attached hereto as 'Exhibit B'
3) Data Practices Policies for Members of the Public attached hereto as 'Exhibit C'

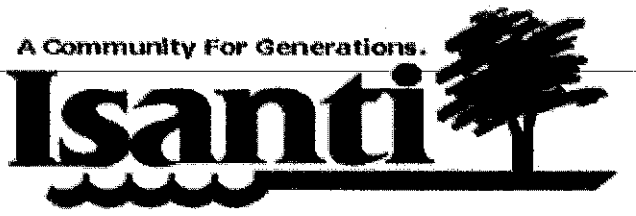
This resolution was duly adopted by the Isanti City Council this 6th day of June, 2017.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

EXHIBIT A



City of Isanti
Data Practices Procedures and Data Inventory

Data Practices Procedures
Table of Contents

1.0 Introduction.
2.0 Responsible Authority.
3.0 Access to Public Data.
- 3.1 People Entitled to Access.
- 3.2. Form of Request.
- 3.3 Identification of Requesting Party.
- 3.4 Form of Copies.
- 3.5 Time Limits (Public Data).
- 3.6 Fees.

4.0 Access to Private and Confidential Data on Individuals.
- 4.1 People Entitled to Access.
- 4.2 Form of Request.
- 4.3 Requests for Private or Confidential Information.
- 4.4 Identification of Requesting Party.
- 4.5 Time Limits.
- 4.6 Fees.
- 4.7 Summary Data.
- 4.8 Records of Minors and Incapacitated Persons.

5.0 Access to Private and Confidential Data on Decedents.
6.0 Access to Data Not On Individuals.
- 6.1 People Entitled to Access.
- 6.2 Form of Request.
- 6.3 Form of Request (Nonpublic or Protected Nonpublic Information).
- 6.4 Identification of Requesting Party.
- 6.5 Time Limits.
- 6.6 Fees.
- 6.7 Accessibility of Records.

7.0 Temporary Classification.
8.0 Denial of Access.
9.0 Collection of Data on Individuals.
- 9.1 Tennessen Warning.
- 9.2 Data Quality Procedures.

10.0 Challenges to Data Accuracy or Completeness.
11.0 Data Protection.
- 11.1 Accuracy and Currency of Data.
- 11.2 Data Safeguards/Ensuring Security of Not Public Data.
- 11.3 Procedures for Breaches in Security.
- 11.4 Penalties for Unlawfully Accessing Not Public Data.

City of Isanti
Data Practices Procedures Exhibits

Exhibit 1 LIST OF DESIGNEES
Exhibit 2 ANNUAL FEE SCHEDULE
Exhibit 3 INFORMATION DISCLOSURE REQUEST
Exhibit 4 GOVERNMENT DATA ACCESS & NONDISCLOSURE AGREEMENT
Exhibit 5 NOTICE TO PERSONS UNDER AGE 18
Exhibit 6 SAMPLE CONSENT TO RELEASE PRIVATE DATA
Exhibit 7 SAMPLE CONSENT TO RELEASE COPYRIGHTED DATA
Exhibit 8 DATA PRACTICES ADVISORY
Exhibit 9 SAMPLE TENNESSEN WARNING FORM
Exhibit 10 SAMPLE CONTRACT PROVISION
Exhibit 11 BUILDING PERMIT/PLANS - DATA PRACTICES ADVISORY

Appendix A

DATA INVENTORY

DATA PRACTICES PROCEDURES

1.0 Introduction. These procedures are adopted to comply with the requirements of the Minnesota Government Data Practices Act (the "Act"), specifically Minnesota Statutes Sections 13.025, 13.03, subdivision 2 and 13.05, subdivision 5. It is the intent of the City of Isanti ("City") to remain in compliance with the Act. These procedures shall be supplemented by the requirements of the Act as needed and if any procedure contained herein is inconsistent with those requirements, as they may be amended, the specific provisions of the Act shall be controlling.

2.0 Responsible Authority. The Manager is the Responsible Authority and Compliance Official responsible for the collection, use and distribution of government data and is accountable for City compliance with the Minnesota Government Data Practices Act. The Responsible Authority has authorized certain other City employees to collect, maintain, disseminate and otherwise assist in complying with the Act ("Designees"). These Designees are listed on attached **Exhibit 1**. The Responsible Authority shall provide training to Designees and staff at such times and in such a manner as the designated Responsible Authority determines is appropriate to inform them of their obligations under the Act. The designated Responsible Authority shall also be authorized to amend or supplement the Exhibits attached to these procedures as needed to further the intent of these procedures and the City's compliance with the Act. For the purposes of carrying out these procedures, the term Responsible Authority shall include Designees unless the context in which it is used indicates a different intent.

3.0 Access to Public Data. All information maintained by the City is public unless there is a specific statutory designation which gives it a different classification. Categories of classification are as follows:

Data on Individuals* M.S. § 13.02, subd. 5	**Data on Decedents** M.S. § 13.10, subd. 1	**Data not on Individuals*** M.S. § 13.02, subd. 4
Public Accessible to anyone M.S. § 13.02, subd. 15	**Public** Accessible to anyone M.S. § 13.02, subd. 15	**Public** Accessible to anyone M.S. § 13.02, subd. 14
Private Accessible to the data subject; Not accessible to the public M.S. § 13.02, subd. 12	**Private**** Accessible to the representative of the decedent; Not accessible to the public M.S. § 13.10, subd. 1(b)	**Nonpublic** Accessible to the data subject; Not accessible to the public M.S. § 13.02, subd. 9
Confidential Not accessible to the data subject; Not accessible to the public M.S. § 13.02, subd. 3	**Confidential**** Not accessible to the representative of the decedent; Not accessible to the public M.S. § 13.10, subd. 1(a)	**Protected Nonpublic** Not accessible to the data subject; Not accessible to the public M.S. § 13.02, subd. 13

* Individual is defined at M.S. § 13.02, subd. 8. Individual means a living human being. It does not mean any type of entity created by law, such as a corporation.

** Private and confidential data on decedents become public data ten years after the death of the data subject and 30 years after the creation of the data.

3.1 People Entitled to Access. Any person has the right to inspect or view public data and/or to have an explanation of the meaning of the data. The person does not need to state his or her name or give the reason for the request, unless a statute specifically authorizes the City to request such information. Additionally, any person has the right to obtain a copy of public data except in the case of copyrighted materials in the possession of the City for which the City does not have express written permission to reproduce. See **Exhibit** 7.

3.1A Copyrighted public documents may be shown to anyone but shall not be reproduced or photocopied without express written permission from the copyright holder. See **Exhibit** 7.

3.1A1 The Responsible Authority reserves the right to refuse to provide copies of copyrighted data in accordance with the copyright law of the United States (Title 17, United States Code) which governs the making of photocopies or other reproductions of copyrighted material.

3.1A2 Public documents created by the City of Isanti and/or its officials and employees on behalf of the City do not qualify for copyright protection and shall be available for viewing and reproduction in accordance with the Act. In certain cases, the City may enforce a copyright or acquire a patent for a computer software program or components of a program created by the City. In such cases, the data shall be treated as trade secret information.

3.2. Form of Request. The request for public data generally requires a written request on a form provided by the City, and sending it by email, U.S. mail, or by hand-delivering it to the City. See **Exhibit 3**.

3.3 Request for Clarification. If the data request is unclear, the City may ask for clarification. If the request yields voluminous data, the City may ask if there is more specific data sought by the requestor. However, if the requestor chooses not to limit its request, the City will respond to the original data request.

3.3 Identification of Requesting Party. The Responsible Authority **may not** require the requesting party to provide identification to view public documents except as may be necessary to facilitate access to the data. Examples of when identifying information may be requested include, but are not limited to, obtaining a mailing address when the person has requested that copies be mailed, requesting identification when copies have been paid for by check, or requesting contact information in order to clarify or follow up on the request. The Responsible Authority must verify the identity of the requesting party as a person entitled to reproductions when reproductions of copyrighted public data are requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

3.4 Form of Copies. Where public data is maintained in a computer storage medium, the Responsible Authority shall provide copies of the public data in electronic form upon request, provided a copy can reasonably be made in that form. The Responsible Authority is not required to provide the data in an electronic format or program that is different from the format or program in which the Responsible Authority maintains the data.

3.5 Time Limits (Public Data). Requests will be received and processed only at Isanti City Hall during normal business hours. If copies cannot be made at the time of the request, copies will be supplied as soon as reasonably possible. Whenever possible, the Responsible Authority will immediately allow the person

to inspect the public data. When providing an immediate response to the customer it should not interfere with the City's efficient operations. The Responsible Authority may require that the requesting person make an appointment or return at a later time to inspect or to pick up copies of the requested data.

When public data on individuals is requested by the individual data subject and an immediate response is not possible, the authorized City employee will provide the data within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays.

3.6 Fees. Anyone may inspect or view public data for any reason without charge. Fees may be charged only if the requesting person asks for a copy or electronic transmittal of the data. Fees will be charged according to the City's current fee schedule and may not include time necessary to separate public from non-public data. Prepayment of fees prior to receiving the copies is mandatory. In some situations, the City may also ask for a refundable deposit prior to copying data if the actual cost of providing copies may result in a large fee. Fees are established annually by ordinance. Information regarding the City's approved fee schedule is attached in **Exhibit 2**.

4.0 Access to Private and Confidential Data on Individuals. Information about individual people is classified by law as public, private, or confidential. An inventory of the private and confidential information maintained by the City is contained in **Appendix A**.

4.1 People Entitled to Access.

4.1A Public information about an individual may be shown or given to anyone for any reason.

4.1B Private information about an individual may be shown or given to:

4.1B1 The individual, but only once every six months, unless a dispute has arisen or additional data has been collected or created.

4.1B2 A person who has been given access by the express written consent of the data subject. See **Exhibit 6**.

4.1B3 People, or another responsible authority, which are authorized access by federal or state law or by court order.

4.1B4 People within the City staff, the City Council, and outside agents (such as attorneys, insurance agents, etc.) whose work assignments or responsibilities reasonably require access.

4.1C Confidential information may not be given to the subject of the data, but may be given or shown to:

4.1C1 People who are authorized access by federal or state law or by court order.

4.1C2 People within the City staff, the City Council, and outside agents (such as attorneys, insurance agents, etc.) whose work assignments or responsibilities reasonably require access.

4.2 Form of Request. The data request generally requires a written request on a form provided by the City, and sending it by email, U.S. mail, or by hand-delivering it to the City. See **Exhibit 3**. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, private, or confidential.

4.3 Requests for Private or Confidential Information. All requests to see private or confidential information must be made in writing in order to verify identity. The Responsible Authority will provide a form. See **Exhibit 3**. to document the requesting party's identity, the information requested, and the City's response; however, any individual may request data verbally or in writing as long as the request is accompanied by documentation providing the requesting party's identity and a detailed description of the information requested.

4.4 Identification of Requesting Party. The Responsible Authority **must** verify the identity of the requesting party as a person entitled to access when private or confidential data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

4.5 Time Limits. Requests will be received and processed at Isanti City Hall only during normal business hours. Access to the data will be provided as soon as is reasonably possible. Data requested by the individual data subject will be provided within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays if an immediate response is not possible.

4.6 Fees. Fees will be charged in the same manner as for public information and are summarized in **Exhibit 2**.

4.7 Summary Data. The term summary data refers to statistical records and reports derived from data on individuals but which does not identify an individual by name or reveal any other characteristic that could uniquely identify an individual. Summary data derived from private or confidential data is public. The Responsible Authority will prepare summary data upon request, if the request is in writing and the requesting party pays for the cost of preparation. The

Responsible Authority must notify the requesting party about the estimated costs and collect these costs before preparing or supplying the summary data. This should be done within 10 days after receiving the request. If the summary data cannot be prepared within 10 days, the Responsible Authority must notify the requester of the anticipated time schedule and the reason for the delay.

Summary data may be prepared by "blacking out" personal identifiers, cutting out portions of the records that contain personal identifiers, creating a spreadsheet, programming computers to delete personal identifiers, or other reasonable means.

The Responsible Authority may ask an outside agency or person to prepare the summary data if (1) the specific purpose is given in writing (2) the agency or person agrees not to disclose the private or confidential data, and (3) the Responsible Authority determines that access by this outside agency or person will not compromise the privacy of the private or confidential data. See **Exhibit 4**.

4.8 **Records of Minors and Incapacitated Persons** as defined in Minnesota Statutes § 524.5-102, subdivision 6. The following applies to private (not confidential) data about people under the age of 18 and about those persons who are incapacitated as defined by Minnesota Statutes § 524.5-102, subdivision 6.

4.8A Parent /Guardian Access. In addition to the people listed above who may have access to private data, a Parent may have access to private information about a minor or incapacitated person. For the purposes of these procedures, "Parent" shall include guardians and individuals acting as parents or guardians in the absence of parents or guardians. A Parent is presumed to have this right unless the minor has requested the Responsible Authority to withhold the data and withholding the data would be in the best interest of the minor, or unless the Responsible Authority has been given evidence that there is a state law, court order, or other legally binding document, that restricts the Parent's exercise of this right.

4.8B Notice to Minor and Incapacitated Persons. Before requesting private data from minors or incapacitated persons, City personnel must notify the minors and incapacitated persons that they may request that the information not be given to their parent or guardian(s). See **Exhibit 5**.

4.8C Denial of Parent or Guardian Access. The Responsible Authority may deny parent or guardian access to private data when the individual requests this denial and the Responsible Authority determines that withholding the data would be in the best interest of the individual. The request from the individual must be in writing, stating the reasons for the request. In determining the best interest of the individual, the Responsible Authority will consider:

4.8C1 Whether the individual is of sufficient age and maturity to explain the reasons and understand the consequences,

4.8C2 Whether denying access may protect the individual from physical or emotional harm,

4.7C3 Whether there are reasonable grounds to support the individual's reasons, and

4.8C4 Whether the data concerns medical, dental, or other health services provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent or guardian would seriously jeopardize the health of the individual.

The Responsible Authority may also deny parental access without a request from the juvenile or incapacitated person under Minnesota Statutes Section 144.335, or under any other state or federal statute that allows or requires denial of parental access and that provides standards for denying parental access.

5.0 Access to Private and Confidential Data on Decedents. Private data on decedents means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as private data. Confidential data means data which, prior to the death of the data subject, were classified by statute, federal law, or temporary classification as confidential data. An Inventory of the private and confidential information maintained by the City is contained in **Appendix A.** Information about individuals who are deceased will be treated the same as data that is about individuals who are living except:

5.0A Private and confidential data on decedents will become public data ten years after the death of the data subject **and** 30 years after the creation of the data in accordance with Minnesota Statutes Section 13.10, subdivision 2. An individual is presumed dead if either 90 years elapsed since the creation of the data or 90 years have elapsed since the individual's birth, whichever is earlier, except that an individual is not presumed to be dead if the Responsible Authority has information readily available to it indicating the individual is still living.

5.0B A representative of the decedent may exercise the rights that the decedent could have exercised as a living individual. A "representative of the decedent" means a personal representative of the estate of the decedent during the period of administration, or if no personal representative has been appointed or after discharge, the surviving spouse, any child of the decedent, or, if there is no surviving spouse or children, the parents of the decedent.

6.0 Access to Data Not On Individuals. Information not about individuals is classified by law as public, nonpublic, and protected nonpublic. Information that is not about individuals will generally be treated the same as data about individuals. Nonpublic and protected nonpublic information, except for security information, becomes public either ten years after it was created by the City or ten years after the data was received or collected by the City unless the Responsible Authority reasonably determines that if the information was made public or made available to the data subject that the harm to the public or the data subject would outweigh the benefit to the public or the data subject.

6.1 People Entitled to Access.

6.1A Public information not about an individual may be shown to anyone. Copyrighted documents will not be reproduced or photocopied without express written permission from the copyright holder. See **Exhibit 7**.

6.1B Nonpublic information not about an individual may be shown or given to:

6.1B1 An authorized representative of the subject entity of the data, but only once every six months, unless a dispute has arisen or additional data has been collected.

6.1B2 A person who has been given access by the express written consent of the authorized representative of the entity which is the subject of the data. See **Exhibit 6**.

6.1B3 People who are authorized access by federal or state law or by court order.

6.1B4 People within the City staff, the City Council, and outside agents (such as attorneys, insurance agents, etc.) whose work assignments or responsibilities reasonably require access.

6.1C Protected Nonpublic information may not be given to the authorized representative of the entity, but may be given or shown to:

6.1C1 People who are authorized access by federal or state or by court order.

6.1C2 People within the City staff, the City Council, and outside agents (such as attorneys, insurance agents, etc.) whose work assignments or responsibilities reasonably require access.

6.2 Form of Request. The data request generally requires a written request on a form provided by the City, and sending it by email, U.S. mail, or by hand-

delivering it to the City. See **Exhibit 3**. Data will be released depending on whether or not the City has stored the data requested and whether the data is classified as public, nonpublic, protected nonpublic or is copyrighted.

6.3 Form of Request (Nonpublic or Protected Nonpublic Information). All requests to view or receive a reproduction of nonpublic or protected nonpublic information must be made in writing in order to verify identity. All requests to receive a reproduction of copyrighted public, nonpublic or protected nonpublic information must be made in writing in order to determine if the request for copyrighted material qualifies for release under copyright law of the United States (Title 17, United States Code.) The Responsible Authority will provide a form , **Exhibit 3**, to document the requesting party's identity, the information requested, and the City's response; however, any person may request data verbally or in writing as long as the request includes documentation of the requesting party's identity and a detailed description of the information requested.

6.4 Identification of Requesting Party. The Responsible Authority must verify the identity of the requesting party as a person entitled to access when nonpublic or protected nonpublic data is requested. The Responsible Authority must also verify the identity of the requesting party as a person entitled to access when copies of copyrighted private, nonpublic, or protected nonpublic data is requested. Identity can be established through personal knowledge, presentation of photo identification, comparison of the data subject's signature on a consent form with the person's signature in City records, or other reasonable means.

6.5 Time Limits. Requests will be received and processed at Isanti City Hall only during normal business hours. The response must be immediate, if possible, or prompt and reasonable, if an immediate response is not possible.

6.6 Fees. Fees will be charged in the same manner as for public information and are summarized in **Exhibit 2**.

6.7 Accessibility of Records. Upon request by an individual, records must be made available within a reasonable time period to persons with disabilities in a manner consistent with state and federal laws prohibiting discrimination against persons with disabilities. Reasonable modifications must be made in any policies, practices and procedures that might otherwise deny equal access to records to individuals with disabilities. This requirement does not apply to (1) technology procured or developed prior to January 1, 2013, unless substantially modified or substantially enhanced after January 1, 2013 or (2) records that cannot be reasonably modified to be accessible without an undue burden as defined in Minnesota Statutes Section 16E.015, subdivision 4 to the public entity or (3) except as otherwise provided in Minnesota Statutes Chapter 16E.

7.0 Temporary Classification. If the Responsible Authority determines information not expressly classified by law should be protected, the Responsible Authority may apply to

the Department of Administration Commissioner for permission to classify information as private, confidential, nonpublic or protected nonpublic for its own use and for the use of other governmental entities on a temporary basis. The application and the classification of the information shall be in accordance with Minnesota Statutes Section 13.06.

8.0 Denial of Access. If the Responsible Authority determines that the requested data is not accessible to the requesting party, the Responsible Authority must inform the requesting party verbally at the time of the request or in writing as soon after that as possible. The Responsible Authority must give the specific legal authority, including statutory section, for withholding the data. The Responsible Authority must place a verbal denial in writing upon request. This must also include the specific legal authority for the denial.

9.0 Collection of Data on Individuals. The collection and storage of information about individuals will be limited to that necessary for the administration and management of the programs specifically authorized by the state legislature, City Council, or federal government.

9.1 Tennessen Warning. When an individual is asked to supply private or confidential information about the individual, the City employee requesting the information must give the individual a Tennessen warning. See **Exhibit 8; Exhibit 9**.

9.1A This warning must contain the following:

9.1A1 The purpose and intended use of the requested data,

9.1A2 Whether the individual may refuse or is legally required to supply the requested data,

9.1A3 Any known consequences from supplying or refusing to supply the information, and

9.1A4 The identity of other persons or entities authorized by state or federal law to receive the data.

9.1B A Tennessen warning is not required when:

9.1B1 An individual is requested to supply investigative data to a law enforcement officer;

9.1B2 The data subject is not an individual (e.g., the data subject is a corporation or partnership);

9.1B3 The data subject offers information that has not been requested by the City;

9.1B4 The information requested from the individual is about someone else;

9.1B5 The City receives information about the subject from someone else; or

9.1B6 The information requested from the subject is classified as public data.

9.1C A Tennessen warning may be on a separate form (**Exhibit 9**) or may be incorporated into the form which requests the private or confidential data.

9.1D Collection of Data on Individuals through the Use of the City's Computer. When an individual gains access to government information or services through the City's computer, the City may create, collect, or maintain electronic access data or use its computer to install a cookie on an individual's computer. The City must inform individuals gaining access to the City's computer of the creation, collection, or maintenance of electronic access data or the City's use of cookies before requiring the individual to provide any data about the individual to the City. As part of that notice, the City must inform the individual how the data will be used and disseminated. Notwithstanding an individuals' refusal to accept a cookie on its computer, the City must allow the individual to gain access to data or information, transfer data or information, or use government services by means of the City's computer.

9.2 Data Quality Procedures. The City is required to establish procedures to ensure that data on individuals are accurate, complete and current. The Responsible Authority shall work with employees that collect, use, or disseminate data on individuals to implement the following procedures:

9.2A At the time that data is collected from the individual data subject, the individual should be advised of his or her right to review and contest the accuracy or completeness of public or private data concerning him/herself.

9.2B An individual data subject should be encouraged to review his/her file for accuracy, completeness and currency.

9.2C Whenever possible and practical, collect data about an individual from the individual subject of the data rather than from third parties (e.g.,

birthdate, address, etc.). (This directive does not prohibit employees from collecting data from third parties.)

9.2D Design forms to collect objective types of data elements whenever possible, rather than data which calls for an opinion or conclusion or other subjective entry. Forms for the collection of data on individuals should request only necessary data.

9.2E Department heads should periodically review forms used to collect data on individuals. Data elements that are not necessary or that lend themselves to ambiguity or subjectivity should be removed and the forms redesigned.

9.2F Department heads should periodically conduct quality/validity check on sample case files that contain data on individuals.

10.0 Challenge to Data Accuracy or Completeness. An individual who is the subject of public or private data may contest the accuracy or completeness of that data maintained by the City. The individual must notify the City's Responsible Authority in writing describing the nature of the disagreement. Within 30 days, the Responsible Authority must respond and either (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual, or (2) notify the individual that the authority believes the data to be correct.

An individual who is dissatisfied with the Responsible Authority's action may appeal to the Commissioner of the Minnesota Department of Administration, using the contested case procedures under Minnesota Statutes Chapter 14. The Responsible Authority will correct any data if so ordered to do so by the Commissioner.

11.0 Data Protection.

11.1 Accuracy and Currency of Data.

11.1A All employees will be requested, and given appropriate forms, to provide updated personal information to the appropriate supervisor, City Administrator, Human Resources/City Clerk, or Finance Director, which is necessary for tax, insurance, emergency notification, and other personnel purposes. Other people who provide private or confidential information will also be encouraged to provide updated information when appropriate.

11.1B Department heads should, on a yearly basis, review forms used to collect data on individuals to delete items that are not necessary and to clarify items that may be ambiguous.

11.1C All records must be disposed of according to the State of Minnesota General Records Retention Schedule.

11.2 **Data Safeguards/Ensuring Security of Not Public Data.** The City has established the following procedures to ensure appropriate access to not public data:

11.2A Data Inventory. Pursuant to Minn. Stat. §13.025, subd. 1, the City has a Data Inventory that identifies and describes all not public data on individuals maintained by the City. See **Appendix A**. To comply with Minn. Stat. §13.05, subd. 5, the City has modified its Data Inventory to represent the employees who have access to not public data.

11.2B In the event of a temporary duty as assigned by the City Administrator or Supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

11.2C In addition to those employees listed in the Inventory, the Responsible Authority/Compliance Officer (City Administrator, Human Resources/City Clerk), Data Practices Designee, City Councilmembers, City Attorney, or specific City agent may have access to all not public data maintained by the City for specified duties. Any access to not public data will be strictly limited to the data on an as-needed basis and only as necessary to complete the work assignment.

11.2D Employee position descriptions and job responsibilities. Position descriptions may contain provisions identifying any not public data accessible to the employee when a work assignment reasonably requires access. Only those employees whose job responsibilities require them to have access will be allowed access to files and records that contain private or confidential information. The City Administrator or Human Resources/City Clerk shall instruct these employees to:

11.2.D1 1) not discuss, disclose, or otherwise release private or confidential data to anyone other than City employees whose job responsibilities require access to the data;

11.2.D2 2) Password-protect their computers and lock their computers before leaving work stations;

11.2.D3 3) Secure no public data within locked work spaces and in locked file cabinets;

11.2.D4 4) not leave private or confidential data where non-authorized individuals might see it; and

11.2.D5 5) shred private or confidential data before discarding.

11.2E When a contract with an outside party requires access to private or confidential information, the contracting party will be required to use and disseminate the information consistent with the Act. The City must include in a written contract the language contained in **Exhibit 10** or substantially similar language.

11.2F **Data Storage.** Private and confidential information will be stored in files, work spaces, or databases that are not readily accessible to individuals who do not have authorized access and that will be secured during hours when offices are closed. Private and confidential data will be kept only in City offices, except when necessary for City business. The City will limit access to shared network drives and implement password protections, where necessary, for not public data.

11.2G **Appointment of Designees.** To further ensure appropriate access and compliance with laws, the City Administrator, an appointed responsible authority designee, the Human Resources/City Clerk. See **Appendix A.**

11.2H **Data Sharing with Authorized Entities or Individuals.** State or federal law may authorize the sharing of public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will receive notice of any sharing in applicable Tennessen warnings or the City will obtain the individual's consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

11.2I **Security Assessment.** The City will conduct a comprehensive security assessment of any personal information maintained by the City (i.e., social security numbers, driver's license or identification numbers, and account, credit and debit card numbers along with any security code, access code or passwords that would permit access to an individual's financial account).

11.3 **Procedures for Breaches in Security.**

11.3A In the event of an unauthorized breach of the security of not public data, the City will follow all applicable procedures pursuant to Minn. Stat. § 13.055. The City will promptly investigate a breach in the security of data. Upon completion of the investigation and final disposition of any

disciplinary action related to the breach, the City will prepare a report on the facts and results of the investigation.

11.3B If the breach involves unauthorized access to or acquisition of data by an employee, contractor, or agent of the City, the report will include: 1) a description of the type of data that were accessed or acquired; 2) the number of individuals whose data was improperly accessed or acquired; 3) if there has been final disposition of disciplinary action, the name of each employee determined to be responsible for the unauthorized access or acquisition; and 4) the final disposition of any disciplinary action taken against each employee in response.

11.3C The City will notify the subject of the data that the report is being prepared and how to access the report and that the report may be requested by mail or email. Notification to the data subject may be delayed if a law enforcement agency determines that the notification will impede an active criminal investigation. After the law enforcement agency determines that notification will not compromise the investigation, the notification must be made to the data subject.

11.3D The City will notify each data subject affected by a breach in writing either by first class mail or by electronic notice, or by substitute notice, as allowed by law.

11.4 Penalties for Unlawfully Accessing Not Public Data. The City will utilize penalties for unlawful access by its employees to not public data as provided for in Minnesota Statutes Section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

EXHIBIT 1

LIST OF DESIGNEES

The Minnesota Data Practices Act establishes a system for compilation and distribution of data gathered by government agencies. All data collected and maintained by the City of Isanti ("City") is presumed public and is accessible to the public for both inspection and copying, unless classified as Private, Confidential, Nonpublic or Protected Nonpublic in accordance with Federal law, State Statute or a temporary classification.

The City has appointed the following position to administer this system.

Responsible Authority and Data Practices Designee:

Lindsey Giese
Human Resources|City Clerk
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: LGiese@cityofisanti.us

Data Practices Compliance Official
Donald Lorsung
City Administrator
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: DLorsung@cityofisanti.us

The Responsible Authority, Compliance Official, and Designee shall have access to all records.

Other persons responsible for the maintenance and dissemination of City records are as apparent or assigned.

EXHIBIT 2

Annual Fee Schedule

The City of Isanti charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

Pre-Payment Mandatory

Pre-payment is mandatory for all copy requests for which fees are charged. Additionally, if a data request will result in voluminous numbers of documents, the City may ask for a deposit prior to copying data. If the cost of providing the copies is less than the deposit amount, the person making the data request will receive a refund of the unused deposit amount. If the cost of providing the copies exceeds the deposit amount, the person making the data request is responsible for the remaining balance before the copies will be provided. The deposit amount must be paid before the City will begin working on processing a data request.

Standard Charges

Please note: An administrative fee may be charged for services not specifically identified, as deemed appropriate by the City Council (and or designees – City Administrator, Human Resources/City Clerk). An administrative fee may be added to the charges in the Fee Register for those situations where the specified fee does not adequately compensate the City.

- The City will not require payment for copies if the cost of copies is less than $5.00.

- 100 or fewer black and white paper copies/ 8.5" x 11"
  single-sided – 25 cents
  double-sided – 50 cents

- 100 or More Paper Copies, or Most Other Types of Copies – Actual Cost

What is Actual Cost?

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies, or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, the City considers factors including but not limited to:

- Staff time to:
  - retrieve documents (except when the subject of the data is making the request);
  - make, certify and compile copies;
  - sort and label documents only if necessary to identify the data to be copied;

- remove staples or paper clips;
- Please note: the cost of employee time to search for data, retrieve data, and make copies should generally not exceed those of the lowest-paid employee who can complete the task performed. However, if, because of the subject matter of the request, the City finds it necessary for a higher-paid employee to search for and retrieve the data, the City will calculate the search and retrieval portion of the copy charge at the higher salary/wage;

- Materials (paper, copier ink, staples, magnetic tapes, CD's or DVD's, thumb drives, etc.);
- Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data;
- Mailing costs; and/or
- Costs to pay an outside vendor (including transportation to and from the vendor) if the request is for copies of data that we cannot reproduce ourselves, such as photographs.

EXHIBIT 3

INFORMATION DISCLOSURE REQUEST
Minnesota Government Data Practices Act

A. Completed by Requester

REQUESTER NAME (Last, First, M.):	DATE OF REQUEST:
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form:

I AM REQUESTING ACCES TO THE DATA IN THE FOLLOWING MANNER:

____ Inspection ____Copies ____Both inspection and copies

Paper_____ Pick up_____ Mail _____ Paper_____ Pick up_____ Mail _____

Email _____ Other _____ Email _____ Other _____

B. Completed by the City of Isanti

INFORMATION CLASSIFIED AS:	ACTION:
☐ PUBLIC ☐ NON-PUBLIC	☐ APPROVED
☐ PRIVATE ☐ PROTECTED NON-PUBLIC	☐ APPROVED IN PART (explain below)
☐ CONFIDENTIAL	☐ DENIED (explain below)

CITY CLERK REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:

MINNESOTA CLASSIFICATION CODE:

COPYING CHARGES/ASSOCIATED COSTS:	IDENTITY VERIFIED FOR PRIVATE INFORMATION:
☐ NONE ☐ DEPOSIT $_____	☐ IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., etc.
☐ _____ Pages x _____=_____	☐ COMPARISON WITH SIGNATURE ON FILE
☐ Actual Cost: _____	☐ PERSONAL KNOWLEDGE
	☐ OTHER: _____

CITY CLERK SIGNATURE: DATE:

DEPARTMENT SIGNATURE:	DEPARTMENT REMARKS:
_____ DATE:_____	

Make check/money order payable to: City of Isanti

If mailed, return form: City of Isanti, Attn: City Clerk, 110 1st Ave NW, PO Box 428, Isanti, MN 55386, or email form to LGiese@cityofisanti.us

The City cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to process your request.

EXHIBIT 4

GOVERNMENT DATA ACCESS AND NONDISCLOSURE AGREEMENT

1. **AUTHORIZATION.** City of Isanti ("City") hereby authorizes _____, ("Authorized Party") access to the following government data: _____

_____

2. **PURPOSE.** Access to this government data is limited to the objective of creating summary data for the following purpose:

_____

_____

3. **COST.** (Check all that apply):

___ The Authorized Party has been requested by the City to prepare summary data and will be paid in accordance with City policy. The estimated total is: $_____

___ _____ is the person who requested the summary data and agrees to bear the City's costs associated with the preparation of the data which has been estimated to be $_____.

_____

Signature of Requestor Date

4. **SECURITY.** The Authorized Party agrees that it and any employees or agents under its control must protect the privacy interests of individual data subjects in accordance with the terms of this Agreement.

The Authorized Party agrees to remove all unique personal identifiers which could be used to identify any individual from data classified by state or federal law as not public which is obtained from City records and incorporated into reports, summaries, compilations, articles, or any document or series of documents.

Data contained in files, records, microfilm, or other storage media maintained by the City are the City's property and are not to leave the City's custody. The Authorized Party agrees not to make reproductions of any data or remove any data from the site where it is provided, if the data can in any way identify an individual.

No data which is not public and which is irrelevant to the purpose stated above will ever be disclosed or communicated to anyone by any means.

The Authorized Party warrants that the following named individual(s) will be the only person(s) to participate in the collection of the data described above:

_____

Complete name (printed) Title (printed)

5. **LIABILITY FOR DISCLOSURE.** The Authorized Party is liable for any unlawful use or disclosure of government data collected, used and maintained in the exercise of this agreement and is classified as not public under state or federal law. The Authorized Party understands that it may be subject to civil or criminal penalties under those laws. The Authorized Party agrees to defend, indemnify, and hold the City, its officers and employees harmless from any liability, claims, damages, costs, judgments, or expenses, omission of the Authorized Party's failure to fully perform in any respect all obligations under this agreement.

6. **INSURANCE.** In order to protect itself as well as the City, the Authorized Party agrees at all times during the term of this Agreement to maintain insurance covering the Authorized Party's activities under this Agreement. The insurance will cover $1,000,000 per claimant for personal injuries and/or damages and $1,000,000 per occurrence. The policy must cover the indemnification obligation specified above.

7. **ACCESS PERIOD.** The Authorized Party may have access to the information described above from _____ to _____.

8. **ACCESS RESULTS.**

A copy of all reports, summaries, compilations, articles, publications or any document or series of documents that are created from the information provided under this agreement must be provided to the City. The Authorized Party may retain one copy of the summary data created for its own records but may not disclose it without City permission, except in defense of claims brought against it.

AUTHORIZED PARTY: _____

By: _____ Date: _____

Title (if applicable): _____

REQUESTOR OF SUMMARY DATA: _____

By: _____ Date: _____

Title (if applicable): _____

CITY OF ISANTI:

By: _____ Date: _____

Its: _____

_____

EXHIBIT 5

NOTICE TO PERSONS UNDER AGE 18

Some of the information you are asked to provide is classified as private under State law. You have the right to request that some or all of the information not be given to one or both of your parents/legal guardians. Please complete the form below if you wish to have information withheld.

Your request does not automatically mean that the information will be withheld. State law requires the City to determine if honoring the request would be in your best interest. The City is required to consider:

* Whether you are of sufficient age and maturity to explain the reasons and understand the consequences,

* Whether denying access may protect you from physical or emotional harm,

* Whether there is reasonable grounds to support your reasons, and

* Whether the data concerns medical, dental, or other health service provided under Minnesota Statutes Sections 144.341 to 144.347. If so, the data may be released only if failure to inform the parent would seriously jeopardize your health.

NOTICE GIVEN TO:_____ DATE:_____

BY:_____
(name) (title)

REQUEST TO WITHHOLD INFORMATION

I request that the following information:

_____

_____

_____

Be withheld from: _____

For these reasons:

_____

_____

_____

Date:_____ Print name: _____

Signature: _____

EXHIBIT 6

SAMPLE CONSENT TO RELEASE PRIVATE DATA

I, _____, authorize the City of Isanti ("City") to
(print name)
release the following private data about me:

_____

_____

to the following person(s) or entity(ies):

_____

_____

The person(s) or entity(ies) receiving the private data may use it only for the following purpose or purposes:

_____

_____

This authorization is dated_____and expires on_____.

I understand that my records are protected under state privacy regulations and cannot be disclosed without my consent unless otherwise provided for by law. I also understand that I may cancel this consent at any time prior to the information being released and that in any event this consent expires automatically one year after signing. By signing this document, I give my full and voluntary consent to the City to release the above-listed data to the persons identified in this release, and I waive any and all claims against the City for the disclosure of private data about me in accordance with this document.

_____
Signature

_____
Signature of parent or guardian
(if data subject is under 18 years of age)

IDENTITY VERIFIED BY:

- ☐ **Witness: x**_____
- ☐ **Identification: Driver's License, State ID, Passport, other:**_____
- ☐ **Comparison with signature on file**
- ☐ **Other:**_____

Responsible Authority/Designee: _____

EXHIBIT 7

CONSENT TO RELEASE COPYRIGHTED DATA

I, _____, certify that I have the authority to authorize the City of Isanti to release the following copyrighted data of which I am the copyright holder: _____

_____

To the following person or people: _____

_____

The person or people receiving the copyrighted data may use it only for the following purpose or purposes: _____

This authorization is dated _____ and expires on _____.
**The expiration cannot exceed one year from the date of the authorization.*

I, the undersigned, agree to give up and waive all claims that I might have against the City, its agents and employees for releasing data pursuant to this request.

_____

Printed Name Title

_____

Complete Address Phone

_____ _____

Notarized Signature Date

STATE OF MINNESOTA)
) ss.
COUNTY OF_____)

On this _____ day of _____, 20_____, before me, a Notary Public within and for said County, personally appeared _____, known to me to be the person described in and who executed the foregoing instrument and acknowledged that they executed the same as their free act and deed.

_____

Notary Public

My Commission Expires On: _____

EXHIBIT 8

SAMPLE DATA PRACTICES ADVISORY
(Tennessen Warning)

Some or all of the information that you are asked to provide on the attached form is classified by State law as either private or confidential. Private data is information that generally cannot be given to the public but can be given to the subject of the data. Confidential data is information that generally cannot be given to either the public or the subject of the data.

Our purpose and intended use of this information is:_____
_____

You ___ are / ___ are not legally required to provide this information.

If you refuse to supply the information, the following may happen: _____
_____
_____
_____

Other persons or entities authorized by law to receive this information are:

_____
_____
_____
_____

EXHIBIT 9

City of Isanti
Tennessen Warning Form

It is the City of Isanti's responsibility to inform potential employees of their privacy rights. Please carefully read the Tennessen Warning provided below. Sign and date the form and return it with your application. Your signature indicates that you have received information regarding your rights as they pertain to the Minnesota Government Data Practices Act.

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Isanti. First, under "Rights of Subjects of Data" (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State of Federal law to receive the data you provide.

Second under "Personnel Data" (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran's status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.
If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- You job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the City of Isanti, regardless whether or not they have resulted in disciplinary

action, the final disposition of any disciplinary action and supporting documentation;

- You work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your works time for payroll purposes: except to the extent that release of time sheet data would reveal employee's reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience;
- The "complete" terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than $10,000 of public money; and
- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of city staff needing it to process city records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Applicant Data Practices Advisory Continued
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

With the exception of the optional data requested, the data you provide is needed to identify you and you assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the city's Affirmative Action Program to monitor protected class employment and meet federal, state and local reporting requirements. Furnishing the optional data requested about you in voluntary.

NOTICE REGARDING SOCIAL SECURITY NUMBER: This information will be used for payroll taxes, insurance purposes, and retained in the employee's data record.

NOTICE TO MINORS: Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the City of Isanti Human Resources at 110 1st Ave NW P.O. Box 428, Isanti, MN 5501 1.

This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.

I have read and understand the information given above regarding the Minnesota Data Practices Act.

_____ _____

Applicant Signature Date

EXHIBIT 10

SAMPLE CONTRACT PROVISION

Data Practices Compliance. This contract is governed by Minnesota Statutes Section 13.05, subdivisions 6 and 11, the provisions of which are incorporated by reference into this contract. The City of Isanti ("City") agrees to give the CONTRACTOR access to data collected or maintained by the City as necessary to perform CONTRACTOR'S obligations under this contract. CONTRACTOR agrees to maintain all data created, collected, received, stored, used, maintained or disseminated by CONTRACTOR consistent with requirements of the Minnesota Government Data Practices Act, Minnesota Chapter 13 (the "Act"). CONTRACTOR will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. CONTRACTOR agrees to defend and indemnify the City from any claim, liability, damage or loss asserted against the City as a result of CONTRACTOR'S failure to comply with the requirements of this Paragraph; provided that CONTRACTOR shall have no duty to defend or indemnify where CONTRACTOR has acted in conformance with the City's written directions.

EXHIBIT 11

Building Permit/Plans

DATA PRACTICES ADVISORY

You may be required to submit building plans with your building permit application so that the City of Isanti can determine whether or not your building permit application should be approved. If you do not submit plans when they are required, your building permit will not be approved. The Minnesota Government Data Practices Act establishes a presumption that all government data are public and are accessible by the public for both inspection and copying unless there is a federal law, a state statute, or a temporary classification of data that provides that certain data are not public. Minnesota Statutes Section 13.01 defines government data as being all data collected, created, received, maintained, or disseminated by the City.

The Government Data Practices Act allows building plans to be classified as non-public ONLY if they contain the following information:

> Security information defined by Minnesota Statutes Section 13.37 as being "government data the disclosure of which would be likely to substantially jeopardize the security of information, possessions, individuals or property against theft, tampering, improper use, attempted escape, illegal disclosure, trespass, or physical injury."
>
> AND / OR
>
> Trade Secret information defined by Minnesota Statutes Section 13.37 as being "government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use."

Building plans submitted to the City are generally public information and will be presumed to be available for copying and release to the public. If you hold a copyright to the plans and do not want them copied for the public, then you will need to indicate as such below. Also, if you believe that your building plans qualify for the classification of nonpublic data you must provide documentation verifying your claim. The responsible authority for the City of Isanti will determine whether or not the plans qualify for nonpublic data classification within 10 business days of the request.

Building plans and related documents submitted to the City are presumed to be public and by submitting them and signing this document you are expressly giving permission to

the City to make copies for the City's use and to make available to the public upon request unless you indicate otherwise as follows:

_____ **The building plans I have submitted contain SECURITY INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1 (a) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes security information under law.

_____ **The building plans I have submitted contain TRADE SECRET INFORMATION as defined by Minnesota Statutes Section 13.37, subdivision 1 (b) and are to be treated as protected nonpublic data.** I understand I must provide an explanation (below) to support my claim that the information I am providing constitutes trade secret information under law.

_____ **The building plans I have submitted are COPYRIGHTED under and protected by the Federal Copyright Act and I do not give permission for them to be copied for release to the public.** However, I understand the plans are considered public information under Minnesota law and may be viewed by the public.

Explanation:

_____

_____

_____

_____

_____ Name of Applicant (Please Print)	_____ Date
_____ Signature of Applicant	_____ Property address
_____ Contact Address	_____ Contact phone
_____	_____ E-mail address

APPENDIX A

NONPUBLIC, PRIVATE, AND CONFIDENTIAL DATA MAINTAINED BY THE CITY OF ISANTI

DATA INVENTORY

Pursuant to Minnesota Statute § 13.025, subd. 1, the City provides this Data Inventory identifying and describing all not public data on individuals maintained by the City. To comply with Minnesota Statute § 13.05, subd. 5, the City's Data Inventory also indicates the employees who have access to this data.

In addition to the employees listed, the City's Responsible Authority/Data Practices Compliance Official, Data Practices Designee(s), City Councilmembers, City Attorney, and specified agents of the City will also have access to all not public data only on an as-needed basis, and only when necessary as part of a specific work assignment.

This Inventory includes data divided into the following categories: General, Administration, Community and Real Property, Personnel, and Public Safety. These categories are provided only for convenience in locating types of data. Inclusion in any particular category is not intended to indicate an exclusive location for that data type. (For example, data listed under Personnel may be physically located in more than one City department.)

This Inventory includes citations to the applicable Minnesota Statutes. Please refer to the specific statutes cited for the complete details regarding the data classifications, any applicable exceptions, and other information.

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
General				
Audit Data	Data relating to an audit, examination or investigation performed by the state auditor. Data provided for purpose of review and verification must be protected from unlawful disclosure.	Protected Nonpublic/ Confidential	Minn. Stat. § 6.715, subd. 5	City Administrator Finance Director, Human Resources/City Clerk
Business Data	Data by a business requesting financial assistance or benefits financed by public funds. Data becomes public when public assistance is provided or the business receives assistance from the City, except that business plans, income and expense projections not related to assistance, customer lists, tax returns and design, market and feasibility studies not paid for with public funds remain private or nonpublic.	Private/Non Public	Minn. Stat. § 13.591	City Administrator Finance Director, Human Resources/City Clerk, Community Development Director, Economic Development Director
City Attorney Records	Use, collection, storage and dissemination of data by the city attorney is governed by statutes, rules and professional standards concerning litigation, evidence and professional responsibility. Attorney-client and work product privilege documents are confidential.	Confidential	Minn. Stat. § 13.393	City Administrator, Finance Director, Human Resources/City Clerk, Chief of Police, Asst. City Administrator/Public Services Director, Building Official, Community Development Director
Civil Investigative Data	Data collected as part of an active investigation undertaken to commence or defend pending civil litigation, or which are retained in anticipation of pending civil litigation.	Confidential/Protected Nonpublic/Not Public/ Public	Minn Stat. § 13.39	City Administrator, Finance Director, Human Resources/City Clerk
Council Meetings with Data Classified as Nonpublic	A part of a meeting must be closed is expressly required by other law or if the certain types of data are discussed: alleged victims or reporters of criminal sexual conduct,	Private/Public	Minn Stat. § 13D.05	City Administrator, Police Chief

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
	domestic abuse, maltreatment of minors/vulnerable adults, active investigative data as defined in Minn. Stat. 13.82, subd. 7, internal affairs data relating to law enforcement misconduct, educational, health, medical, welfare, or mental health data not public under Minn. Stat. §§ 13.32; 13.3805, subd. 1; 13.384; or 13.46, subd. 2, 7.			
Elected Officials Correspondence	Correspondence between individuals and elected officials is private data on individuals, but may be made public by either the sender or recipient.	Private/Public	Minn Stat. § 13.601, subd. 2	City Administrator Finance Director, Human Resources/ City Clerk
Financial Disclosure Statements	Statements of elected or appointed officials which, by requirement by the City, are filed with the City are public data on individuals.	Public	Minn Stat. § 13.601, subd. 1	City Administrator, Finance Director, Human Resources/City Clerk
Grants	Data created by state agency providing grants and persons/agencies that apply for or receive grants.	Nonpublic/Private	Minn. Stat. § 13.599	City Administrator, Finance Director, Human Resources/City Clerk, Public Services Director/ Asst. City Administrator, Community Development Director, Chief of Police, Economic Development Director
Identity of Employees Making Complaints	The identity of an individual who reports to any governmental body or law enforcement official a violation or suspected violation by their employer of any federal state law or rule.	Private	Minn. Stat. §§ 181.932, subd. 2; 13.7905, subd. 5(b)	City Administrator, Human Resources/City Clerk, Chief of Police
Internal Competitive Response	Bid/proposal for goods/services prepared by staff of government entity competing with those solicited by the same entity from the private sector or different entity from the private sector are private or nonpublic until completion of the selection or evaluation process at	Private/Nonpublic	Minn. Stat. §§ 13.591, subd. 5; 13.37	City Administrator, Human Resources/City Clerk, Finance Director, Asst. City

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
	which time the data are public with trade secret exception (Minn. Stat. § 13.37).			Administrator/Public Services Director
Internal Auditing Data	Data, notes, preliminary drafts or reports created, collected and maintained by the internal audit offices of the City of by person performing audits for the City and relating to an audit or investigation; data on an individual supplying information for an audit or investigation, under certain circumstances.	Confidential/Private/ Protected Nonpublic/ Public	Minn. Stat. § 13.392	City Administrator, Finance Director, Human Resources/City Clerk
Judicial Data	Judicial branch data disseminated to the city has the same classification in the hands of the city as it had in the hands of judicial branch providing it.	Confidential/Private/ Protected Nonpublic/ Public	Minn. Stat. § 13.03, subd. 4(e)	City Administrator, Human Resources/City Clerk, Chief of Police
Personal Contact and Online Account Information	Data on individual kept by City for notification purposes or as part of subscription list for the City's electronic periodic publications as requested by individual. Includes phone numbers, email, internet usernames and passwords, IP addresses, and other similar data related to the individual's online account or access procedures. Data may only be used for the specific purpose for which person provided the data. Does not include data submitted for purposes of making public comment.	Private	Minn. Stat. §§ 13.356; 13.04, subd., 2	City Administrator, Finance Director, Human Resources/City Clerk, Public Services Director/Asst. City Administrator, Community Development Director, Economic Development Director
Pleadings	Pleadings in a lawsuit by or against the City	Public	Minn. Stat. § 13.03, subd. 12	Certain employees on an as-needed as part of specific work assignments.

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Requests for Proposals	RFP's are not public data until the response are opened. Once opened, the name of the responder is public. All other data in the RFP are private/nonpublic until completion of the evaluation process. After the process is completed, all remaining data are public with the exception of trade secret data. If all responses to RFP are rejected before completing evaluation process, all data, other than that made public at the opening, remain private or nonpublic until a resolicitation for RFP's results in the completion of the evaluation process, or purchase is abandoned. If resolicitation does not occur within one year of the proposal opening data, the remaining data become public.	Private/Nonpublic/ Not public/Public	Minn. Stat. §§ 13.591, subd. 3(b); 13.37	City Administrator, Finance Director, Human Resources/City Clerk, Asst. City Administrator/Public Services Director, Chief of Police
Sealed Bids	Sealed bids, including the number of bids received, prior to opening.	Private/Nonpublic	Minn. Stat. § 13.37	City Administrator, Finance Director, Human Resources/City Clerk, Asst. City Administrator/Public Services Director, Community Development Director, Chief of Police, Economic Development Director
Security Information	Data which if disclosed would be likely to substantially jeopardize the security of information possessions, individuals or property against theft, tampering, improper use, physical injury, etc. Includes crime prevention block maps and lists of volunteers in community crime prevention programs and their home addresses and numbers, but these may be disseminated among other volunteers. If City denies a data request based on security information, the City must, upon request provide a short description explaining the necessity for classification.	Private/Nonpublic	Minn. Stat. § 13.37	City Administrator, Chief of Police, Finance Director, Human Resources/City Clerk, Asst. City Administrator/Public Services Director

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Service Cooperative Claims Data	Claims experience and all related information received from carriers and claims administrators participating in a group health or dental plan, including long-term disability plan offered through Minnesota service coops and plan participant survey information. Exception applies, see statute.	Nonpublic	Minn. Stat. § 13.203	City Administrator Finance Director, Human Resources/City Clerk
Social Security Numbers	Social security numbers of individuals, whether in whole or in part. City cannot mail or deliver an item that displays a social security number on the outside of or otherwise visible on the item.	Private	Minn. Stat. § 13.355	City Administrator, Finance Director, Human Resources/City Clerk
State Auditor Data	Data relating to audit conducted by the State Auditor's office for purpose of review and verification of the data, prior to publication of the final report of the audit. Final report is public.	Confidential/Protected Nonpublic	Minn. Stat. § 6.715, subd. 5	City Administrator, Finance Director, Human Resources/City Clerk
Trade Secret Information	Formula, pattern, compilation, program, device, method or process 1) supplied by person or organization; 2) that is the subject of efforts that are reasonable to maintain its secrecy; and 3) derives economic value from not being generally known to, or readily ascertainable by proper means by other persons who could obtain economic value from its disclosure or use.	Private/Nonpublic	Minn. Stat. § 13.37	City Administrator, Human Resources/City Clerk, Asst. City Administrator/Public Services Director
Utility Disconnection Notice	Utility data on disconnections provided to cities under Minn. Stat. § 216B.0976	Private	Minn Stat. § 13.681, subd. 6	City Administrator, Human Resources/City Clerk, Asst. City Administrator/Public Services Director, Utility Billing/Accounting Clerk
Administration				
Assessor's Data	Data on sales sheets from private multiple listing services organizations, income information on persons used to determine Minn. Stat. § 273.126 class 4(d) property classification; and specified data regarding income properties.	Private/Nonpublic	Minn. Stat. § 13.51	City Administrator, Finance Director, Human Resources/City Clerk

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Business Energy Accountability	Data provided by business on an inventory form for business energy use accountability.	Nonpublic	Minn. Stat. §§ 13.681; 216C.44, subd. 5	City Administrator, Finance Director, Human Resources/City Clerk
Candidates for Election to City Council	Data about an individual candidate for election to the City Council is public. Affidavit of candidacy must state an address of residence and phone number. Candidate may request that the address be private data by certifying the police report has been submitted or an order for protection has been issued regarding candidate's or family's safety.	Public/Private	Op. Atty. Gen. NO 852, Oct. 6, 2006; Advisory Opinion No. 05-036; Minn. Stat. § 13.607, subd. 8, and 204B.06, sub. 1b	City Administrator Finance Director, Human Resources/City Clerk
Computer Access Data	Data about a person's access to the City's computer for the purpose of: 1) gaining access to data or information; 2) transferring data or information; or 3) using government services.	Private/Nonpublic	Minn. Stat. § 13.15	City Administrator, Human Resources/City Clerk
Deferred Assessment Data	Collected pursuant to Minn. Stat. § 435.193, indicating amount or location of cash or other valuables kept in homes of applicants for deferred assessment.	Private	Minn. Stat. §§ 13.4965, subd. 3; 2763124, subd. 13.	City Administrator, Finance Director, Human Resources/City Clerk, Asst. City Administrator/Public Services Director
Federal Contracts Data	All data collected and maintained by the City when required to do so by a federal agency as part of its contract with the City.	Private/Nonpublic	Minn. Stat. § 13.35	City Administrator, Finance Director, Human Resources/City Clerk, Community Development Director
Homestead Applications	Social security number, affidavits or other proofs of entitlement to homestead status that are submitted by property owners or their spouses. The data may be disclosed to the Commissioner of Revenue or, under limited circumstances, the county treasurer.	Private	Minn Stat. §§ 13.4965, subd. 3; 273.124, subd. 13	City Administrator, Finance Director, Human Resources/City Clerk,
Municipal Bonds Register Data	Data regarding ownership of municipal obligations.	Private/Nonpublic	Minn. Stat. §§ 13.202, subd. 12; 475.55, subd. 6	City Administrator, Finance Director, Human

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
				Resources/City Clerk
Parking Space Leasing Data	Data on applicants for or lessee of a parking space is private/nonpublic: address, home phone, work hours, place of employment, work phone, location of parking space.	Private/Nonpublic	Minn. Stat. § 13.37	City Administrator, Asst. City Administrator/Public Services Director, Finance Director, Human Resources/City Clerk
Registered Voter Lists	Information contained in the master list of registered voters.	Confidential/Public	Minn. Stat. §§ 13.607, subd. 6; 201.091	City Administrator, Human Resources/City Clerk
Security Service Data	Data by collected, created or maintained by a security service for purposes of providing security services to the City.	Nonpublic/Private/ Public	Minn. Stat. §§ 13.861; 13.37l; and 13.82, subd. 2, 3, and 4.	City Administrator, Chief of Police, Asst. City Administrator/Public Services Director, Human Resources/City Clerk
Social Recreational Data	Data on individuals enrolling in recreational or other social programs: name, address, phone, any other identifying data on individual, data describes the health or medical condition of the individual, family relationship, living arrangements, and opinions as to emotional makeup or behavior of individual.	Private	Minn. Stat. § 13.548	City Administrator, Asst. City Administrator/Public Services Director, Human Resources/City Clerk
Solid Waste Customer Lists	Customer lists provided to the City by solid waste collectors.	Private/Nonpublic	Minn. Stat. §§ 13.7411, subd. 4(c); 115A.93, subd. 5	City Administrator, Asst. City Administrator/Public Services Director, Human Resources/City Clerk, Finance Director

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Transportation Service Data	Personal, medical, financial, familial, or locational information, except the name, of applicants or users of transportation service for the disabled or elderly.	Private	Minn. Stat. § 13.72, subd. 10	City Administrator, Finance Director, Human Resources/City Clerk, Community Development Director
Community and Real Property				
Appraisal Data	Appraisals made for the purpose of selling or acquiring land through purchase or condemnation	Confidential/Protected Nonpublic/Public	Minn. Stat. § 13.44, subd. 3	City Administrator, Finance Director, Human Resources/City Clerk, Community Development Director, Economic Development Director, Public Services Director/Asst. City Administrator
Award Data	Financial data on business entities submitted to the City for the purpose of presenting awards to business entities for achievements in business development or performance.	Private/Nonpublic	Minn. Stat. § 13.48	City Administrator, Finance Director, Human Resources/City Clerk, Community Development Director, Economic Development Director, Public Services Director/Asst. City Administrator

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Benefit Data	Data on individuals, business entities, collected or created when they seek information about becoming, is, or was an applicant for or recipient of benefits or services provided under any housing, home ownership, rehabilitation and community action agency food assistance programs administered by the City.	Private/Public	Minn. Stat. § 13.462	City Administrator, Human Resources/City Clerk, Community Development Director, Economic Development Director
Housing Agency Data	Correspondence between the agency and agency's attorney containing data collected as part of an active investigation for the purpose of commencing or defending potential or actual litigation; income information on persons collected and maintained to determine property tax classification eligibility; data pertaining to negotiations with property owners regarding purchase of property.	Confidential/Private/ Protected Nonpublic/ Nonpublic/Public	Minn. Stat. § 13.585	City Administrator, Finance Director, Human Resources/City Clerk, Chief of Police, Economic Development Director
Property Complaint Data	Identifies individuals who register complaints concerning violations of state laws or local ordinances concerning the use of real property.	Confidential	Minn. Stat. § 13.44, subd. 1	City Administrator, Human Resources/City Clerk, Community Development Director, Chief of Police
Planning Questionnaires	Names and addresses of individuals and business and the legal description of property owned by them, when collected in surveys of individuals conducted by the City for the purposes of planning, development and redevelopment.	Private/Nonpublic	Minn. Stat. § 13.59	City Administrator Finance Director, Human Resources/City Clerk, Community Development Director, Economic Development Director

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Redevelopment Data	Names and addresses of individuals and businesses and the legal descriptions of property owned by individuals and businesses, when collected in City surveys for planning, development and redevelopment.	Private/Nonpublic	Minn. Stat. § 13.59	City Administrator Finance Director, Human Resources/City Clerk, Community Development Director, Economic Development Director
Personnel				
Applicant Information	Generally, all data about people who are or were an employee, an applicant for employment, a volunteer, or an independent contractor is private. Exceptions: * Veteran status * Relevant test scores * Rank on eligibility test * Job history * Education/training * Work availability * Name, after certified as eligible for appointment to a vacancy or when a final for a position (selected for an interview) * Names of applications to and members of an advisory board or commission.	Private/Public	Minn. Stat. § 13.43	City Administrator, Human Resources/City Clerk, Asst. City Administrator/Public Services Director, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Applicants to a Public Body	Generally all data about people who are or were an applicant or an appointed member of a public body is private. Exceptions: * Name * City of residence (unless residency requirement, then address) * Education and training * Employment History * Volunteer work * Awards and honors * Prior Government Service If actually appointed, add: * Residential Address * Email or telephone number where appointee can be reached (City email or phone will suffice)	Private/Public	Minn. Stat. § 13.601	City Administrator, Finance Director, Human Resources/City Clerk
Employee Assistance Information	Data created, collected or maintained by a government entity to administer employee assistance programs similar to the one authorized by Minn. Stat. § 43A.319.	Private	Minn. Stat. § 13.43, subd. 7	City Administrator, Human Resources/City Clerk
Employee Drug and Alcohol Tests	Results of employee drug and alcohol tests.	Confidential/Private	Minn. Stat. §§ 13.43, subd. 5(c); 181.954, subd. 2 and 3	City Administrator, Human Resources/City Clerk, Chief of Police, Asst. City Administrator/Public Services Director

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Employee Data	Generally all data about current and former employees, volunteers, and independent contractors are private. Exceptions: * Name * Actual gross salary * Salary Range * Contract fees * Actual gross pension * Value and nature of employer paid fringe benefits * Basis for and the amount of added remuneration (expense reimbursement and salary) * Job title, description * Education and training background, previous work experience * Date of first and last employment * Existence and status of an complaints or charges against employee, regardless of whether result was disciplinary action * Final disposition of any disciplinary action, with specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are public employees of body * Terms of any agreement settling any dispute arising from employment relationship, including buyout agreement * Work location and phone number *Badge number * Honors and awards received * Payroll sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except that extent that timesheet data would reveal the employee's reasons for use of sick or other non-medical leave are nonpublic data.			City Administrator, Finance Director, Human Resources/City Clerk, Asst. City Administrator/Public Services Director, Community Development Director, Economic Development Director, Liquor Store Manager, Chief of Police
Employment Training Data	Data on individuals collected, maintained, used or disseminated because an individual applies for or is/has been enrolled in employment and training publicly-funded programs.	*Private*	*Minn. Stat. § 13.47*	*City Administrator,* Human Resources/City Clerk, Finance Director

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Examination Data	Complete versions of personnel and licensing exams.	Confidential/Private	Minn. Stat. § 13.34	City Administrator, Human Resources/City Clerk, Finance Director, Chief of Police, Asst. City Administrator/Public Services Director
Harassment	Data identifying complainant or other witnesses not accessible in harassment complaint if data would threaten complainant/witness safety. Summary information will be provided to employee against complaints made to prepare them for disciplinary proceeding that has been initiated.	Confidential/Private	Minn. Stat. § 13.43, subd. 8	City Administrator, Human Resources/City Clerk
Human Rights Data	Includes investigative data in an open case file, name/address of charging party or respondent, factual basis of allegations, and statute or ordinance on which charge brought; investigative data in closed case file.	Confidential/Private/ Protected Nonpublic/ Public	Minn. Stat. §§ 13.552; 363A.7; and 363A.35	City Administrator, Human Resources/City Clerk
Labor Relations Information	Management position on economic and non-economic items that have not been presenting collective bargaining or arbitration, including information collected or created to prepare management position.	Private/Nonpublic	Minn. Stat. § 13.37	City Administrator, Finance Director, Human Resources/City Clerk, Asst. City Administrator/Public Services Director, Chief of Police
Peer Counseling Debriefing	Data acquired by a peer group member in a public safety peer counseling debriefing is private data on the person being debriefed.	Private	Minn. Stat. § 13.43, subd. 9	City Administrator, Human Resources/City Clerk, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Personnel and Employment Data	Data on individuals collected because the individual is or was an employee or an applicant for employment, performs services on a voluntary basis for, or acts as an independent contractor with a government entity.	Private/Public	Minn. Stat. § 13.43	City Administrator, Finance Director, Human Resources/City Clerk, Asst. City Administrator/Public Services Director, Chief of Police
Protection of Employee or Others	To protect employee from self or others from employee, data relevant to the safety concerns may be released to (1) person who may be harmed or attorney when relevant to obtaining restraining order; (2) prepetition screening team in commitment process; (3) a court, law enforcement, or prosecuting authority.	Private/Public	Minn. Stat. § 13.43, subd. 11	City Administrator, Human Resources/City Clerk, Chief of Police
Salary Benefit Survey Data	Data purchased from consulting firms, nonprofit corporations or associations or obtained from employers with written understanding that it shall not be made public.	Nonpublic	Minn. Stat. § 13.435	City Administrator, Human Resources/City Clerk, Finance Director
Undercover Law Enforcement Officer	All personnel data about undercover officer while assigned as such. Then, same data classifications as other employees apply unless threat to safety or investigation.	Private/Public	Minn. Stat. § 13.43, subd. 5	City Administrator, Human Resources/City Clerk, Chief of Police
Public Safety				
Arson Investigation	Information relating to a fire loss or potential fire loss.	Confidential/Public	Minn. Stat. §§ 13.6905, subd. 26; 299F.055; and 299F.06	City Administrator, Human Resources/City Clerk, Chief of Police
Child Abuse Report Records	Active/inactive investigative data of child abuse/neglect victims/reporters under Minn. Stat. § 626.556.	Confidential/Private	Minn. Stat. §§ 13.871, subd. 6(b); 13.82, subd. 8, 9; and 626.556	City Administrator, Human Resources/City Clerk, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Corrections and Detention Data	Data on individuals created, collected, used by a City correction/detention facility, release which discloses medical, psychological financial or personal information not related to individual's detainment; detention data, the release of which endanger an individual's life, investigation, identify a confidential information or endanger security of any institution or its population.	Confidential/Private/ Public	Minn. Stat. § 13.85	City Administrator, Human Resources/City Clerk, Chief of Police
Crime Victim Notice of Release	Identifying data regarding a crime victim, including victim's request for notice of release and notice of release made pursuant to Minn. Stat. § 611A.06.	Private	Minn. Stat. §§ 13.871, subd. 5(a); 611A.06	City Administrator, Human Resources/City Clerk, Chief of Police
Criminal Gang Investigative Data System	Data in the criminal gang investigative data system confidential, but accessible to law enforcement agencies and may be release to criminal agencies.	Confidential	Minn. Stat. §§ 13.6905, subd. 14; 299C.091	City Administrator, Human Resources/City Clerk, Chief of Police
Criminal History Data	Data maintained by agencies, political subdivisions, statewide systems are classified as private, except that data kept by the BCA identifying an person convicted, the offense, disposition, and other information outlined by statute are public for 15 years after discharge of the sentence. Data in integrated search service is private. Person subject of the data may only have (1) list of government entities that provided public or private data about them; and (2) data describing what is maintained about them at each entity.	Private/Public	Minn. Stat. § 13.87	City Administrator, Human Resources/City Clerk, Chief of Police
Criminal History Data – Discharge/Dismissal of Crime	Data in criminal discharge and dismissal records is classified under Minn. Stat. § 609.3751, subd. 5.	Not Public	Minn. Stat. § 13.87	City Administrator, Human Resources/City Clerk, Chief of Police
Diversion Program Data	Names and identifying data concerning diversion program participants that are maintained in the criminal justice data communications network.	Private	Minn. Stat. §§ 13.6905, subd. 18; 299C.46, subd. 5	City Administrator, Human Resources/City Clerk, Chief of Police
Detention Data	Data on individuals created, collected, used or maintained because of their lawful confinement or detainment in a correctional or detention facility, including City jail or lockup.	Private/Confidential/ Public	Minn. Stat. § 13.85	City Administrator, Human Resources/City Clerk, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Domestic Abuse Data	Data on individuals collected, created, received or maintained by police departments pursuant to the domestic abuse act.	Confidential/Public	Minn. Stat. § 13.80	City Administrator, Human Resources/City Clerk, Chief of Police
E-Charging Data	Data created by local law enforcement and maintained by the BCA in statewide data system. Credentialing data is private protected nonpublic, and auditing, workflow and routing data is confidential protected nonpublic.	Confidential/Private/ Nonpublic	Minn. Stat. § 13.871, subd. 11	City Administrator, Human Resources/City Clerk, Chief of Police
Emergency Telephone Service	Names, addresses and phone numbers provided to a 911 or other emergency system.	Private	Minn. Stat. §§ 13.202, subd. 6; 403.07, subd. 3, 4	City Administrator, Human Resources/City Clerk, Chief of Police
Explosives or Blasting Agents	Data on application to law enforcement to use/store explosives/blasting agents. May be shared with other law enforcement whose job requires access to a facility containing them. Recipients prohibited from disclosing data to anyone not directly involved in the work.	Nonpublic	Minn. Stat. § 299F.75, subd. 4	City Administrator, Human Resources/City Clerk, Chief of Police
Firearms Data	Data about the purchase or transfer of firearms and applications for permits to carry firearms.	Private	Minn. Stat. § 13.87, subd. 2	City Administrator, Human Resources/City Clerk, Chief of Police
Hazardous Substance Emergency	Information contained in hazardous materials notification reports made under Minn. Stat. §§ 299F.091 to 299F.099.	Nonpublic	Minn. Stat. §§ 13.6905, subd. 27; 299F.095; and 299F.096, subd. 1	City Administrator, Human Resources/City Clerk, Chief of Police, Asst. City Administrator/Public Services Director
Health Data	Data on individuals relating to the identification, description, prevention and control of disease or as part of an epidemiologic investigation designated by the commissioner of health as necessary to analyze, describe or protect public health.	Private	Minn. Stat. § 13.3805, subd. 1	City Administrator, Human Resources/City Clerk, Chief of Police, Asst. City Administrator/Public Services Director

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Integrated Search Service Data	Data on individuals stored on one or more databases maintained by criminal justice agencies and accessible through the integrated search service operated by the BCA.			City Administrator, Human Resources/City Clerk, Chief of Police
Investigative Detention Data	Data that, if revealed, would identify an informant who provided information about suspected illegal activities and is likely to subject the informant to physical reprisals by others.	Confidential	Minn. Stat. § 13.86	City Administrator, Human Resources/City Clerk, Chief of Police
Law Enforcement Data	Certain arrest data, request for service data, ad response or incident data are public data. Audio recordings of a 911 call to request service is private data on individuals, but written transcript of the audio recording is public, unless it reveals identity of an individual otherwise protected under Minn. Stat. § 13.82, subd. 17. Criminal investigative data created/collected by law enforcement to prepare a case against a person for commission of a crime or other offense for which the agency has primary investigative responsibility is confidential or protected nonpublic while investigation still active. Photos that are part of inactive investigation files that are clearly offensive to common sensibilities are private or nonpublic, provided that their existence shall be disclosed to any person requesting access to the inactive investigative file. Data on court records relating to name changes under Minn. Stat. § 289.10, subd. 2 which are held by a law enforcement agency are confidential data while an investigation is still active and private when inactive. Data in arrest warrant indices are confidential until defendant has been taken into custody, served with	Private/Confidential/ Public/Non Public	Minn. Stat §§ 13.82, 259.10, subd. 2	City Administrator, Human Resources/City Clerk, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
	warrant, appears in court, except when law enforcement determines that public purpose is served by making information public. Data uniquely describing stolen, lost, confiscated or recovered property are classified as private or nonpublic, depending on content. Financial records of a program paying informant rewards protected nonpublic/confidential data. Data on registered criminal offenders are private data. Data on missing children bulletins are public. Data reflecting thoughts/investigative techniques confidential/nonpublic, provided that information, reports, memoranda have been adopted as the final opinion or justification for a decision of a law enforcement agency are public. Booking photographs are public data. Data that could reveal identity of persons who are customers of a licensed pawnbroker of secondhand goods dealer are private data. Data describing property in a regulated transaction with a licensed pawnbroker or secondhand goods dealer are public			
Orders for Protection and No Contact Orders	Data from orders for protection or no contact orders and data entered by law enforcement to assist in enforcement of those orders. Data about the offender can be shared with the victim for order enforcement.	Private	Minn. Stat. §§ 13.871, subd. 13; 299C.46, subd. 6	City Administrator, Human Resources/City Clerk, *Chief of Police*

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Peace Officer Discipline Procedures	Investigative report made by a law enforcement agency in connection with a peace officer disciplinary matter; identifies of confidential informants in such matters; identities of witnesses expected to testify in disciplinary hearings.	Confidential/Private/ Public	Minn. Stat. §§ 13.871, subd. 6(p); 626.89, subd. 6; and 13.43	City Administrator, Human Resources/City Clerk, Chief of Police
Peace Officer Records on Juveniles	Peace officers' records of children who are or may be delinquent or who may be engaged in criminal acts.	Private	Minn. Stat. §§ 13.875, subd. 3; 260B.171, subd. 5	City Administrator, Human Resources/City Clerk, Chief of Police
Peace Officer Reports on Accidents	Collected by law enforcement as required for a report of an accident under Minn. Stat. § 169.09, subd. 8. Must be disclosed to, upon written request by, persons in accident or representing estate, surviving spouse, etc., or other person injured in person, property, or means of support, or who incurs other loss by virtue of accident.	Confidential	Minn. Stat. § 169.09, subd. 13	City Administrator, Human Resources/City Clerk, Chief of Police
Reports of Gunshot Wounds	Report made by a health professional regarding wound inflicted by perpetrator of crime using firearm or other dangerous weapon.	Confidential	Minn. Stat. §§ 13.871, subd. 6(a); 626.53	City Administrator, Human Resources/City Clerk, Chief of Police
Safe at Home Data	Identity and location data of Safe at Home Program participants not otherwise classified by law are private data. Data on participant who submits a notice that they are certified part of address confidentiality program may not be shared with any other government entity or disseminated to any person unless 1) express consent from participant; 2) court order; 3) data subject to sharing pursuant to Minn. Stat. 5B.07, subd. 2.	Private	Minn. Stat. §§ 13.805; 5B.07, subd. 1	City Administrator, Human Resources/City Clerk, Chief of Police
Sexual Assault Crime Victims	Data identifying victim who is a minor, in records or reports relating to petitions, complaints or indictments made for criminal sexual conduct in the first – fourth degrees.	Private	Minn. Stat. §§ 13.871, subd. 3(e); 609.3471	City Administrator, Human Resources/City Clerk, Chief of Police
Undercover Buy Fund	Data in investigative files identifying witnesses, sources, or undercover investigators; information in a report at the close of an investigation regarding identity/location of witness.	Confidential/Private/ Public	Minn. Stat. §§ 13.6905, subd. 13; 299C.065,subd. 4	City Administrator, Human Resources/City Clerk, Chief of Police

Name of Record, File, Form or Data Type	Description	Data Classification	Citation for Classification	Employee Work Access
Videotapes of Child Abuse Victims	Videos where child is alleging, explaining, denying, or describing physical or sexual abuse.	Private/Confidential	Minn. Stat. §§ 13.821; 611A.90	Chief of Police
Vulnerable Adult Report Records	Reports made (Minn. Stat. § 626.557) of possible maltreatment of vulnerable adults; identities of persons making such reports.	Private/Confidential	Minn. Stat. §§ 13.871, subd. 6(1); 626.557, subd. 12(b)	City Administrator, Human Resources/City Clerk, Chief of Police

EXHIBIT B

Data Practices Policy for Data Subjects

City of Isanti, Minnesota

Section 1
DATA ABOUT YOU

The Government Data Practices Act (Minnesota Statutes, Chapter 13) says that data subjects have certain rights related to a government entity collecting, creating, and keeping government data about them. You are the subject of data when you can be identified from the data. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

Classification of Data about You

The Government Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. Data about you are classified by state law as public, private, or confidential. See below for some examples.

1. **Public data**: We must give public data to anyone who asks; it does not matter who is asking for the data or why.

   The following is an example of public data about you:
   Names of government employees, if you are a government employee

2. **Private data**: We cannot give private data to the general public, but you have access when the data are about you. We can share your private data with you, with someone who has your permission, with our government entity staff who need the data to do their work, and as permitted by law or court order.

   The following is an example of private data about you:
   Your social security number.

3. **Confidential data**: Confidential data have the most protection. Neither the public nor you can get access even when the confidential data are about you. We can share confidential data about you with our government entity staff who need the data to do their work and to others as permitted by law or court order. We cannot give you access to confidential data.

   The following is an example of confidential data about you:
   Your identity if you are the subject of an active criminal investigation.

Your Rights under the Government Data Practices Act

The City of Isanti must keep all government data in a way that makes it easy for you to access data about you. Also, we can collect and keep only those data about you that we need for administering and managing programs that are permitted by law. As a data subject, you have the following rights.

- **Access to Your Data**
  You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

  Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

  As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look

at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask this government entity not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We may ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests. **Note**: Minors do not have this right if the data in question are educational data maintained by an educational agency or institution.

- **When We Collect Data from You**
  When we ask you to provide data about yourself that are not public, we must give you a notice. The notice is sometimes called a Tennessen warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

  We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent. If you want us to release data to another person, you must use the consent form we provide.

- **Protecting your Data**
  The Government Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe. In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you, conduct an investigation into the security breach, and prepare a report which you may obtain access, in accordance with the law.

- **When your Data are Inaccurate and/or Incomplete**
  You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

To look at data, or request copies of data that this government entity keeps about you, your minor children, or an individual for whom you have been appointed legal guardian, the City generally requires a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts in **Section 2**. You may make your request by filling out a form provided by the City (also attached to this Policy), and sending it by email, U.S. mail, or by hand-delivering it to the City.

Please be sure that your written data request is as clear and detailed as possible. If the City does not understand your request, the City may ask you for clarification. The City cannot begin processing your data request if you do not provide the requested clarification.

In addition, if your request is so broad that it yields voluminous data, the City may ask if there is more specific data you seek. The City may also ask whether you wish to inspect the data at City offices prior to making copies, or require a deposit for the actual cost of providing copies. (See **Section 3** for information on copy costs and payment.)

The City requires proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity located in **Section 4**.

How We Respond to a Data Request

Once you make your request, we will work to process your request. If it is not clear what data you are requesting, we will ask you for clarification.

- If we do not have the data, we will notify you in writing within 10 business days.
- If we have the data, but the data are confidential or private data that are not about you, we will notify you within 10 business days and state which specific law says you cannot access the data.
- If we have the data, and the data are public or private data about you, we will respond to your request within 10 business days, by doing one of the following:
    - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
    - provide copies of the data within 10 business days. You may choose to pick up your copies, or we will mail them to you. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Please see Section 3, so that you understand how the City calculates costs for copies and your obligations regarding payment of copies. You will be responsible to pre-pay for the cost of copies prior to receipt of the copies. In addition, if a deposit is required as described in Section 1, *How to Make a Request for Your Data,* you must pay the deposit before the City will begin working on your request.

After we have provided you with access to data about you, we do not have to show you the data again for 6 months unless there is a dispute or we collect or create new data about you.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. In addition, we are not required under the Government Data Practices Act to respond to questions that are not specific requests for data.

Section 2
Data Practices Contacts

Responsible Authority
Lindsey Giese
Human Resources|City Clerk
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: LGiese@cityofisanti.us

Data Practices Compliance Official
Donald Lorsung
City Administrator
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: DLorsung@cityofisanti.us

Data Practices Designee(s)
Lindsey Giese
Human Resources|City Clerk
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: LGiese@cityofisanti.us

Section 3
Copy Costs and Payment – Data Subjects

This government entity charges data subjects for copies of government data. These charges are authorized under Minnesota Statutes, section 13.04, subdivision 3.

Pre-payment is mandatory for all copy requests for which fees are charged. Additionally, if a data request will result in voluminous numbers of documents, the City may ask for a deposit prior to copying data. If the cost of providing the copies is less than the deposit amount, you will receive a refund of the unused deposit amount. If the cost of providing the copies exceeds the deposit amount, you are responsible for the remaining balance before the copies will be provided to you. You must pay the deposit amount before the City will begin working on your request.

The City will not require payment for copies if the cost of copies is less than $5.00.

Actual cost

When the subject of the data requests copies, the City may charge for the actual costs of making, certifying and compiling the copies.

In determining the actual cost of making copies, the City considers factors including but not limited to:

- Staff time to:
  - make, certify and compile copies;
  - sort and label documents only if necessary to identify the data to be copied;
  - remove staples or paper clips;
- Materials (paper, copier ink, staples, magnetic tapes, CD's or DVD's, thumb drives, etc.);
- Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data;
- Mailing costs; and/or
- Costs to pay an outside vendor (including transportation to and from the vendor) if your request is for copies of data that we cannot reproduce ourselves, such as photographs.

A Community For Generations.

Isanti

INFORMATION DISCLOSURE REQUEST
Minnesota Government Data Practices Act

A. Completed by Requester

REQUESTER NAME (Last, First, M.):	DATE OF REQUEST:
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form:

I AM REQUESTING ACCES TO THE DATA IN THE FOLLOWING MANNER:

____ Inspection ____Copies ____Both inspection and copies

Paper_____ Pick up_____ Mail _____ Paper_____ Pick up_____ Mail _____

Email _____ Other _____ Email _____ Other _____

B. Completed by the City of Isanti:

INFORMATION CLASSIFIED AS:	ACTION:
☐ PUBLIC ☐ NON-PUBLIC	☐ APPROVED
☐ PRIVATE ☐ PROTECTED NON-PUBLIC	☐ APPROVED IN PART (explain below)
☐ CONFIDENTIAL	☐ DENIED (explain below)

CITY CLERK REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:

_____

_____

MINNESOTA CLASSIFICATION CODE:

COPYING CHARGES/ASSOCIATED COSTS:	IDENTITY VERIFIED FOR PRIVATE INFORMATION:
☐ NONE ☐ DEPOSIT $_____	☐ IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., etc.
☐ _____ Pages x _____=_____	☐ COMPARISON WITH SIGNATURE ON FILE
☐ Actual Cost: _____	☐ PERSONAL KNOWLEDGE
	☐ OTHER: _____

CITY CLERK SIGNATURE: DATE:

_____ _____

DEPARTMENT SIGNATURE:	DEPARTMENT REMARKS:
_____ DATE:_____	

Make check/money order payable to: City of Isanti

If mailed, return form: City of Isanti, Attn: City Clerk, 110 1st Ave NW, PO Box 428, Isanti, MN 55386, or email form to LGiese@cityofisanti.us

The City cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to process your request.

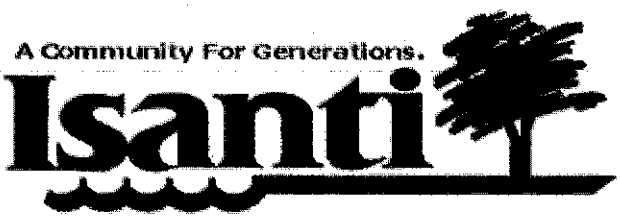
Section 4
Standards for Verifying Identity

The following constitute proof of identity.

- An **adult individual** must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota tribal ID
- A **minor individual** must provide a valid photo ID, such as
  - a state driver's license
  - a military ID
  - a passport
  - a Minnesota ID
  - a Minnesota Tribal ID
  - a Minnesota school ID
- The **parent or guardian of a minor** must provide a valid photo ID *and either*
  - a certified copy of the minor's birth certificate *or*
  - a certified copy of documents that establish the parent or guardian's relationship to the child, such as
    - ❖ a court order relating to divorce, separation, custody, foster care
    - ❖ a foster care contract
    - ❖ an affidavit of parentage
- The **legal guardian for an individual** must provide a valid photo ID *and* a certified copy of appropriate documentation of formal or informal appointment as guardian, such as
  - court order(s)
  - valid power of attorney

Note: Individuals who do not exercise their data practices rights in person must provide either notarized or certified copies of the documents that are required or an affidavit of ID.

EXHIBIT C



Data Practices Policy for Members of the Public

City of Isanti, Minnesota

Section 1

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that the City of Isanti must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that the City keeps, the City generally requires a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request for data by filling out a form provided by the City (also attached to this Policy) and sending it by email, U.S. mail, or by hand-delivering it to the City.

Please be sure that your written data request is as clear and detailed as possible. If the City does not understand your request, the City may ask you for clarification. The City cannot begin processing your data request if you do not provide the requested clarification.

In addition, if your request is so broad that it yields voluminous data, the City may ask if there is more specific data you seek. The City may also ask whether you wish to inspect the data at City offices prior to making copies, or require a deposit for actual costs of providing the copies. (See **Section 3** for information on copy costs and payment.)

The City cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to process your request.

How We Respond to a Data Request

Upon receiving your request, the City will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public or cannot be disclosed.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
    - arrange a date, time, and place to inspect data, for free, if your request is to look at the data, or
    - provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or email them to you if possible. If you want us to send the copies through the mail, you will need to provide us with an address or email address. We may provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format.

Please see Section 3, so that you understand how the City calculates costs for copies and your obligations regarding payment of copies. You will be responsible to pre-pay for the cost of copies prior to receipt of the copies. In addition, if a deposit is required as described in Section 1, *How to Make a Data Request*, you must pay the deposit before the City will begin working on your data request.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 6 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Section 2
Data Practices Contacts

Responsible Authority
Lindsey Giese
Human Resources|City Clerk
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: LGiese@cityofisanti.us

Data Practices Compliance Official
Donald Lorsung
City Administrator
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: DLorsung@cityofisanti.us

Data Practices Designee(s)
Lindsey Giese
Human Resources|City Clerk
City of Isanti
110 1st Avenue NW PO Box 428
Isanti, MN 55040
P: (763) 444-5512
F: (763) 444-5560
E: LGiese@cityofisanti.us

Section 3

Copy Costs and Payment – Members of the Public

The City of Isanti charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

Pre-payment is mandatory for all copy requests for which fees are charged. Additionally, if a data request will result in voluminous numbers of documents, the City may ask for a deposit prior to copying data. If the cost of providing the copies is less than the deposit amount, you will receive a refund of the unused deposit amount. If the cost of providing the copies exceeds the deposit amount, you are responsible for the remaining balance before the copies will be provided to you. You must pay the deposit amount before the City will begin working on your request.

The City will not require payment for copies if the cost of copies is less than $5.00.

For 100 or Fewer Paper Copies – 25 Cents Per Page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

For 100 or More Paper Copies, or Most Other Types of Copies – Actual Cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies, or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, the City considers factors including but not limited to:

- Staff time to:
  - retrieve documents (except when the subject of the data is making the request);
  - make, certify and compile copies;
  - sort and label documents only if necessary to identify the data to be copied;
  - remove staples or paper clips;
  - **Please note:** the cost of employee time to search for data, retrieve data, and make copies should generally not exceed those of the lowest-paid employee who can complete the task performed. However, if, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage;
- Materials (paper, copier ink, staples, magnetic tapes, CD's or DVD's, thumb drives, etc.);
- Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data;
- Mailing costs; and/or
- Costs to pay an outside vendor (including transportation to and from the vendor) if your request is for copies of data that we cannot reproduce ourselves, such as photographs.

A Community For Generations.

Isanti

INFORMATION DISCLOSURE REQUEST
Minnesota Government Data Practices Act

A. Completed by Requester

REQUESTER NAME (Last, First, M.):	DATE OF REQUEST:
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form:

I AM REQUESTING ACCES TO THE DATA IN THE FOLLOWING MANNER:

____ Inspection ____Copies ____Both inspection and copies

Paper_____ Pick up_____ Mail _____ Paper_____ Pick up_____ Mail _____

Email _____ Other _____ Email _____ Other _____

B. Completed by the City of Isanti:

INFORMATION CLASSIFIED AS:	ACTION:
☐ PUBLIC ☐ NON-PUBLIC	☐ APPROVED
☐ PRIVATE ☐ PROTECTED NON-PUBLIC	☐ APPROVED IN PART (explain below)
☐ CONFIDENTIAL	☐ DENIED (explain below)

CITY CLERK REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:

MINNESOTA CLASSIFICATION CODE:

COPYING CHARGES/ASSOCIATED COSTS:	IDENTITY VERIFIED FOR PRIVATE INFORMATION:
☐ NONE ☐ DEPOSIT $_____	☐ IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., etc.
☐ _____ Pages x _____=_____	☐ COMPARISON WITH SIGNATURE ON FILE
☐ Actual Cost: _____	☐ PERSONAL KNOWLEDGE
	☐ OTHER: _____

CITY CLERK SIGNATURE: DATE:

DEPARTMENT SIGNATURE:	DEPARTMENT REMARKS:
_____ DATE:_____	

Make check/money order payable to: City of Isanti

If mailed, return form: City of Isanti, Attn: City Clerk, 110 1st Ave NW, PO Box 428, Isanti, MN 55386, or email form to LGiese@cityofisanti.us

The City cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to process your request.

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
May 16, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:11 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: None

Staff Present: Alex Conzemius, Planner with Bolton & Menk
Lindsey Giese, City Clerk

Others Present:

D. Agenda Modifications.

Giese stated there were none.

Motion by Lundeen second by Lorinser to approve the agenda. Motion carried unanimously.

2. Approval of Minutes from April 18, 2017 and May 9, 2017 Planning Commission Meetings

Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Collison to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing Final Plat Approval

A. Arts and Science Academy: Chairman Wimmer provided background on the Arts and Science Academy and the pursuit to operate a grades 5-8 middle school at a 13 acre site within the City of Isanti

One comment was received as part of the public hearing requesting information on the developer Charter School Development Corporation Property Corporation Arts and Science Academy Limited Liability Corporation (CSDCPC ASA, LLC).. Motion by Lundeen second by Bergley to approve the final plat. Motion carried unanimously.

4. Other Communications.

A. None.

5. Adjournment

Motion by Bergley second by to Lundeen to adjourn the May 16th, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:12 p.m.

Dated at Isanti, Minnesota this 16th day of May 2017.

Respectfully submitted,

_____

Alex Conzemius, AICP
Interim City Planner

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 20, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. Presentation of 2017 Isanti Ambassador Candidates

F. Approve City Council Minutes
1. June 6, 2017 - Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. Parks, Recreation, and Culture Board Meeting	Tuesday, June 27, 2017 at 6:00 p.m.
2. **CITY OFFICES CLOSED**	Tuesday, July 4, 2017 *(In Observance of Independence Day)*
3. City Council Meeting	Wednesday, July 5, 2017 at 7:00 p.m.
4. Economic Development Authority Meeting	Wednesday, July 5, 2017 *(Immediately following City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Request from Stephen G Stegner to waive Residential Rental License Late Fee of $150.00 for 208 3rd Ave NW *(Stev Stegner)*

<u>City Administrator Don Lorsung</u>
2. Consider Ordinance Amending Isanti City Code Chapter 216 Nuisances – Commercial Parking Lots

<u>City Engineer Brad DeWolf</u>
3. Resolution Entering into A Master Partnership Contract with The Minnesota Department of Transportation

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $587,517.86 and Payroll in the amount of $95,417.07
2. Contractor Pay Request No. 10 Wastewater Treatment Improvements to Gridor Construction in the amount of $201,466.00

3. Final Meeting Minutes for the May 2, 2017 Economic Development Authority Meeting
4. Final Meeting Minutes for the May 9, 2017 Planning Commission Special Meeting
5. Resolution Approving Donation Box at Liquor Store
6. Resolution Approving Local Gambling Permit for Maddy Nelson Memorial Foundation Cornhole Tournament
7. Resolution Offering the Position of Human Resources/City Clerk to Katie Brooks
8. Resolution Awarding Quote for the Lease of City Owned Crop Land Area A to Wayne Calandar/Calander Farms
9. Resolution Awarding Quote for the Lease of City Owned Crop Land Area B to Craig Bjorklund/Bjorklund Farms
10. Resolution Approving Amendment to the Personnel Policy, Section 10. Leave to Include Vacation Donation

M. Other Communications

1. Draft Meeting Minutes for the June 6, 2017 Economic Development Authority Meeting
2. May Police Department Report
3. May Code Enforcement Report
4. May Building Inspector Report
5. June Engineering Report

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 6, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Lindsey Giese, City Engineer Brad DeWolf, Police Chief Gene Hill, City Attorney Clark Joslin, and Economic Development Director Sean Sullivan

Others Present: K. Jenloft, M. Bettendorf

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by adding Item K. 12 Resolution Approving Purchase of Real Property Identified as Tax ID Number 16.029.0101 and Items L.8 – Resolution Accepting the Resignation of Part Time Custodian Joseph Anderson and L.9 – Resolution Offering the Position of Part Time Administrative Data Clerk to Jeannifer Anderson.

Motion by Collison, second by Bergley to approve the agenda with modifications listed above. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes

1. May 16, 2017– Regular Meeting of the City Council

Motion by Lundeen second by Collison to approve minutes as presented. Motion carried unanimously.

G. Citizens Input

None.

H. Announcements

1. City Council Meeting	Tuesday, June 20, 2017 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, June 20, 2017 at 7:00 p.m. *(Immediately following City Council Meeting)*
3. Parks, Recreation, and Culture Board Meeting	Tuesday, June 27, 2017 at 6:00 p.m.

I. Council Committee Reports

Mayor Wimmer reported that the Mayor's Luncheon went well with over 200 people in attendance. Special thanks were given to Senator Koran, Commissioner Warring, Representative Johnson, Sheriff Caulk, City Engineer Brad DeWolf, and Assistant City Engineer Jason Cook for serving and helping

to make the luncheon a success. The Mayor also thanked everyone who attended the event and made it incredible. At the celebration, the Mayor introduced two new city employees: Ryan Kernosky, the Community Development Director, and Mike Betker, the Finance Director and expressed his appreciation having them on board.

J. Public Hearings

K. Business Items

1. **Resolution 2017-158 Approving a Special Event Permit Application for the Bluejacket 5K**

Mayor Wimmer requested that the staff ensure those requesting permits attend the council meetings when items are on the agenda. Councilmember Bergley asked if the Council felt comfortable waiving the fee as requested? Mayor Wimmer indicated that we do not waive fees, that all are required to follow the same process and he did not feel fees should be waived. The Council agreed.

Motion by Lundeen, second by Bergley to approve Resolution 2017-158 as amended to not waive any fees. Motion carried unanimously.

2. **Resolution 2017-159 Approving a Special Event Permit Application for the 2017 Soccer District Tournament**

Mayor Wimmer again requested that the staff ensure those requesting permits attend the council meetings when items are on the agenda.

Motion by Collison, second by Lorinser to approve Resolution 2017-159 as presented. Motion carried unanimously.

3. **Resolution 2017-160 Approving a Special Event Permit Application from the North 65 Chamber of Commerce for Jubilee Days *(North 65 Chamber)***

Melissa Bettendorf, Executive Director for the North 65 Chamber of Commerce, and Dave Englund, Jubilee Chairman, were in attendance and spoke about Jubilee Days activities. The only change from previous years is that 3rd Avenue from Heritage up through near the elementary school will be blocked off for Fire District preparation on the day of the parade.

Motion by Lundeen second by Bergley to approve Resolution 2017-160 as presented. Motion carried unanimously.

City Administrator Don Lorsung

4. **Resolution 2017-161 Approving Facility Use Agreement with Cambridge-Isanti Schools for Mattson Tennis Courts**

Motion by Bergley, second by Collison to approve Resolution 2017-161 as presented. Motion carried unanimously.

5. **Resolution 2017-162 Approving the Final Plat of Arts and Science Addition, legally described as the Northwest Quarter of the Southeast Quarter of Section 20, Township 35, Range 23, Isanti County, Minnesota**

Motion by Lundeen, second by Collison to approve Resolution 2017-162 as presented. Motion carried unanimously.

6. **Resolution 2017-163 Approving a Development Agreement for Arts and Science Addition**

Motion by Lundeen, second by Lorinser to approve Resolution 2017-163 as contingent upon purchase of property and transfer of property ownership. Motion carried unanimously.

Economic Development Director Sean Sullivan

7. **Resolution 2017-164 Authorizing the Execution of Repayment Agreement on Lot 13, Block 3, Villages on the Rum with J Robinson Construction, Inc.**

Motion by Collison, second by Bergley to approve Resolution 2017-164 as presented. Motion carried unanimously.

8. **Resolution 2017-165 Authorizing the Execution of Repayment Agreement on Lot 1, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.**

Motion by Collison, second by Bergley to approve Resolution 2017-165 as presented. Motion carried unanimously.

9. **Resolution 2017-166 Authorizing the Execution of Repayment Agreement on Lot 5, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.**

Motion by Collison, second by Bergley to approve Resolution 2017-166 as presented. Motion carried unanimously.

10. **Resolution 2017-167 Authorizing the Execution of Repayment Agreement on Lot 9, Block 2, Isanti Meadows with Real Deal Construction, Inc.**

Motion by Collison, second by Bergley to approve Resolution 2017-167 as presented. Motion carried unanimously.

11. **Resolution 2017-168 Authorizing Transfer of City of Isanti Owned Real Estate to the City of Isanti Economic Development Authority**

Motion by Lorinser, second by Bergley to approve Resolution 2017-168 as presented. Motion carried unanimously.

12. **Resolution 2017-169 Approving Purchase of Real Property Identified as Tax ID Number 16.029.0101**

Motion by Lorinser second by Bergley to approve Resolution 2017-169 as presented. Motion carried unanimously.

City Engineer Brad DeWolf

13. **Ordinance No. 674 Amending Chapter 227 Parking and Storage to Include No Parking Restriction for State-Aid Route (2017 Palomino Road Improvement Project)**

Mayor Wimmer stated that the 'No Parking' is mandated by the state. City Engineer Brad DeWolf further explained that the current street is 32' wide, which by State Aid design standards is two travel lanes and one parking lane. In order to use our State Aid tax dollars, we do have to restrict parking. This means 'No Parking' signs will be placed on the South Side on Palomino from Railroad Ave to trunk Highway 65.

Motion by Lundeen, second by Lorinser to approve Ordinance 674 as presented. Motion carried unanimously.

14. **Resolution 2017-170 Approving Plans and Authorization to Advertise for Bids for 2017 Palomino Road Improvements Project**

Motion by Lundeen, second by Bergley to approve Resolution 2017-170 as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $201,278.34 and Payroll in the amount of $185,382.30
2. **Resolution 2017-171 Approving a Request by the Isanti Firefighters Rodeo Association to Close Unity Park Ball Field and Place Signage Indicating such closure for July 7th – 9th and for the movement of the Bleachers Located in Unity Park to the Rodeo Grounds**
3. **Resolution 2017-172 Accepting the Resignation of Human Resources/City Clerk Lindsey Giese**
4. **Ordinance No.675 Ordinance to Appoint Finance Director Michael Betker as City Treasurer**
5. **Resolution 2017-173 Approving Officer Copier/Fax/Scanner Lease for Police Department**
6. **Resolution 2017-174 Authorizing the Trade-In and Purchase of New Utility Trailer**
7. **Resolution 2017-175 Approving Data Practices Procedures and Data Inventory for the City of Isanti**
8. **Resolution 2017-176 Accepting the Resignation of Part Time Custodian Joseph Anderson**
   Resolution 2017-177 Offering the Position of Part Time Administrative Data Clerk to Jeannifer Anderson

Motion by Lundeen, second by Collison to approve Resolutions 2017-171 through 177 and Ordinance No.675 as presented. Motion carried unanimously.

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried unanimously. The meeting was adjourned at 7:13 p.m.

Respectfully Submitted,

Lindsey Giese

Lindsey Giese
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the City Council

FROM: Ryan Kernosky, Community Development Director

DATE: June 20, 2017

SUBJECT: Request from Stev Stegner to waive Rental License Penalty Fee – PID 16.050.0170 (208 3rd Ave NW)

Background

Under Ch. 253 of the municipal code, the City inspects and regulates licensing of rental units. The purpose of inspecting and regulating rentals is to *"protect the public health, safety and welfare of citizens of the City that have as their place of abode a living unit furnished to them for the payment of a rental fee to another."* Within our code, rental licenses are issued every two years and expire on December 31, with the intention that license renewals need to be filed at least 60 days prior to license expiration.

Typically, in late summer/ early fall of the year the license is to expire, the City sends out reminder letters to the property owners. We have historically had good compliance with rental property owners in the City returning the rental license back to the City prior to the December 31st deadline.

Request

Stev Stegner owns the property at 208 3rd Ave NW, and currently rents the property. Mr. Stegner, like all other rental property owners, was sent a letter dated August 1, 2016 reminding him to renew his rental license. The City did not receive any updated rental license nor applicable fees by the December 31, 2016 deadline.

On May 19, 2017, the City Building Official sent Mr. Stegner a letter stating that the City had not received a rental license, and provided Mr. Stegner a deadline of June 2, 2017 to provide the City the proper license and applicable fees.

On May 31, 2017 Mr. Stegner provided the City with a $150.00 check but with no rental license. The City mistakenly deposited this check into his water utility account, this has since been corrected.

Not knowing that we had received the fee for a rental license, Mr. Stegner received a letter from my office giving him until June 12, 2017 to comply with our code, or face a possible citation. Mr.

Stegner then provided an email with a copy of the check, and his rental license dated June 12, 2017.

Per Resolution 2017-012 (establishing a fee schedule), rental license fees for single-family units are $150.00 with a 100% penalty fee for late licenses. Mr. Stegner is requesting that we waive the late fee.

Staff Recommendation

Staff is recommending that the City Council DENY Mr. Stegner's request.

Mr. Stegner has had ample time to comply with our municipal code. The City provided information on license fees and late fees in the August letter and again in the May letter. We are now six months into 2017, and have finally received all necessary materials to issue a license with the exception of the late fee. Staff has spent more than enough time trying to get Mr. Stegner's property into compliance, and I fear that if we waive this penalty fee, we are setting a precedent that will encourage other rental property owners to take a passive approach to complying with our municipal code.

Mayor Wimmer and Members of the Isanti City Council,

I have one rental home in Isanti. Over the years, I have complied with your rental policy. In January 2017, I asked the tenants if they were interested in purchasing the home and since their lease was up in May, I had not planned to continue leasing the property. The tenant asked if they could stay until Fall due to health reasons. At that time, I mailed in my rental license fee of $150 for 2017 since I had allowed the tenants to stay.

Recently, I received a letter from Ryan K the Community Development Director. He informed me that there was a 100% penalty for my late payment. I feel a 100% penalty fee is too high. It is much higher than other fees in your City. I would like to commend the rapid the thorough responses from Ryan. He was prompt and professional. He is an asset to your community.

It is still my intent to sell this home this Summer/Fall. I have already paid the rental fee and I am asking the Council to forgive the 100% penalty or at the least reduce the penalty to some more reasonable level and benchmark it against other City Fees.

I ask that you forgive or reduce the fees based on the following:
1. It was not my intent to continue leasing the property this far into the year. When I chose to extend the lease, I paid the fee.
2. The family has medical issues, so I granted them month to month status
3. I plan to sell the home within a few months.
4. City Fees are generally based on the cost to administer the license. In this case, there was a negligible amount of staff time to send a letter, it does not seem that there was $150 in added cost to the City.

Make it a Great Day!
Stev Stegner
Rapid Press
2016 Business Advocate of the Year - FL Area Chamber of Commerce
Cell 651 503 1337 · Office 651 464 6200

A great attitude becomes a great day which becomes a great month which becomes a great year which becomes a great life. Mandy Hale

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: June 13, 2017

Subject: Ordinance Regarding Commercial Parking Lot Facility Maintenance

---

Staff has developed an ordinance to address maintenance of commercial parking lot facilities. Parking lot facility maintenance items include surfacing, curbing, drainage system, lighting and accessibility. The draft ordinance language would require that parking lots are maintained to applicable engineering design and safety standards, including meeting ADA standards (see attached). Concerns with commercial parking lots would be reviewed by the City Engineer or their designee. They will be addressed as nuisances requiring immediate repair, or in timeframes set by the City Engineer or their designee.

The proposed ordinance has been reviewed by the City Attorney and the DOAC Committee.

ORDINANCE NO. ____

AN ORDINANCE AMENDING ISANTI CITY CODE CHAPTER 216 NUISANCES – COMMERCIAL PARKING LOTS

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 216-4, Public nuisances affecting peace, safety, and general welfare, of the Code of the City of Isanti is hereby amended to read and include the following:

(5) All commercial parking lot facilities shall be maintained and operated in compliance with applicable engineering design and safety standards, including but not limited to applicable provisions of the Americans with Disabilities Act (ADA). Any such parking lot that fails to meet said standards as to surfacing, curbing, drainage system, lighting or accessibility, or is otherwise in such disrepair so as to be reasonably deemed to constitute a public safety hazard, as determined by the City Engineer or his or her designee, is hereby declared to be a nuisance. Nuisances constituting an immediate safety hazard shall be subject to immediate abatement. Otherwise, alleviation of nuisances shall be in conformance with timeframes set by the City Engineer or his or her designee.

EFFECTIVE DATE
This ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 20th day of June, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Donald C. Lorsung
City Administrator

(SEAL)

Reading Date: 6.20.2017
Publication Date: 6.28.2017
Effective Date: 6.28.2017

K.3.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwc
Ramsey, MI

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: June 12, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: MnDOT Master Partnership Contract
City of Isanti, MN
Project No.: R13.113063

Please find enclosed a Master Partnership Contract from the Minnesota Department of Transportation. The Master Partnership Contract provides an opportunity for the City of Isanti and the Minnesota Department of Transportation to work together on such items as roadway maintenance and share professional services.

The City has had this agreement in place for the past 5 years. The Master Partnership Contract is valid for 5 years so it is time for renewal.

The Master Partnership Contract establishes the working relationship between the Minnesota Department of Transportation and the City of Isanti for such items as routine road maintenance and professional services. The Master Partnership Contract is a reciprocal agreement, meaning that the City of Isanti can utilize Mn/DOT services and Mn/DOT can utilize City of Isanti services. With the Master Partnership Contract in place, the overall time required for Mn/DOT and the City of Isanti to work jointly is greatly reduced.

We recommend that the City Council pass the enclosed resolution authorizing the Master Partnership Contract with the Minnesota Department of Transportation and approve the Master Partnership Contract. Upon approval by the City Council, 2 original signed copies of the Resolution and Master Partnership Contract will be forwarded to the District State Aid Engineer to be placed on file with the Minnesota Department of Transportation.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2017-____

RESOLUTION ENTERING INTO A MASTER PARTNERSHIP CONTRACT WITH THE MINNESOTA DEPARTMENT OF TRANSPORATION

WHEREAS, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

WHEREAS, the parties wish to able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write "work orders" against a master contract would provide the greatest speed and flexibility in responding to identified needs.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota:

1. That the City of Isanti enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Council.

2. That the proper City officers are authorized to execute such contract, and any amendments thereto.

3. That the Isanti City Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the City Engineer may execute such work order contracts on behalf of the City of Isanti without further approval by this Council.

This resolution was duly adopted by the Isanti City Council this 20th day of June 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Donald C. Lorsung
City Administrator

DEPARTMENT OF TRANSPORTATION

MnDOT Contract Number: 1028387

STATE OF MINNESOTA

AND

CITY OF ISANTI

MASTER PARTNERSHIP CONTRACT

This master contract is between the State of Minnesota, acting through its Commissioner of Transportation in this contract referred to as the "State" and the City of ISANTI, acting through its City Council, in this contract referred to as the "Local Government."

Recitals

1. The parties are authorized to enter into this contract pursuant to Minnesota Statutes, §§15.061, 471.59 and 174.02.
2. Minn. Stat. § 161.20, subd. 2, authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.
3. Each party to this contract is a "road authority" as defined by Minn. Stat. §160.02, subd. 25.
4. Minn. Stat. § 161.39, subd. 1, authorizes a road authority to perform work for another road authority. Such work may include providing technical and engineering advice, assistance and supervision, surveying, preparing plans for the construction or reconstruction of roadways, and performing roadway maintenance.
5. Minn. Stat. §174.02, subd. 6, authorizes the Commissioner of Transportation to enter into contracts with other governmental entities for research and experimentation; for sharing facilities, equipment, staff, data, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services, or that further development of innovation in transportation for the benefit of the citizens of Minnesota.
6. Each party wishes to occasionally purchase services from the other party, which the parties agree will enhance the efficiency of delivering governmental services at all levels. This Master Partnership Contract (MPC) provides a framework for the efficient handling of such requests. This MPC contains terms generally governing the relationship between the parties. When specific services are requested, the parties will (unless otherwise specified) enter into a "Work Order" contracts.
7. After the execution of this MPC, the parties may (but are not required to) enter into "Work Order" contracts. These Work Orders will specify the work to be done, timelines for completion, and compensation to be paid for the specific work.
8. The parties are entering into this MPC to establish terms that will govern all of the Work Orders subsequently issued under the authority of this Contract.

Master Partnership Contract

1. Term of Master Partnership Contract; Use of Work Order Contracts; Survival of Terms

1.1. ***Effective Date:*** This contract will be effective on the date last signed by the Local Government, and all State officials as required under Minn. Stat. § 16C.05, subd. 2.

1.2. A party must not accept work under this Contract until it is fully executed.

1.3. ***Expiration Date.*** This Contract will expire on June 30, 2022.

1.4. ***Work Order Contracts.*** A work order contract must be negotiated and executed (by both the State and the Local Government) for each particular engagement, except for Technical Services provided by the State to the Local Government as specified in Article 2. The work order contract must specify the detailed scope of work and deliverables for that project. A party must not begin work under a work order until the work order is fully executed. The terms of this MPC will apply to all work orders contracts issued, unless specifically varied in the work order. The Local Government understands that this MPC is not a guarantee of any payments or work order assignments, and that payments will only be issued for work actually performed under fully-executed work orders.

1.5. ***Survival of Terms.*** The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 12. Liability; 13. State Audits; 14. Government Data Practices and Intellectual Property; 17. Publicity; 18. Governing Law, Jurisdiction, and Venue; and 22. Data Disclosure. All terms of this MPC will survive with respect to any work order contract issued prior to the expiration date of the MPC.

1.6. ***Sample Work Order.*** A sample work order contract is available upon request from the State.

1.7. ***Definition of "Providing Party" and "Requesting Party".*** For the purpose of assigning certain duties and obligations in the MPC to work order contracts, the following definitions will apply throughout the MPC. "Requesting Party" is defined as the party requesting the other party to perform work under a work order contract. "Providing Party" is defined as the party performing the scope of work under a work order contract.

2. Technical Services

2.1. ***Technical Services*** include repetitive low-cost services routinely performed by the State for the Local Government. These services may be performed by the State for the Local Government without the execution of a work order, as these services are provided in accordance with standardized practices and processes and do not require a detailed scope of work. Exhibit A – Table of Technical Services is attached.

2.1.1. Every other service not falling under the services listed in Exhibit A will require a work order contract.

2.2. The Local Government may request the State to perform Technical Services in an informal manner, such as by the use of email, a purchase order, or by delivering materials to a State lab and requesting testing. A request may be made via telephone, but will not be considered accepted unless acknowledged in writing by the State.

2.3. The State will promptly inform the Local Government if the State will be unable to perform the requested Technical Services. Otherwise, the State will perform the Technical Services in accordance with the State's normal processes and practices, including scheduling practices taking into account the availability of State staff and equipment.

2.4. Payment Basis. Unless otherwise agreed to by the parties prior to performance of the services, the State will charge the Local Government the State's then-current rate for performing the Technical Services. The then-current rate may include the State's normal and customary additives. The State will invoice the Local Government upon completion of the services, or at regular intervals not more than once monthly as agreed upon by the parties. The invoice will provide a summary of the Technical Services provided by the State during the invoice period.

3. Services Requiring A Work Order Contract

3.1. ***Work Order Contracts:*** A party may request the other party to perform any of the following services under individual work order contracts.

3.2. ***Professional and Technical Services.*** A party may provide professional and technical services upon the request of the other party. As defined by Minn. Stat. §16C.08, subd. 1, professional/technical services "means services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation; and result in the production of a report or completion of a task." Professional and technical services do not include providing supplies or materials except as incidental to performing such services. Professional and technical services include (by way of example and without limitation) engineering services, surveying, foundation recommendations and reports, environmental documentation, right-of-way assistance (such as performing appraisals or providing relocation assistance, but excluding the exercise of the power of eminent domain), geometric layouts, final construction plans, graphic presentations, public relations, and facilitating open houses. A party will normally provide such services with its own personnel; however, a party's professional/technical services may also include hiring and managing outside consultants to perform work provided that a party itself provides active project management for the use of such outside consultants.

3.3. ***Roadway Maintenance***. A party may provide roadway maintenance upon the request of the other party. Roadway maintenance does not include roadway reconstruction. This work may include but is not limited to snow removal, ditch spraying, roadside mowing, bituminous mill and overlay (only small projects), seal coat, bridge hits, major retaining wall failures, major drainage failures, and message painting. All services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work.

3.4. ***Construction Administration.*** A party may administer roadway construction projects upon the request of the other party. Roadway construction includes (by way of example and without limitation) the construction, reconstruction, or rehabilitation of mainline, shoulder, median, pedestrian or bicycle pathway, lighting and signal systems, pavement mill and overlays, seal coating, guardrail installation, and channelization. These services may be performed by the Providing Party's own forces, or the Providing Party may administer outside contracts for such work. Construction administration may include letting and awarding construction contracts for such work (including state projects to be completed in conjunction with local projects). All contract administration services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work.

3.5. ***Emergency Services.*** A party may provide aid upon request of the other party in the event of a man-made disaster, natural disaster or other act of God. Emergency services includes all those services as the parties mutually agree are necessary to plan for, prepare for, deal with, and recover from emergency situations. These services include, without limitation, planning, engineering, construction, maintenance, and removal and disposal services related to things such as road closures, traffic control, debris removal, flood protection and mitigation, sign repair, sandbag activities and general cleanup. Work will be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work. If it is not feasible to have an executed work order prior to performance of the work, the parties will promptly confer to determine whether work may be commenced without a fully-executed work order in place. If work commences without a fully-executed work order, the parties will follow up with execution of a work order as soon as feasible.

3.6. When a need is identified, the State and the Local Government will discuss the proposed work and the resources needed to perform the work. If a party desires to perform such work, the parties will negotiate the specific and detailed work tasks and cost. The State will then prepare a work order contract. Generally, a work order contract will be limited to one specific project/engagement, although "on call" work orders may be prepared for certain types of services, especially for "Technical Services" items as identified section 2.1.. The work order will also identify specific deliverables required, and timeframes for completing work. A work order must be fully executed by the parties prior to work being commenced.

The Local Government will not be paid for work performed prior to execution of a work order contract and authorization by the State.

4. Responsibilities of the Providing Party

4.1. ***Terms Applicable to ALL Work Order Contracts.*** The terms in this section 4.1 will apply to ALL work order contracts.

4.1.1. Each work order will identify an Authorized Representative for each party. Each party's authorized representative is responsible for administering the work order, and has the authority to make any decisions regarding the work, and to give and receive any notices required or permitted under this MPC or the work order.

4.1.2. The Providing Party will furnish and assign a publicly employed licensed engineer (Project Engineer), to be in responsible charge of the project(s) and to supervise and direct the work to be performed under each work order contract. For services not requiring an engineer, the Providing Party will furnish and assign another responsible employee to be in charge of the project. The services of the Providing Party under a work order contract may not be otherwise assigned, sublet, or transferred unless approved in writing by the Requesting Party's authorized representative. This written consent will in no way relieve the Providing Party from its primary responsibility for the work.

4.1.3. If the Local Government is the Providing Party, the Project Engineer may request in writing specific engineering and/or technical services from the State, pursuant to Minn. Stat. Section 161.39. The work order Contract will require the Local Government to deposit payment in advance. The costs and expenses will include the current State additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit.

4.1.4. Only the receipt of a fully executed work order contract authorizes the Providing Party to begin work on a project. Any and all effort, expenses, or actions taken by the Providing Party before the work order contract is fully executed are considered unauthorized and undertaken at the risk of non-payment.

4.1.5. In connection with the performance of this contract and any work orders issued, the Providing Agency will comply with all applicable Federal and State laws and regulations. When the Providing Party is authorized or permitted to award contracts in connection with any work order, the Providing Party will require and cause its contractors and subcontractors to comply with all Federal and State laws and regulations.

4.2. ***Additional Terms for Roadway Maintenance.*** The terms of section 4.1 and this section 4.2 will apply to all work orders for Roadway Maintenance.

4.2.1. Unless otherwise provided for by contract or work order, the Providing Party must obtain all permits and sanctions that may be required for the proper and lawful performance of the work.

4.2.2. The Providing Party must perform maintenance in accordance with MnDOT maintenance manuals, policies and operations.

4.2.3. The Providing Party must use State-approved materials, including (by way of example and without limitation), sign posts, sign sheeting, and de-icing and anti-icing chemicals.

4.3. ***Additional Terms for Construction Administration.*** The terms of section 4.1 and this section 4.3 will apply to all work order contracts for construction administration.

4.3.1. Contract(s) must be awarded to the lowest responsible bidder or best value proposer in accordance with state law.

4.3.2. Contractor(s) must be required to post payment and performance bonds in an amount equal to the contract amount. The Providing Party will take all necessary action to make claims against such bonds in the event of any default by the contractor.

4.3.3. Contractor(s) must be required to perform work in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction.

4.3.4. For work performed on State right-of-way, contractor(s) must be required to indemnify and hold the State harmless against any loss incurred with respect to the performance of the contracted work, and must be required to provide evidence of insurance coverage commensurate with project risk.

4.3.5. Contractor(s) must pay prevailing wages pursuant to applicable state and federal law.

4.3.6. Contractor(s) must comply with all applicable Federal, and State laws, ordinances and regulations, including but not limited to applicable human rights/anti-discrimination laws and laws concerning the participation of Disadvantaged Business Enterprises in federally-assisted contracts.

4.3.7. Unless otherwise agreed in a work order contract, each party will be responsible for providing rights of way, easement, and construction permits for its portion of the improvements. Each party will, upon the other's request, furnish copies of right of way certificates, easements, and construction permits.

4.3.8. The Providing Party may approve minor changes to the Requesting Party's portion of the project work if such changes do not increase the Requesting Party's cost obligation under the applicable work order contract.

4.3.9. The Providing Party will not approve any contractor claims for additional compensation without the Requesting Party's written approval, and the execution of a proper amendment to the applicable work order contract when necessary. The Local Government will tender the processing and defense of any such claims to the State upon the State's request.

4.3.10. The Local Government must coordinate all trunk highway work affecting any utilities with the State's Utilities Office.

4.3.11. The Providing Party must coordinate all necessary detours with the Requesting Party.

4.3.12. If the Local Government is the Providing Party, and there is work performed on the trunk highway right-of-way, the following will apply:

4.3.12.1 The Local Government will have a permit to perform the work on the trunk highway. The State may revoke this permit if the work is not being performed in a safe, proper and skillful manner, or if the contractor is violating the terms of any law, regulation, or permit applicable to the work. The State will have no liability to the Local Government, or its contractor, if work is suspended or stopped due to any such condition or concern.

4.3.12.2 The Local Government will require its contractor to conduct all traffic control in accordance with the Minnesota Manual on Uniform Traffic Control Devices.

4.3.12.3 The Local Government will require its contractor to comply with the terms of all permits issued for the project including, but not limited to, National Pollutant Discharge Elimination System (NPDES) and other environmental permits.

4.3.12.4 All improvements constructed on the State's right-of-way will become the property of the State.

5. Responsibilities of the Requesting Party

5.1. After authorizing the Providing Party to begin work, the Requesting Party will furnish any data or material in its possession relating to the project that may be of use to the Providing Party in performing the work.

5.2. All such data furnished to the Providing Party will remain the property of the Requesting Party and will be promptly returned upon the Requesting Party's request or upon the expiration or termination of this contract (subject to data retention requirements of the Minnesota Government Data Practices Act and other applicable law).

5.3. The Providing Party will analyze all such data furnished by the Requesting Party. If the Providing Party finds any such data to be incorrect or incomplete, the Providing Party will bring the facts to the attention of the Requesting Party before proceeding with the part of the project affected. The Providing Party will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.

5.4. The State will provide to the Local Government copies of any Trunk Highway fund clauses to be included in the bid solicitation and will provide any required Trunk Highway fund provisions to be included in the Proposal for Highway Construction, that are different from those required for State Aid construction.

5.5. The Requesting Party will perform final reviews and inspections of its portion of the project work. If the work is found to have been completed in accordance with the work order contract, the Requesting Party will promptly release any remaining funds due the Providing Party for the Project(s).

5.6. The work order contracts may include additional responsibilities to be completed by the Requesting Party.

6. Time

In the performance of project work under a work order contract, time is of the essence.

7. Consideration and Payment

7.1. ***Consideration.*** The Requesting Party will pay the Providing Party as specified in the work order. The State's normal and customary additives will apply to work performed by the State, unless otherwise specified in the work order. The State's normal and customary additives will not apply if the parties agree to a "lump sum" or "unit rate" payment.

7.2. ***State's Maximum Obligation.*** The total compensation to be paid by the State to the Local Government under all work order contracts issued pursuant to this MPC will not exceed $100,000.00.

7.3. ***Travel Expenses.*** It is anticipated that all travel expenses will be included in the base cost of the Providing Party's services, and unless otherwise specifically set forth in an applicable work order contract, the Providing Party will not be separately reimbursed for travel and subsistence expenses incurred by the Providing Party in performing any work order contract. In those cases where the State agrees to reimburse travel expenses, such expenses will be reimbursed in the same manner and in no greater amount than provided in the current "MnDOT Travel Regulations" a copy of which is on file with and available from the MnDOT District Office. The Local Government will not be reimbursed for travel and subsistence expenses incurred outside of Minnesota unless it has received the State's prior written approval for such travel.

7.4. **Payment.**

7.4.1. ***Generally.*** The ***Requesting Party*** will pay the Providing Party as specified in the applicable work order, and will make prompt payment in accordance with Minnesota law.

7.4.2. ***Payment by the Local Government.***

7.4.2.1. The Local Government will make payment to the order of the Commissioner of Transportation.

7.4.2.2. **IMPORTANT NOTE: PAYMENT MUST REFERENCE THE "MNDOT CONTRACT NUMBER" SHOWN ON THE FACE PAGE OF THIS CONTRACT AND THE "INVOICE NUMBER" ON THE INVOICE RECEIVED FROM MNDOT.**

7.4.2.3. Remit payment to the address below:

MnDOT
Attn: Cash Accounting
RE: MnDOT Contract Number 1028387.
Mail Stop 215
395 John Ireland Blvd
St. Paul, MN 55155

7.4.3. ***Payment by the State.***

7.4.3.1. *Generally.* The State will promptly pay the Local Government after the Local Government presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted as specified in the applicable work order, but no more frequently than monthly.

7.4.3.2. *Retainage for Professional and Technical Services.* For work orders for professional and technical services, as required by Minn. Stat. § 16C.08, subd. 2(10), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's authorized representative. The balance due will be paid when the State's authorized representative determines that the Local Government has satisfactorily fulfilled all the terms of the work order contract.

8. Conditions of Payment

All work performed by the Providing Party under a work order contract must be performed to the Requesting Party's satisfaction, as determined at the sole and reasonable discretion of the Requesting Party's Authorized Representative and in accordance with all applicable federal and state laws, rules, and regulations. The Providing Party will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal or state law.

9. Local Government's Authorized Representative and Project Manager; Authority to Execute Work Order Contracts

9.1. The Local Government's Authorized Representative for administering this master contract is the Local Government's Engineer, and the Engineer has the responsibility to monitor the Local Government's performance. The Local Government's Authorized Representative is also authorized to execute work order contracts on behalf of the Local Government without approval of each proposed work order contract by its governing body.

9.2. The Local Government's Project Manager will be identified in each work order contract.

10. State's Authorized Representative and Project Manager

10.1. The State's Authorized Representative for this master contract is the District State Aid Engineer, who has the responsibility to monitor the State's performance.

10.2. The State's Project Manager will be identified in each work order contract.

11. Assignment, Amendments, Waiver, and Contract Complete

11.1. ***Assignment.*** Neither party may assign or transfer any rights or obligations under this MPC or any work order contract without the prior consent of the other and a fully executed Assignment Contract, executed and approved by the same parties who executed and approved this MPC, or their successors in office.

11.2. ***Amendments.*** Any amendment to this master contract or any work order contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.

11.3. ***Waiver.*** If a party fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or the party's right to subsequently enforce it.

11.4. ***Contract Complete.*** This master contract and any work order contract contain all negotiations and contracts between the State and the Local Government. No other understanding regarding this master contract or any work order contract issued hereunder, whether written or oral may be used to bind either party.

12. Liability.

Each party will be responsible for its own acts and omissions to the extent provided by law. The Local Government's liability is governed by Minn. Stat. chapter 466 and other applicable law. The State's liability is governed by Minn. Stat. section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this master contract or any work order contract. Neither party agrees to assume any environmental liability on behalf of the other party. A Providing Party under any work order is acting only as a "Contractor" to the Requesting Party, as the term "Contractor" is defined in Minn. Stat. §115B.03 (subd. 10), and is entitled to the protections afforded to a "Contractor" by the Minnesota Environmental Response and Liability Act. The parties specifically intend that Minn. Stat. §471.59 subd. 1a will apply to any work undertaken under this MPC and any work order issued hereunder.

13. State Audits

Under Minn. Stat. § 16C.05, subd. 5, the party's books, records, documents, and accounting procedures and practices relevant to any work order contract are subject to examination by the parties and by the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this MPC.

14. Government Data Practices and Intellectual Property

14.1. ***Government Data Practices.*** The Local Government and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this MPC and any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this MPC and any work order contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Local Government or the State.

14.2. ***Intellectual Property Rights***

14.2.1. Intellectual Property Rights. The Requesting Party will own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under work order contracts. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Providing Party, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes,

studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Providing Party, its employees, agents, or contractors, in the performance of a work order contract. The Documents will be the exclusive property of the Requesting Party and all such Documents must be immediately returned to the Requesting Party by the Providing Party upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Providing Party Government assigns all right, title, and interest it may have in the Works and the Documents to the Requesting Party. The Providing Party must, at the request of the Requesting Party, execute all papers and perform all other acts necessary to transfer or record the Requesting Party's ownership interest in the Works and Documents. Notwithstanding the foregoing, the Requesting Party grants the Providing Party an irrevocable and royalty-free license to use such intellectual property for its own non-commercial purposes, including dissemination to political subdivisions of the state of Minnesota and to transportation-related agencies such as the American Association of State Highway and Transportation Officials.

14.2.2. *Obligations with Respect to Intellectual Property.*

14.2.2.1. *Notification.* Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Providing Party, including its employees and subcontractors, in the performance of the work order contract, the Providing Party will immediately give the Requesting Party's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

14.2.2.2. *Representation.* The Providing Party must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the Requesting Party, and that neither Providing Party nor its employees, agents or contractors retain any interest in and to the Works and Documents.

15. Affirmative Action

The State intends to carry out its responsibility for requiring affirmative action by its Contractors, pursuant to Minn. Stat. §363A.36. Pursuant to that Statute, the Local Government is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled, and submit such plan to the Commissioner of the Minnesota Department of Human Rights. In addition, when the Local Government lets a contract for the performance of work under a work order issued pursuant to this MPC, it must include the following in the bid or proposal solicitation and any contracts awarded as a result thereof:

15.1. ***Covered Contracts and Contractors.*** If the Contract exceeds $100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600. A Contractor covered by Minn. Stat. § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.

15.2. ***Minn. Stat. § 363A.36.*** Minn. Stat. § 363A.36 requires the Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights ("Commissioner") as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.

15.3. ***Minn. R. Parts 5000.3400-5000.3600.***

15.3.1. *General.* Minn. R. Parts 5000.3400-5000.3600 implement Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor's compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.

15.3.2. *Disabled Workers.* The Contractor must comply with the following affirmative action requirements for disabled workers:

15.3.2.1. The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

15.3.2.2. The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

15.3.2.3. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minn. Stat. Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

15.3.2.4. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.

15.3.2.5. The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minn. Stat. Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

15.3.3. *Consequences.* The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.

15.3.4. *Certification.* The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

16. Workers' Compensation

Each party will be responsible for its own employees for any workers compensation claims. This MPC, and any work order contracts issued hereunder, are not intended to constitute an interchange of government employees under Minn. Stat. §15.53. To the extent that this MPC, or any work order issued hereunder, is determined to be

subject to Minn. Stat. §15.53, such statute will control to the extent of any conflict between the contract and the statute.

17. Publicity

17.1. ***Publicity.*** Any publicity regarding the subject matter of a work order contract where the State is the Requesting Party must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Local Government individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from a work order contract.

17.2. ***Data Practices Act.*** Section 17.1 is not intended to override the Local Government's responsibilities under the Minnesota Government Data Practices Act.

18. Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this master contract and all work order contracts. Venue for all legal proceedings out of this master contract or any work order contracts, or the breach of any such contracts, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

19. Prompt Payment; Payment to Subcontractors

The parties must make prompt payment of their obligations in accordance with applicable law. As required by Minn. Stat. § 16A.1245, when the Local Government lets a contract for work pursuant to any work order, the Local Government must require its contractor to pay all subcontractors, less any retainage, within 10 calendar days of the prime contractor's receipt of payment from the Local Government for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

20. Minn. Stat. § 181.59. The Local Government will comply with the provisions of Minn. Stat. § 181.59 which requires: Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Contractor agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

21. Termination; Suspension

21.1. ***Termination by the State for Convenience.*** The State or commissioner of Administration may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21.2. ***Termination by the Local Government for Convenience.*** The Local Government may cancel this MPC and any work order contracts at any time, with or without cause, upon 30 days written notice to the State.

Upon termination, the Local Government and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

21.3. ***Termination for Insufficient Funding.*** The State may immediately terminate or suspend this MPC and any work order contract if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination or suspension must be by written or fax notice to the Local Government. The State is not obligated to pay for any services that are provided after notice and effective date of termination or suspension. However, the Local Government will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Local Government notice of the lack of funding within a reasonable time of the State's receiving that notice.

22. Data Disclosure

Under Minn. Stat. §270C.65, subd. 3, and other applicable law, the Local Government consents to disclosure of its federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Local Government to file state tax returns and pay delinquent state tax liabilities, if any.

23. Defense of Claims and Lawsuits

If any lawsuit or claim is filed by a third party (including but not limited to the Local Government's contractors and subcontractors), arising out of trunk highway work performed pursuant to a valid work order issued under this MPC, the Local Government will, at the discretion of and upon the request of the State, tender the defense of such claims to the State or allow the State to participate in the defense of such claims. The Local Government will, however, be solely responsible for defending any lawsuit or claim, or any portion thereof, when the claim or cause of action asserted is based on its own acts or omissions in performing or supervising the work. The Local Government will not purport to represent the State in any litigation, settlement, or alternative dispute resolution process. The State will not be responsible for any judgment entered against the Local Government, and will not be bound by the terms of any settlement entered into by the Local Government except with the written approval of the Attorney General and the Commissioner of Transportation and pursuant to applicable law.

24. Additional Provisions

[The balance of this page has intentionally been left blank – signature page follows]

MnDOT Contract Number: 1028387

LOCAL GOVERNMENT

The Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable ordinance, resolution, or charter provision.

By: _____

Title: _____

Date: _____

By: _____

Title _____

Date: _____

COMMISSIONER OF TRANSPORTATION

By: _____
(with delegated authority)

Title Assistant Commissioner or Assistant Division Director

Date: _____

COMMISSIONER OF ADMINISTRATION

As delegated to Materials Management Division

By: _____

Date: _____

City of Isanti

Gross Payroll	82,470.14
Social Security & Medicare	4,412.20
Public Employees Retirement	8,534.73
Total City Expense	95,417.07

Pay Date 6/16/2017

Pay Period 12 (5/28-6/10/17)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/17	06/08/2017	46531	2043	ACHMAN, ROXANNE	101-20200	4,252.89
06/17	06/08/2017	46532	1882	AEM FINANCIAL SOLUTIONS, LLC	609-20200	11,750.00
06/17	06/08/2017	46533	494	ALLINA HEALTH SYSTEM	101-20200	110.00
06/17	06/08/2017	46534	2030	ARTISAN BEER COMPANY	609-20200	184.75
06/17	06/08/2017	46535	2335	BCBSM	101-20200	18.90
06/17	06/08/2017	46536	53	BELLBOY CORPORATION	609-20200	3,771.69
06/17	06/08/2017	46537	9	BERNICKS PEPSI-COLA	609-20200	1,894.70
06/17	06/08/2017	46538	1387	BJORKLUND COMPANIES	101-20200	3,487.50
06/17	06/08/2017	46539	1988	BOOGIE WONDERLAND	101-20200	2,500.00
06/17	06/08/2017	46540	2221	C & L DISTRIBUTING	609-20200	243.00
06/17	06/08/2017	46541	2321	C EMERY NELSON INC	602-20200	1,300.48
06/17	06/08/2017	46542	1198	CENTER POINT ENERGY	601-20200	1,254.11
06/17	06/08/2017	46543	1250	CENTRAL TRAILER SALES	101-20200	1,134.25
06/17	06/08/2017	46544	1522	CERTIFIED LABORATORIES	101-20200	183.27
06/17	06/08/2017	46545	120	CONNEXUS ENERGY	101-20200	15,058.68
06/17	06/08/2017	46546	1472	CRAWFORDS EQUIPMENT INC	101-20200	77.97
06/17	06/08/2017	46547	918	CRYSTAL SPRINGS ICE	609-20200	444.34
06/17	06/08/2017	46548	8	DAHLHEIMER DISTRIBUTING CO	609-20200	31,531.61
06/17	06/08/2017	46549	1941	DELTA DENTAL	861-20200	3,215.70
06/17	06/08/2017	46550	55	ECM PUBLISHERS INC	609-20200	141.90
06/17	06/08/2017	46551	385	FEDERATED CO-OPS INC	101-20200	958.84
06/17	06/08/2017	46552	134	GOPHER STATE ONE-CALL INC	601-20200	155.25
06/17	06/08/2017	46553	2133	GRAPHIC HOMES INC	505-20200	14,000.00
06/17	06/08/2017	46554	739	HACH COMPANY	601-20200	468.27
06/17	06/08/2017	46555	160	HAWKINS INC	439-20200	5,860.61
06/17	06/08/2017	46556	2209	INNOVATIVE OFFICE	101-20200	55.04
06/17	06/08/2017	46557	1684	ISANTI COUNTY AUDITOR-	108-20200	1.65
06/17	06/08/2017	46558	114	ISANTI COUNTY RECORDER	108-20200	46.00
06/17	06/08/2017	46559	376	ISANTI FIREFIGHTERS	609-20200	100.00
06/17	06/08/2017	46560	1534	J. J. TAYLOR	609-20200	832.50
06/17	06/08/2017	46561	7	JOHNSON BROTHERS LIQUOR CO	609-20200	11,678.52
06/17	06/08/2017	46562	5	KAWALEK TRUCKING	609-20200	396.60
06/17	06/08/2017	46563	17	MCDONALD DISTRIBUTING CO	609-20200	25,157.70
06/17	06/08/2017	46564	616	MENARDS - CAMBRIDGE	601-20200	98.71
06/17	06/08/2017	46565	1044	MINNEAPOLIS FINANCE	101-20200	172.80
06/17	06/08/2017	46566	1536	MINNESOTA DEED	219-20200	1,498.62
06/17	06/08/2017	46567	2208	MINNESOTA EQUIPMENT	101-20200	15.18
06/17	06/08/2017	46568	1628	MINNESOTA HOUSING FINANCE	222-20200	9,625.00
06/17	06/08/2017	46569	2116	MINUTEMAN PRESS	101-20200	1,852.96
06/17	06/08/2017	46570	310	MMBA	609-20200	200.00
06/17	06/08/2017	46571	2080	MVTL LABORATORIES INC	602-20200	172.80
06/17	06/08/2017	46572	1290	NAPA AUTO PARTS	101-20200	556.78
06/17	06/08/2017	46573	617	PAUSTIS & SONS	609-20200	334.00
06/17	06/08/2017	46574	44	PHILLIPS WINE & SPIRITS INC	609-20200	12,319.38
06/17	06/08/2017	46575	1455	RAILROAD MANAGEMENT	601-20200	389.10
06/17	06/08/2017	46576	2341	RED BULL DISTRIBUTION	609-20200	346.50
06/17	06/08/2017	46577	682	RIVERSIDE MARKET	609-20200	51.48
06/17	06/08/2017	46578	1113	RJM DISTRIBUTING INC	609-20200	182.85
06/17	06/08/2017	46579	2028	SELECTACCOUNT	861-20200	313.16
06/17	06/08/2017	46580	2344	SHANK CONSTRUCTORS INC	601-20200	500.00
06/17	06/08/2017	46581	1361	STAPLES ADVANTAGE	101-20200	28.92
06/17	06/08/2017	46582	97	TOTAL CONTROL SYSTEMS INC	602-20200	872.54
06/17	06/08/2017	46583	1820	URBANS HARDWARE	101-20200	198.48

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/17	06/08/2017	46584	686	VERIZON WIRELESS	101-20200	625.41
06/17	06/08/2017	46585	686	VERIZON WIRELESS	101-20200	503.59
06/17	06/08/2017	46586	42	VIKING COCA-COLA BOTTLING CO	609-20200	247.87
06/17	06/08/2017	46587	1286	VINOCOPIA INC	609-20200	464.41
06/17	06/08/2017	46588	874	WASTE MANAGEMENT -	101-20200	386.98
06/17	06/08/2017	46589	4	WATSON CO INC	609-20200	1,613.88
06/17	06/08/2017	46590	1922	WEX BANK	101-20200	1,886.38
06/17	06/08/2017	46591	2475	White Bear IT Solutions, LLC	101-20200	1,866.00
06/17	06/08/2017	46592	780	WINE MERCHANTS	609-20200	192.00
Grand Totals:						179,782.50

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 6/5/2017 - 6/5/2017 | Jun 05, 2017 10:47AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/17	06/05/2017	46530	1724	CENTURY 21	108-20200	1,470.00
Grand Totals:						1,470.00

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/17	06/15/2017	46596	1503	7-UP BOTTLING	609-20200	246.58
06/17	06/15/2017	46597	2343	ADVANTAGE SIGNS	101-20200	407.90
06/17	06/15/2017	46598	936	APPLIED CONCEPTS INC	101-20200	293.50
06/17	06/15/2017	46599	53	BELLBOY CORPORATION	609-20200	3,505.51
06/17	06/15/2017	46600	9	BERNICKS PEPSI-COLA	609-20200	512.95
06/17	06/15/2017	46601	368	BILLS QUALITY CLEANING	101-20200	1,121.00
06/17	06/15/2017	46602	1387	BJORKLUND COMPANIES	101-20200	3,758.47
06/17	06/15/2017	46603	2227	BLAINE BROTHERS INC	101-20200	663.00
06/17	06/15/2017	46604	2319	BREAKTHRU BEVERAGE	609-20200	5,092.23
06/17	06/15/2017	46605	1822	CENTURYLINK BUSINESS SERVICES	101-20200	41.43
06/17	06/15/2017	46606	918	CRYSTAL SPRINGS ICE	609-20200	499.64
06/17	06/15/2017	46607	8	DAHLHEIMER DISTRIBUTING CO	609-20200	27,766.17
06/17	06/15/2017	46608	55	ECM PUBLISHERS INC	101-20200	194.75
06/17	06/15/2017	46609	385	FEDERATED CO-OPS INC	101-20200	49.98
06/17	06/15/2017	46610	1698	FINANCE AND COMMERCE	441-20200	183.85
06/17	06/15/2017	46611	142	G & K SERVICES	609-20200	530.08
06/17	06/15/2017	46612	2314	GREAT NORTHERN	602-20200	2,885.00
06/17	06/15/2017	46613	2433	GRIDOR CONSTR INC	439-20200	201,466.00
06/17	06/15/2017	46614	1684	ISANTI COUNTY AUDITOR-	505-20200	310.00
06/17	06/15/2017	46615	114	ISANTI COUNTY RECORDER	505-20200	148.00
06/17	06/15/2017	46616	259	ISANTI FIREFIGHTERS RODEO ASN	609-20200	225.00
06/17	06/15/2017	46617	1534	J. J. TAYLOR	609-20200	796.06
06/17	06/15/2017	46618	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,247.04
06/17	06/15/2017	46619	1857	JOSLIN & MOORE	101-20200	6,978.60
06/17	06/15/2017	46620	5	KAWALEK TRUCKING	609-20200	226.40
06/17	06/15/2017	46621	2491	LEROYS	101-20200	1,122.00
06/17	06/15/2017	46622	1789	MADDEN GALANTER HANSEN, LLP	101-20200	673.91
06/17	06/15/2017	46623	17	MCDONALD DISTRIBUTING CO	609-20200	8,700.92
06/17	06/15/2017	46624	281	MINNCO CREDIT UNION	101-20200	2,379.65
06/17	06/15/2017	46625	2208	MINNESOTA EQUIPMENT	101-20200	16.95
06/17	06/15/2017	46626	176	MN DEPT OF REVENUE	101-20200	23,105.00
06/17	06/15/2017	46627	1290	NAPA AUTO PARTS	101-20200	90.81
06/17	06/15/2017	46628	279	NORTHLAND LANDSCAPING	101-20200	3,801.17
06/17	06/15/2017	46629	1165	NORTHLAND TRUST	602-20200	44,596.25
06/17	06/15/2017	46630	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,737.35
06/17	06/15/2017	46631	2130	PROGRESSIVE BUILDERS	505-20200	8,000.00
06/17	06/15/2017	46632	2341	RED BULL DISTRIBUTION	609-20200	140.50
06/17	06/15/2017	46633	2031	RESOURCE TRAINING	602-20200	29,163.00
06/17	06/15/2017	46634	2028	SELECTACCOUNT	603-20200	25.32
06/17	06/15/2017	46635	2028	SELECTACCOUNT	861-20200	36.50
06/17	06/15/2017	46636	2396	SOUTHERN GLAZERS OF MN	609-20200	7,510.84
06/17	06/15/2017	46637	315	ST.PAUL STAMP WORKS	609-20200	62.99
06/17	06/15/2017	46638	1658	SULLIVAN, SEAN	108-20200	86.92
06/17	06/15/2017	46639	1740	TOSHIBA FINANCIAL SERVICES	108-20200	226.90
06/17	06/15/2017	46640	2027	US INTERNET	603-20200	57.80
06/17	06/15/2017	46641	42	VIKING COCA-COLA BOTTLING CO	609-20200	482.58
06/17	06/15/2017	46642	1120	VISU-SEWER CLEAN	441-20200	2,120.00
06/17	06/15/2017	46643	4	WATSON CO INC	609-20200	1,717.86
06/17	06/15/2017	46644	2475	White Bear IT Solutions, LLC	614-20200	1,189.00
06/17	06/15/2017	46645	780	WINE MERCHANTS	609-20200	72.00
Grand Totals:						406,265.36

M = Manual Check, V = Void Check

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood
Ramsey, MN 5

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

June 6, 2017

City of Isanti
Attn: Don Lorsung
City Administrator
110 1st Ave N
PO Box 428
Isanti, MN 55040-0428

RE: Pay Request No. 10
Wastewater Treatment Improvements
Isanti, Minnesota
BMI Project No.: R13.109638

Dear Mr. Lorsung:

Please find enclosed three copies of Pay Request No. 10 for the above referenced project. This pay request is primarily for painting, electrical and mechanical installations at the wastewater treatment facility along with site work and equipment delivery at the main lift station. The requested and certified amount is $201,466.00.

If you have any questions do not hesitate to call me at 612-499-0533.

Sincerely,

Bolton & Menk, Inc.

Brian J. Guldan, P. E.
Environmental Project Engineer

cc: Josi Wood, City of Isanti (via email only)
Shayna Forster, City of Isanti (via email only)
Lindsey Giese, City of Isanti (via email only)
Paul Saffert, Bolton and Menk, Inc. (via email only)

Enclosures (3 copies, signed Pay Request No. 10)

Bolton & Menk is an equal opportunity employer.

Lump Sum Contract

Contractor's Application for Payment No. 10

Project:	Wastewater Treatment Plant Improvements	From (Contractor):	Gridor Construction, Inc.	Application Date:	5/25/2017
To (Owner):	City of Isanti, MN	Owner's Project No.:		Period From:	5/1/2017
Via (Engineer):	Bolton & Menk, Inc.	Engineer's Proj. No.:	R13.109638	Period To:	5/31/2017

Approved Change Order Summary:

No.	Date Approved	Additions	Deductions
	TOTALS	$0.00	$0.00
	NET CHANGE BY CHANGE ORDERS		$0.00

1.	**ORIGINAL CONTRACT PRICE**		$	2,942,400.00
2.	**Net change by Change Orders**		$	0.00
3.	**Current Contract Price (Line 1 + 2)**		$	2,942,400.00
4.	**TOTAL COMPLETED AND STORED TO DATE** (Column F on Progress Estimate)		$	2,740,934.00
5.	**RETAINAGE:**			
	a. 5% X $0.00 **Work Completed**		$	0.00
	b. 5% X $0.00 **Stored Material**		$	0.00
	c. **Less Total Retainage Released Early**		$	0.00
	d. **Total Retainage (Line 5a + Line 5b - Line 5c)**		$	0.00
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)**		$	2,740,934.00
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**		$	2,538,684.00
8.	**AMOUNT DUE THIS APPLICATION**		$	202,250.00
9.	**BALANCE TO FINISH, PLUS RETAINAGE** (Column G on Progress Estimate + Line 5 above)		$	201,466.00

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: _____ Date: 5/30/17

Payment of $ 201,466.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 6/6/17
(Engineer) (Date)

Payment of $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

Endorsed by the Construction Specifications Institute.

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 1									
1.001	Mobilization Insurance and Bonds	$240,000	$113,404	20%	$48,000		$161,404	67.3%	$78,596
Subtotal for	Division 1	$240,000	$113,404		$48,000		$161,404	67.3%	$78,596
			$113,404			check	$161,404		
Division 2									
2.001	Erosion Control / Silt Fence	$5,000	$3,500	10.00%	$500		$4,000	80.0%	$1,000
2.002	Clear and Grub Site	$10,000	$10,000				$10,000	100.0%	$0
2.003	Fine Grade and Restore Site	$10,000	$2,500	25.00%	$2,500		$5,000	50.0%	$5,000
2.004	Demo Labor and Material	$80,000	$24,000	20.00%	$16,000		$40,000	50.0%	$40,000
2.005	Excavation and Fill	$80,000	$80,000				$80,000	100.0%	$0
2.006	Backfill of Structure	$50,000	$50,000				$50,000	100.0%	$0
2.007	Manholes and Precast	$35,000	$35,000				$35,000	100.0%	$0
2.008	Exerior Pipe - Labor and Equipment	$85,000	$68,000	10.00%	$8,500		$76,500	90.0%	$8,500
2.009	Exterior Pipe - Materials	$65,000	$54,600			$9,305	$63,905	98.3%	$1,095
2.010	Paving	$40,000					$0	0.0%	$40,000
2.011	Landscape and Seedings	$7,500		25.00%	$1,875		$1,875	25.0%	$5,625
2.012	Pond Cleaning / Transfer	$40,000	$18,000	55.00%	$22,000		$40,000	100.0%	$0
Subtotal for	Division 2	$507,500	$345,600.00		$51,375	$9,305	$406,280	80.06%	$101,220
		check	$345,600			Check	$406,280		
Division 3									
3.001	F/P/I Concrete 550 cy @$500 yrd	$325,000	$325,000				$325,000	100.0%	$0
3.002	Rebar Material	$80,000	$80,000				$80,000	100.0%	$0
3.003	Rebar Labor	$65,000	$65,000				$65,000	100.0%	$0
3.004	Precast Concrete - Hollow Core	$45,000	$45,000				$45,000	100.0%	$0
Subtotal for	Division 3	$515,000	$515,000.00		$0	$0	$515,000	100.00%	$0
		check	$515,000			Check	$515,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed: From Previous Application	D Work Completed: This Period Percent	D Work Completed: This Period Amount	E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)
Division 4									
4.001	Masonry	$200,000	$200,000				$200,000	100.0%	$0
Subtotal for	Division 4	$200,000	$200,000.00		$0	$0	$200,000	100.00%	$0
		check	$200,000			Check	$200,000		
Division 5									
5.001	Misc Metals - Materials	$55,000	$55,000				$55,000	100.0%	$0
5.002	Misc Metals - Labor	$15,000	$15,000				$15,000	100.0%	$0
Subtotal for	Division 5	$70,000	$70,000.00		$0	$0	$70,000	100.00%	$0
		check	$70,000			Check	$70,000		
Division 6									
6.001	Rough Carpentry	$2,500	$2,500				$2,500	100.0%	$0
Subtotal for	Division 6	$2,500	$2,500.00		$0	$0	$2,500	100.00%	$0
		check	$2,500			Check	$2,500		
Division 7									
7.001	Waterproofing / Insulation	$10,000	$10,000				$10,000	100.0%	$0
7.002	Roofing	$40,000	$40,000				$40,000	100.0%	$0
7.003	Sealants / Caulking	$5,000	$5,000				$5,000	100.0%	$0
Subtotal for	Division 7	$55,000	$55,000.00		$0	$0	$55,000	100.00%	$0
		check	$55,000			Check	$55,000		
Division 8									
8.001	HM Doors, Frames and Hardware	$15,000	$14,250	5.00%	$750		$15,000	100.0%	$0
Subtotal for	Division 8	$15,000	$14,250.00		$750	$0	$15,000	100.00%	$0
		check	$14,250			Check	$15,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	D Work Completed This Period Percent	D Work Completed This Period Amount	E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)
Division 9									
9.001	Painting	$140,000	$119,000	10.00%	$14,000		$133,000	95.0%	$7,000
Subtotal for	Division 9	$140,000	$119,000.00		$14,000	$0	$133,000	95.00%	$7,000
		check	$119,000			Check	$133,000		
Division 10									
10.001	Signs	$2,500		100.00%	$2,500		$2,500	100.0%	$0
10.002	Fire Extinguishers	$400		100.00%	$400		$400	100.0%	$0
10.003	Safety Equipment	$500		100.00%	$500		$500	100.0%	$0
Subtotal for	Division 10	$3,400	$0.00		$3,400	$0	$3,400	100.00%	$0
		check				Check	$3,400		
Division 11									
11.001	Hydraulic Gates	$20,000	$20,000				$20,000	100.0%	$0
11.002	Submersible Pumps	$45,000		95.00%	$42,750		$42,750	95.0%	$2,250
11.003	Vortex Pumps	$20,000	$20,000				$20,000	100.0%	$0
11.004	Grit Removal	$40,000	$40,000				$40,000	100.0%	$0
11.005	Grit Seperation	$30,000	$30,000				$30,000	100.0%	$0
11.006	Fine Screen	$160,000	$160,000				$160,000	100.0%	$0
11.007	Blowers	$125,000	$125,000				$125,000	100.0%	$0
11.008	Coarse Bubble Aeration	$20,000		100.00%	$20,000		$20,000	100.0%	$0
11.009	Automatic Sampler	$15,000		100.00%	$15,000		$15,000	100.0%	$0
Subtotal for	Division 11	$475,000	$395,000.00		$77,750	$0	$472,750	99.53%	$2,250
		check	$395,000						
Division 12									
	NONE						$0	0.0%	$0
Subtotal for	Division 12	$0	$0.00		$0	$0	$0	0.00%	$0
		check				Check	$0		
Division 13									
13.001	Steel Filter Modifications	$100,000	$100,000				$100,000	100.0%	$0
Subtotal for	Division 13	$100,000	$100,000.00		$0	$0	$100,000	100.00%	$0
		check	$100,000			Check	$100,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 14									
	NONE	$0					$0	0.0%	$0
Subtotal for	Division 14	$0	$0.00		$0	$0	$0	0.00%	$0
		check				Check	$0		
Division 15									
15.001	Interior Process Piping - Material	$65,000	$65,000				$65,000	100.0%	$0
15.002	Interior Process Piping - Labor & Equipment	$20,000	$20,000				$20,000	100.0%	$0
15.003	Process Valves - Material	$15,000	$15,000				$15,000	100.0%	$0
15.004	Mechanical Insulation	$34,000		100.00%	$34,000		$34,000	100.0%	$0
15.005	Plumbing	$50,000	$49,000	2.00%	$1,000		$50,000	100.0%	$0
15.006	HVAC	$125,000	$115,000	8.00%	$10,000		$125,000	100.0%	$0
Subtotal for	Division 15	$309,000	$264,000.00		$45,000	$0	$309,000	100.00%	$0
		check	$264,000			Check	$309,000		
Division 16									
16.001	Electrical GC's	$30,000	$25,500	12.00%	$3,600		$29,100	97.0%	$900
16.002	Branch Wiring	$35,000	$26,250	20.00%	$7,000		$33,250	95.0%	$1,750
16.003	Lighting and Heaters	$35,000	$33,250	5.00%	$1,750		$35,000	100.0%	$0
16.004	Service / Distribution Equipment	$20,000	$15,000	20.00%	$4,000		$19,000	95.0%	$1,000
16.005	Motor Control Equipment	$15,000	$15,000				$15,000	100.0%	$0
16.006	Motor Control Wiring	$50,000	$45,000	8.00%	$4,000		$49,000	98.0%	$1,000
16.007	Control Panels	$65,000	$58,500	5.00%	$3,250		$61,750	95.0%	$3,250
16.008	Instruments	$30,000	$24,000	15.00%	$4,500		$28,500	95.0%	$1,500
16.009	Engineering and Start up	$30,000	$22,500	15.00%	$4,500		$27,000	90.0%	$3,000
Subtotal for	Division 16	$310,000	$265,000.00		$32,600	$0	$297,600	96.00%	$12,400
		check	$265,000			Check	$297,600		
	Grand Total	$2,942,400	$2,458,754		$272,875	$9,305	2,740,934	93.15%	$201,466

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 10
Period Ending: 5/31/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
	Grand Totals	$2,942,400								
1.001	Mobilization Insurance and Bonds	$240,000								
Subtotal for	Division 1	$240,000								
Division 2										
2.001	Erosion Control / Silt Fence	$5,000								
2.002	Clear and Grub Site	$10,000								
2.003	Fine Grade and Restore Site	$10,000								
2.004	Demo Labor and Material	$80,000								
2.005	Excavation and Fill	$80,000								
2.006	Backfill of Structure	$50,000								
2.007	Manholes and Precast	$35,000								
2.008	Exerior Pipe - Labor and Equipment	$85,000								
2.009	Exterior Pipe - Materials	$65,000	$59,305			$59,305	$50,000		$50,000	$9,305
2.010	Paving	$40,000								
2.011	Landscape and Seedings	$7,500								
2.012	Pond Cleaning / Transfer	$40,000								
Subtotal for	Division 2	$507,500	$59,305	$0		$59,305	$50,000	$0	$50,000	$9,305
Division 3										
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000								
3.002	Rebar Material	$80,000	$17,715			$17,715	$17,715		$17,715	
3.003	Rebar Labor	$65,000								
3.004	Precast Concrete - Hollow Core	$45,000								
Subtotal for	Division 3	$515,000	$17,715	$0		$17,715	$17,715	$0	$17,715	$0
Division 4										
4.001	Masonry	$200,000								
Subtotal for	Division 4	$200,000	$0	$0		$0	$0	$0	$0	$0
Division 5										
5.001	Misc Metals - Materials	$55,000	$40,000			$40,000	$40,000		$40,000	
5.002	Misc Metals - Labor	$15,000								
Subtotal for	Division 5	$70,000	$40,000	$0		$40,000	$40,000	$0	$40,000	$0

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 10
Period Ending: 5/31/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 6										
6.001	Rough Carpentry	$2,500								
Subtotal for	Division 6	$2,500	$0	$0		$0	$0	$0	$0	$0
Division 7										
7.001	Waterproofing / Insulation	$10,000								
7.002	Roofing	$40,000								
7.003	Sealants / Caulking	$5,000								
Subtotal for	Division 7	$55,000	$0	$0		$0	$0	$0	$0	$0
Division 8										
8.001	HM Doors, Frames and Hardware	$15,000	$10,544			$10,544	$10,544		$10,544	
Subtotal for	Division 8	$15,000	$10,544	$0		$10,544	$10,544	$0	$10,544	$0
Division 9										
9.001	Painting	$140,000								
Subtotal for	Division 9	$140,000	$0	$0		$0	$0	$0	$0	$0
Division 10										
10.001	Signs	$2,500								
10.002	Fire Extinguishers	$400								
10.003	Safety Equipment	$500								
Subtotal for	Division 10	$3,400	$0	$0		$0	$0	$0	$0	$0
Division 11										
11.001	Hydraulic Gates	$20,000								
11.002	Submersible Pumps	$45,000	$40,463			$40,463		$40,463	$40,463	($0)
11.003	Vortex Pumps	$20,000								
11.004	Grit Removal	$40,000	$40,000			$40,000	$40,000		$40,000	
11.005	Grit Seperation	$30,000	$30,000			$30,000	$30,000		$30,000	
11.006	Fine Screen	$160,000	$136,560			$136,560	$136,560		$136,560	
11.007	Blowers	$125,000	$106,132			$106,132	$106,132		$106,132	
11.008	Coarse Bubble Aeration	$20,000	$16,712			$16,712		$16,712	$16,712	
11.009	Automatic Sampler	$15,000	$13,450			$13,450		$13,450	$13,450	
Subtotal for	Division 11	$475,000	$383,316	$0		$383,316	$312,692	$70,625	$383,317	($0)

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gildor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 10
Period Ending: 5/31/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 12										
	NONE									
Subtotal for	Division 12	$0	$0	$0		$0	$0	$0	$0	$0
Division 13										
13.001	Steel Filter Modifications	$100,000	$63,950			$63,950	$63,950		$63,950	
Subtotal for	Division 13	$100,000	$63,950	$0		$63,950	$63,950	$0	$63,950	$0
Division 14										
	NONE									
Subtotal for	Division 14	$0	$0	$0		$0	$0	$0	$0	$0
Division 15										
15.001	Interior Process Piping - Material	$65,000	$13,185			$13,185	$13,185		$13,185	
15.002	Interior Process Piping - Labor & Equipment	$20,000								
15.003	Process Valves - Material	$15,000	$7,690			$7,690	$7,690		$7,690	
15.004	Mechanical Insulation	$34,000								
15.005	Plumbing	$50,000								
15.006	HVAC	$125,000	$22,415			$22,415	$22,415		$22,415	
Subtotal for	Division 15	$309,000	$43,290	$0		$43,290	$43,290	$0	$43,290	$0
Division 16										
16.001	Electrical GC's	$30,000								
16.002	Branch Wiring	$35,000								
16.003	Lighting and Heaters	$35,000	$27,572			$27,572	$27,572		$27,572	
16.004	Service / Distribution Equipment	$20,000								
16.005	Motor Control Equipment	$15,000								
16.006	Motor Control Wiring	$50,000								
16.007	Control Panels	$65,000								
16.008	Instruments	$30,000								
16.009	Engineering and Start up	$30,000								
Subtotal for	Division 16	$310,000	$27,572	$0		$27,572	$27,572	$0	$27,572	$0
	Grand Totals	$2,942,400	$645,692	$0		$645,692	$565,763	$70,625	$636,388	$9,305

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
May 2, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:11 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer, and Steve Lundeen
Commissioners Absent:	Tara Hallberg (Excused)
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

Economic Development Director Sullivan asked for an Addendum to the Agenda to remove Item 4. Isanti Hotel Update and to Add Item 4. Consider Adoption of EDA Resolution 2017 - ___ Approving Earnest or Option Money for Purchase of Real Property for Hotel Project. Motion by Bergley second by Collison to adopt Agenda as amended. Motion passed unanimously.

2. Approve Minutes of April 4, 2017 Regular Economic Development Meeting

Motion by Lundeen second by Collison to approve the minutes for April 4, 2017. Motion carried unanimously.

3. City Promotional Bag Program Update

Economic Development Sullivan stated that he had received the 1000 bags that were ordered and he was receiving items from businesses to be stuffed inside of the bags. He will continue to solicit business to participate in the program. 330-340 bags will be distributed at the Land O Lakes BMX Event. He indicated that a sign was being made that would acknowledge that the City of Isanti was providing the Free bags and was coordinating this promotional activity.

President Wimmer stated that only Isanti business would be allowed to put item in the bag contrary to what the North 65 Chamber had stated.

Commissioner Collison asked when items needed to be submitted by.

ED Director Sullivan stated May 10th at the latest.

Item was informational, no action requested,

4. Consider Adoption of Resolution 2017- Resolution Approving Earnest or Option Money for Purchase of Real Property for Hotel Project

President Wimmer stated that action was required to authorize the City to secure a site for the Hotel project. Multiple sites were being considered and flexibility was needed in order to assure the site could be secured in a timely manner.

Motion by Lorinser, second by Collison to Adopt Resolution 2017- 2 Resolution Approving Earnest or Option Money for Purchase of Real Property for Hotel Project. Motion carried unanimously.

5. Other Business / Updates

ED Director Sullivan updated the housing start number to reflect 28 new permits pulled with one waiting to be picked up.

He also indicated that he had a conference call with a DEED prospect in Europe. He also stated that this lead would not have been received unless the City has received Shovel Ready Certification.

Commissioner Collison inquired if references were given as part of this process.

ED Director Sullivan stated that sometimes this does occur but it is utilized more once the prospect come to town to visit.

President Wimmer acknowledge this was in early stages of process but felt the City had a great track record on getting the deal done once we brought them into the city to see the sites and meet with staff.

President Wimmer has been tracking City overall water usage. Based on trend it is possible that rates and cost structure could be adjusted which could result in lowering charges related to SAC and WAC and usage.

ED Director Sullivan stated Allina Clinic has it Grand Opening on May 6 from 10 AM – 2PM

Commissioner Lundeen asked what status of Whiskey Road Pub and Grub was.

ED Director Sullivan stated the project was approved by the City and that the opening has been delayed. There have been issues relating to the patio being approved by the building association. Staff will provide updates when relevant.

President Wimmer stated he and Community Events and Parks Director Everett met with RR BMX relating to upcoming events and that all was in order.

a. Business Prospects

b. GPS 45:93
c. CVN
d. EDAM
e. 5th Avenue Extension
f. Logo Use
g. Housing Starts in 2017
h. Business Arrivals and Departures in Isanti 2017

6. Adjournment

Lundeen motioned, seconded by Bergley to adjourn at 7:25 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 2nd day of May, 2017.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
May 9, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:00 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: None

Staff Present: Alex Conzemius, Planner with Bolton & Menk
Don Lorsung, City Administrator

Others Present:

D. Agenda Modifications.

Lorsung stated there were none.

Motion by Lundeen second by Lorinser to approve the agenda. Motion carried unanimously.

2. Preliminary Plat

A. Arts and Science Academy: Chairman Wimmer provided background on a preliminary plat site being proposed for the Arts and Science Academy, an outlot and an expansion of 7th Ave NE. Parcel consists of a 13.3-acre lot; proposed plat would include 10.9-acre site for a school, 2.37 acre outlot and one acre road right of way.

No comments were received as part of the public hearing. Motion by Kennedy second by Collison to approve the Preliminary Plat. Motion carried unanimously.

3. Conditional Use Permit

A. Arts and Science Academy: Chairman Wimmer provided background on the Arts and Science Academy that is requesting a conditional use permit to operate a grades 5-8 middle school at the site.

No comments were received as part of the public hearing. Motion by Lundeen second by Kennedy to approve the CUP. Motion carried unanimously.

4. Other Communications.

A. None.

5. Adjournment

Motion by Bergley second by to Miller adjourn the May 9th, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:03 p.m.

Dated at Isanti, Minnesota this 9st day of May 2017.

Respectfully submitted,

_____

Alex Conzemius, AICP
Interim City Planner

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on June 2, 2009 City Council approved a donation box policy; and

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the MMBA "Support the Troops Supplies Drive"; and

WHEREAS, the Liquor Committee has reviewed the request and recommended its approval.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the Supplies Drive at the Isanti Liquor Store from July 1, 2017 through July 31, 2017.

This resolution was duly adopted by the Isanti City Council this 20th day of June, 2017.

Attest:

Mayor George A. Wimmer

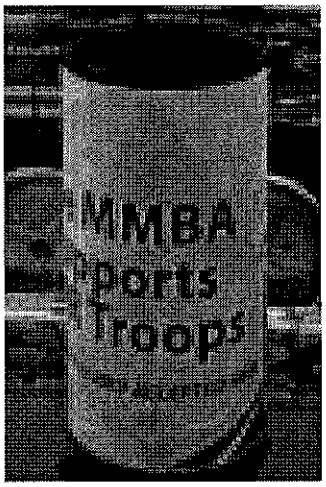
Donald C. Lorsung
City Administrator

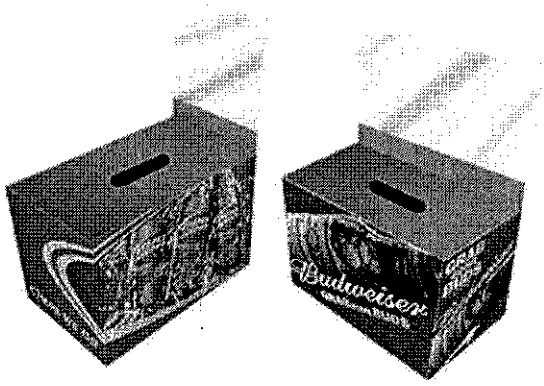
Anheuser Busch & Minnesota Municipals

4th Annual MMBA "Support OUR Troops" Supplies Drive

In the continuing effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA, in partnership with Anheuser-Busch, is coordinating the *Annual Municipal "Support OUR Troops" Supplies Drive* **benefiting your local active military personnel.**

This is an effort to support active military personnel in your area serving our country around the world. We'll be raising both supplies and funds. You in turn will donate everything to the service members of your choice.





Here are additional details:

- The Supplies Drive will run from July 1st – July 31st, 2017.
- Each participating MMBA member will collect supplies to be sent to troops actively serving our country. Items can include non-perishable food, toiletries, batteries, sunscreen, lip balm, deodorant, eye drops, beef snack sticks, mouthwash, powder, iTunes Gift cards, AAA & AA batteries and anything else that will cheer a soldier up.
- Wholesalers will provide ***customized*** signage, assist with designing and building displays to fit retailer needs and provide collection bin/box to collect items.
    - Wholesaler custom signage can include pictures/names of the beneficiary the store designates
- Customers will be encouraged to "sign up" local troops in store.
- Municipalities will work with local families of troops to get the items to those troops.

If you would like to participate in this event, contact the MMBA Office at:

Phone: 763-572-0222 or 866-938-3925
Fax: 763-780-0424
Email: kaspszak@visi.com

If you have questions about POS, please address with your local Anheuser-Busch Distributor.

If you have any issues contacting your local distributor, please contact Michael Maxwell:

Cell: (816)806-2305
Michael.Maxwell@Anheuser-Busch.com

Thanks for your participation!!!!!

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING A LOCAL GAMBLING PERMIT TO MADDY NELSON MEMORIAL FOUNDATION

WHEREAS, the Maddy Nelson Memorial Foundation has applied for a Local Gambling Permit to conduct a cornhole tournament for a 50/50 raffle event the Isanti Rodeo Grounds to be held on September 9, 2017; and,

WHEREAS, the value of prizes will be less than $1,500; and

WHEREAS, proceeds are to be split 50/50 between the Foundation and the winner; and

WHEREAS, the Foundation's proceeds are to be used for the Maddy Nelson Memorial Scholarship Fund as well as towards other cancer research organizations; and,

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and

WHEREAS, the applicant successfully passed a background check by the Isanti Police Department.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve a Local Gambling Permit to the Maddy Nelson Memorial Foundation to hold the Maddy Nelson Memorial Cornhole Tournament on September 9, 2017 2016 at the Isanti Rodeo Grounds, 401 1st Ave NW, Isanti, MN 55040.

This resolution was duly adopted by the Isanti City Council this 20th day of June, 2017.

_____

Mayor George A. Wimmer

Attest:

_____

Donald C. Lorsung
City Administrator

A Community For Generations.

Isanti

APPLICATION FOR LOCAL GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Maddy Nelson Memorial Cornhole Tournament

Address of Organization: [redacted]

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

[redacted] 7470
Name Address Phone No.

[redacted]
Name Address Phone No.

Name Address Phone No.

Type of Event: Benefit / Fundraiser Date of Event: 9/9/17

Type of gambling activity your organization will conduct: 50/50 tickets, raffle, silent auction

Use of Proceeds: Proceeds from event will be given in part to the Maddy Nelson Memorial Scholarship Fund as well as to other cancer research organizations

Location and address of event:

Isanti Rodeo Grounds 401 1st Ave NW, Isanti MN 55040

Estimated value of prizes to be awarded: Less than $1,500

Name of applicant: Cortney Heinrich Applicant's phone number: [redacted]

Signature of applicant: Cortney Heinrich

Date: 3.8.17

Approved by City Council _____ Resolution # _____

POS = 3 /311
S:\OFFICE\Forms\Master Forms\Licensing-Permits\Gambling Application - Local.doc

RESOLUTION NO. 2017-XXX

RESOLUTION OFFERING THE POSITION OF HUMAN RESOURCES/ CITY CLERK TO KATIE BROOKS

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City advertised and accepted applications for the Human Resources/City Clerk position; and

WHEREAS, the Personnel Committee has selected Ms. Katie Brooks as the most qualified candidate for the position; and

WHEREAS, references and a successful background check has been completed on the candidate.

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

1. That the City Administrator is hereby directed to offer the Human Resources/City Clerk position to Ms. Katie Brooks for the City of Isanti with a start date of June 30, 2017 with conditions as provided in a contract that is to be created between the City of Isanti and Ms. Brooks.
2. Ms. Brooks will start at Step 1 of the City's pay scale for the Human Resources/City Clerk position at $57,269.67 annually.
3. That the Mayor and City Administrator are authorized to sign said contract upon approval of the City Council.
4. That the City Administrator is directed to complete all required documentation for the completion of the employment offer upon approval of the City Council.
5. That the City Administrator is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 20th day of June, 2017.

Attest:

Mayor George A. Wimmer

Donald C. Lorsung
City Administrator

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: June 12, 2017

RE: Quotes for Lease of City Owned Crop Land

As per previous discussion and City Council approved specifications, staff has solicited and received quotes for lease of City Owned Crop Land for the 2018 Crop Year. With Parcel A, the 82.7 acre area by the WWTP, the City received two quotes (see attached), one from Wayne Calander and one from Craig Bjorklund. Mr. Calander submitted the high quote for $6,781.40. The prior quote from Mr. Calander for the 2017 crop year was $6,703.13.

Regarding Parcel B, the 4 acre land locked parcel, we received a quote from Craig Bjorklund for $140.00. The quote is contingent on Mr. Bjorklund being able to rent the Johnson property. The quote amount is the same as the prior quote for the 2017 crop year ($140.00).

Staff is recommending acceptance of Mr. Calander's quote for Parcel A and Mr. Bjorklund's quote for the Parcel B for the 2018 Crop Year. Attached are resolutions awarding the lease for your consideration.

CITY OF ISANTI

June 7, 2017
11:00 a.m.

QUOTE OPENING
Land Lease – 2018 Crop Year

Quoter Name	Parcel A	Parcel B
Wayne Calander Calander Farms	**$6,781.40**	
Craig Bjorklund Bjorklund Farms	**$3,721.50**	**$140.00**

RESOLUTION NO. 2017-____

RESOLUTION AWARDING QUOTE FOR THE LEASE OF CITY OWNED CROP LAND

WHEREAS, the City of Isanti has determined that certain property currently owned by the City will not be needed in the near future for the intended public use; and

WHEREAS, the City has identified the property to be leased/rented for crop production on the map attached as Area A for 82.7 acres, further described as: south and east of the City Wastewater Treatment Facility, located to the east of 3rd Avenue North and south of 299th Avenue; and

WHEREAS, the City advertised and obtained two quotes from parties interested in farming the above stated property for the production of row crops for the 2018 Crop Year as follows:

Craig Bjorklund, Bjorklund Farms	$3,721.50/yr.
Wayne Calander, Calander Farms	$6,781.40/yr.

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

1. Hereby awards the bid as received for a period of two crop years to Wayne Calander, Calander Farms, for the amount of $6,781.40/annual rent for the 2018 crop year for the rental of approximately 82.7 acres of City property for crop farming as described above.

2. That the annual rent of $6,781.40/yr. shall be due and paid to the City of Isanti according to the following schedule:

On December 4, 2017	$3,390.70	(1st half of first year 2018 annual fee)
On December 3, 2018	$3,390.70	(2nd half of year 2018 annual fee)

3. The City reserves the right to develop the property at any time through the contract period. If the City exercises this right, the City shall compensate Mr. Calander for the fair market value of the crop destroyed, valued at the average market price per bushel as of the date of initial construction activity resulting in the removal of the crop, based upon the average per acre yield as established by the records maintained by USDA pertaining to the subject field or as available for similar fields located in Isanti Township, in the event such records are not available for the specific crop field herein.
4. That Mr. Calander shall have no right to rent the land for future crop years after year 2018 unless awarded the lease by the City Council through a bid process.

This resolution was duly adopted by the Isanti City Council this 20th day of June 2017.

Attested:

Mayor George A. Wimmer

Donald C. Lorsung
City Administrator

APPROVED RENTER:

WAYNE CALANDER, CALANDER FARMS

_____

Signature

_____

Date

RESOLUTION NO. 2017-XXX

RESOLUTION AWARDING QUOTE FOR THE LEASE OF CITY OWNED CROP LAND FOR THE 2018 CROP YEAR

WHEREAS, the City of Isanti has determined that certain property currently owned by the City will not be needed in the near future for an intended public use; and

WHEREAS, the City has identified the property to be leased/rented for crop production on the map attached as Area B for 4 acres, further described as: a parcel located east of 500 East Dual Boulevard; and

WHEREAS, the City has advertised and obtained a late quote from a party interested in farming the proposed property for the production of row crops for the 2018 crop year as follows:

Craig Bjorklund, Bjorklund Farms $ 140.00/ 2018 crop year only

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

1. Hereby awards the quote received for a period of one crop year to Craig Bjorklund, Bjorklund Farms, for the amount of $140.00/annual rent for year 2018 for rental of 4 acres of City Property for crop farming as described above. The City understands that Mr. Bjorklund's quote is contingent on his ability to rent the adjacent crop land. If he cannot rent the adjacent crop land, the quote is void.

2. That rent shall be due by December 1, 2017 for the 2018 crop year.

3. The City reserves the right to develop the property at any time through the contract period. If the City exercises this right, the City shall compensate Mr. Bjorklund for the fair market value of the crop destroyed, valued at the average market price per bushel as of the date of initial construction activity resulting in the removal of the crop, based on the average per acre yield as established by the records maintained by USDA pertaining to the subject field or as available for similar fields located in Isanti Township, in the event such records are not available for the specific crop field herein.

4. That Mr. Bjorklund shall have no right to rent the land for future crop years after year 2018 unless awarded the lease by the City Council through a bid process.

This resolution was duly adopted by the Isanti City Council this 20th day of June 2017.

Attested: Mayor George A. Wimmer

Donald C. Lorsung
City Administrator

(SEAL)

APPROVED RENTER: **CRAIG BJORKLUND, BJORKLUND FARMS**

_____ _____

Signature Date

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING AMENDMENT TO THE PERSONNEL POLICY, SECTION 10. LEAVES TO INCLUDE VACATION DONATION

WHEREAS, the Personnel Committee reviewed and has determined that there is a need to amend Section 10. Leaves of the Personnel Policy; and,

WHEREAS, the amendment has been made to further clarify the policy and include the option for vacation donation, attached hereto as 'Exhibit A'.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA the following:

1. That the attached Personnel Policy Amendment to Section 10. Leaves is hereby approved.
2. The attached Vacation Donation form ('Exhibit B') shall be used by staff to request to voluntarily donate vacation.

This resolution was duly adopted by the Isanti City Council this 20th day of June, 2017.

Attest:

Mayor George A. Wimmer

Donald C. Lorsung
City Administrator

EXHIBIT A.

SECTION 10.

LEAVES

Depending upon an employee's situation, more than one form of leave may apply during the same period of time. An employee will need to meet the requirements of each form of leave separately. Leave requests will be evaluated on a case-by-case basis.

Except as otherwise stated, all paid time off, taken under any of the City's leave programs, must be taken consecutively, with no intervening unpaid leave. The City will provide employees with time away from work as required by state or federal statutes, if there are requirements for such time off that are not described in the personnel policies.

Sick Leave

Sick leave is authorized absence from work with pay, granted to qualified full-time and part-time thirty (30) hour employees. Sick leave is a privilege, not a right. Employees are to use this paid leave only when they are unable to work for medical reasons and under the conditions explained below. Sick leave does not accrue during an unpaid leave of absence.

- Full-time employees will accumulate sick leave at a rate of one (1) day per month.
- Part-time employees regularly scheduled to work at least 30 hours per week will accrue sick leave on a pro-rated basis of the full time employee schedule.
- Part-time employees regularly scheduled to work fewer than 30 hours per week will not earn or accrue sick leave.
- Temporary and seasonal employees will not earn or accrue sick leave.
- Sick leave may be used only for days when the employee would otherwise have been at work. It cannot be used for scheduled days off.

Sick leave may be used as follows:

- When an employee is unable to perform work duties due to illness or disability (including pregnancy).
- An employee who is drawing worker's compensation shall be allowed to use accumulated sick leave as necessary to ensure a full monthly paycheck, providing that employee shows documentation to the Employer.
- For medical, dental or other care provider appointments.
- When an employee has been exposed to a contagious disease of such a nature that his/her presence at the work place could endanger the health of others.
- To care for the employee's injured or ill children, including stepchildren or foster children, for such reasonable periods as the employee's attendance with the child may be necessary.
- To take children, or other family members to a medical, dental or other care provider appointment.
- To care for an ill spouse, father, mother, sister or brother.

After accrued sick leave has been exhausted, vacation leave or other leaves may be used upon approval of the City Administrator, to the extent the employee is entitled to such leave.

To be eligible for sick leave pay, the employee will:

- Communicate with his/her immediate supervisor, as soon as possible after the scheduled start of the work day, for each and every day absent;
- Keep his/her immediate supervisor informed of the status of the illness/injury or the condition of the ill family member;
- Submit a physician's statement upon request.

After an absence of more than three (3) days, a physician's statement may be required on the employee's first day back to work, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision. Sick leave may be denied for any employee required to provide a doctor's statement until such a statement is provided.

The City has the right to obtain a second medical opinion to determine the validity of an employee's worker's compensation or sick leave claim, or to obtain information related to restrictions or an employee's ability to work. The City will arrange and pay for an appropriate medical evaluation when it is required by the City.

Any employee who makes a false claim for sick leave will be subject to discipline up to and including termination.

Sick leave will normally not be approved after an employee gives notice that he or she will be terminating employment. Exceptions must be approved by the City Administrator.

Reimbursement of Accrued Sick Hours

Upon accrual of four hundred eighty (480) hours, the City shall on an annual basis, reimburse unused sick leave at the rate of one-half (1/2) of the employee's daily salary based on a maximum accrual of ninety-six (96) hours for those hours over the four hundred eighty (480) hours and upon termination reimburse unused sick leave as outlined in the step that follows as "a". The sick leave time reimbursed by the City will be lost by the employee for accumulation purposes. The sick leave that is accumulated may be used only for sick leave purposes and the employee will not be reimbursed for unused sick leave except in the manner as described in this section.

Upon termination of an employee in good standing and with five years consecutive employment, the employee shall be reimbursed one-half pay for sick days not used to a maximum of four hundred eighty (480) accumulated hours at the employee's current rate of

pay; and the employee shall be reimbursed for any unused sick leave for hours accrued in the termination year at the rate of one-half (1/2) of the employee's daily salary based on a maximum accrual of ninety-six (96) hours.

Vacation Leave

Vacation will accrue at the following rates:

a.	0 through 1 year:	6 days / 48 hrs. / yr
b.	After two (2) years	12 days / 96 hrs. / yr
c.	After six (6) years	18 days / 144 hrs. / yr
d.	After ten (10) years	24 days / 192 hrs. / yr
e.	After fifteen (15) years	27 days / 216 hrs. / yr

Eligibility

Full-time employees will earn vacation leave in accordance with the above schedule.

Part-time employees who work at least thirty (30) hours per week on a regular basis will accrue vacation leave on a prorated basis of the full-time employee schedule.

Part-time employees who are scheduled to work less than thirty (30) hours on a regular basis, temporary and seasonal employees will not earn or accrue vacation leave.

Accrual Rate

For the purpose of determining an employee's vacation accrual rate, years of service will include all continuous time that the employee has worked at the City. Employees who are rehired after terminating City employment will not receive credit for their prior service unless specifically negotiated at the time of hire. (See Section 5 – Layoff/Recall)

Use

During the first (6) months of service, while an employee is on probation, vacation leave may be used as it is earned, subject to approval by the employee's supervisor.

Every full-time and part-time thirty (30) hour plus employee hired prior to March 1, 2007 shall have July 1 as their anniversary date for purposes of earned vacation. Vacation earned from the date of employment to July 1 shall be credited to the employee and shall be taken as provided. Every full-time and part-time thirty (30) hour plus employee hired after March 1, 2007 shall have their date of hire as their anniversary date for purposes of earned vacation.

An employee will not earn any vacation leave for any pay period unless he/she is employed by the City on the last scheduled work day of the pay period.
Requests for vacation must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and/or City Administrator. Vacation can be requested in increments as small as one hour. Vacation leave is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

On the employee's anniversary date, employees may carry accrued vacation leave up to a maximum of the employee's annual accrual rate plus forty-eight (48 hours). Accrued hours in excess of the allowed amount shall be forfeited by the employee unless obtaining approval of the City Council to carry the excess of the allowed amount. Vacation leave cannot be converted into cash payments except at termination.

Vacation Donation

An employee may voluntarily donate their accumulated vacation hours (up to a max of 24 hours) to other employees whose accumulated leave balances are exhausted and who would otherwise be subject to a loss of income during a continued absence from work due to illness or injury. Donations will not be paid until all types of paid leave are exhausted by the recipient. The donated time will be paid to the recipient at the recipient's regular rate of pay on an hour per hour basis, and there will be no consideration for differences in wage rates applied to the transfer.

Funeral Leave

Employees will be permitted to use up to three (3) consecutive working days, with pay, as funeral leave upon the death of an immediate family member. This paid leave will not be deducted from the employee's vacation or sick leave balance.

The actual amount of time off, and funeral leave approved, will be determined by the supervisor or City Administrator depending on individual circumstances (such as the closeness of the relative, arrangements to be made, distance to the funeral, etc.).

- spouse	- sibling-in-law
- child	- sibling
- father	- grandparent
- mother	- grandparent-in-law
-spouse's mother	- step parent
- spouse's father	- step brother / sister
- grandchild	- step child
	- step grandchild

EXHIBIT B.

CITY OF ISANTI
VACATION DONATION FORM

Instructions: *In accordance with City of Isanti's Voluntary Donation of Vacation policy, as a donor, you must complete this donation form at return it to the Human Resources/City Clerk in order to initiate the process to voluntary donate accumulated vacation hours to another employee.*

➢ Employee Information

Name (Last, First): _____

Job Title: _____ Today's Date: _____

➢ Donation Information

Recipient of Donation (Employee Name): _____

Number of Hours to Donate: _____

**Note: Per the Personnel Policy (in accordance with applicable collective bargaining agreements) donations may be made for 2 days/or 24 hours to other employees whose accumulated leave balances are exhausted and who would otherwise be subject to a loss of income during a continued absence from work due to illness or injury.*

➢ Certification

I, the undersigned, herby certify that I have voluntarily, by my own will and desire, donated the above vacation hours to benefit the name recipient identified above. Further, I have read the policy and understand the terms of this donation, and its consequences to me as a donor, as described in the policy.

Employee's Signature: _____ Date: _____

Human Resource/Payroll Use Only:

- Date Form Received by Human Resources: _____/_____/_____.
- Employee Donating Current Vacation Hours Balance is _____ as of _____/_____/_____.
- Employee's Donation has been reviewed and is in conformance with Policy _____Yes _____No
- Recipient of Donation has been notified on: _____/_____/_____.
- Anonymous donation was accepted _____Yes _____No
- Donating employee has been notified if donation accepted _____Yes _____No
- Payroll has processed the deduction from the donor employee and input the appropriate hours to the recipient's vacation bank _____Yes _____No (On _____/_____/_____)

Signature:

_____

Human Resources/City Clerk Date

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
June 6, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:17 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer, Tara Hallberg, and Steve Lundeen
Commissioners Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

None. Motion by Lundeen second by Collison to adopt Agenda as presented. Motion passed unanimously.

2. Approve Minutes of May 2, 2017 Regular Economic Development Meeting

Motion by Collison second by Lundeen to approve the minutes for May 2, 2017. Motion carried unanimously.

3. Isanti Hotel Update

President Wimmer updated the EDA as to the status of the project. He stated that the City Council has secured the site and that the Development Team was working with legal counsel to finalize the financing structure of the deal and partnership agreement.

Item was informational, no action requested,

4. Other Business / Updates

Sullivan read a statement from the Ownership Group for Whiskey Road Pub and Grub. The ownership group is still interested in doing a project in Isanti. There are issues with the Condo Association that need to be worked out.

President Wimmer indicated that Coborn's was doing very well which was echoed by Economic Development Director Sullivan.

Commissioner Collison stated people are coming from East Bethel to shop at Coborn's

President Wimmer stated that Allina was looking to expand in the next few years due to success.

Economic Development Director introduced Shaun Gilyard as the new Economic Development / Marketing Intern.

Sullivan stated the Promo Bags were popular at BMX event. Surveys were conducted that were very supportive of a Hotel in Isanti.

President Wimmer stated 33 single housing permits have been pulled and 4 more are waiting to be picked up.

a. Business Prospects
b. GPS 45:93
c. 10th Annual Mayor's Employer Celebration Day
d. City Promotional Bag Update
e. Marketing Materials
f. EDAM – Summer Conference
g. 5th Avenue Extension
h. Logo Use
i. Housing Starts in 2017
j. Business Arrivals and Departures in Isanti 2017

5. Adjournment

Lundeen motioned, seconded by Bergley to adjourn at 7:30 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 6th day of June, 2017.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

Isanti Police Department Monthly Report

May 2017

Reported Crime	Month to Date	Year to Date
Theft	13	56
Assault	6	19
Vandalism/Damage to Property	3	21
Narcotics	0	13
Burglary	0	3
Domestics	4	33
Crim Sex	1	3
Robbery	0	0
Loud Party/Disturbance	17	46
Medical	25	137
Permit to Purchase (Eff 3/1/2016)	11	50

Traffic Offenses	Month to Date	Year to Date
No Insurance	8	35
DUI	1	6
Accidents	7	29
Hit & Run	1	2
Warrant P/U	6	24
Speed	19	81
DAR/DAS	9	32
Administrative Citations (Including Speed)	16	59

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	46,649	1,709	7,695
Dodge 222	120,175	1,574	8,956
Ford Explorer 224	23,499	1,236	6,443
Dodge 225 - Out of Service	157,293		409
Chevy Silverado 220	104,927	561	3,703
Chevy Impala 223	83,132	-2,621	2,459
Ford F150 225	584	274	584

CEZT REPORT
May 2017

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**256**	**162**	**121**	**78**	**38**	**711**	**663**
TOTAL OPEN CASES	**53**	**37**	**34**	**37**	**23**	**36**	**37**
VIOLATIONS CLOSED THIS PERIOD	**75**	**32**	**40**	**29**	**41**	**46**	**48**
NEW ISSUES THIS PERIOD	**94**	**41**	**43**	**40**	**38**	**48**	**50**
CAN-Proh Animals							
CCV-Comm Vehicle Storage					1		
CDO--Dogs				1	1		
CPA-Park & Store	9	17	13	22	15	27	28
CSN-Snow Removal							
CSP-Solicitors/Peddlers							
CST--Fish Houses, PODS, Rolloffs							
NEX-Exterior Structure, Paint/Repair	1	1			1		
NGA-Garbage Service & Storage							1
NGR--Grass Length	62						
NJU--Junk/Brush	11	5	7	5	5	6	6
NOX-Noxious Weeds	3						
NUV-Unlicensed vehicle or missing plates	1	6	14	5	14	11	15
RNT-Unlicensed rental	3				1		
SGN-Signs	4	13	6	6		4	
ZAC-Accessory Building				1			
ZFE-Fence			3				
ZTD--Temporary Dwelling							
New Resident Letters Mailed							
Compliance Letters Mailed this period		44	48			49	56
Administrative Citations Issues/period		1	1	3		2	1
Criminal Citations Issued/period							
Abated Properties/Period						0	0
Admin Hearings Requested						0	
Admin Hearings Held w positive judgement							
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**10**	**19**	**15**	**16**	**17**	**18**	**17**

M.3.

CITY OF ISANTI MONTHLY REPORT

May 2017

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	11	37	$0.00	$0.00	$11.00	$4.00	$880.00	$2,960.00		
Decks	3	11	$8,500.00	$35,076.00	$4.25	$1.10	$460.35	$1,753.30		
Basement Finish	6	14	$63,968.00	$136,618.00	$32.98	$0.00	$2,084.75	$4,897.15		
Addtns. Remodel	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Garages	1	1	$50,000.00	$50,000.00	$25.00	$0.00	$1,155.00	$1,155.00		
Miscellaneous	19	59	$0.00	$20,000.00	$19.00	$4.00	$2,310.00	$7,609.00		
Single dwellings	5	33	$894,504.00	$5,480,612.50	$447.23	$182.61	$11,492.92	$76,786.47		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	9	40			$9.00	$2.00	$675.00	$3,000.00		
Plumbing	16	54			$16.00	$2.00	$1,290.00	$4,382.00		
									$32,888.00	$254,982.00
Resid. Totals	**70**	**249**	**$1,016,972.00**	**$5,722,306.50**	**$564.46**	**$195.71**	**$20,348.02**	**$102,542.92**	**$32,888.00**	
Commercial										
New Buildings	0	1	$0.00	$849,642.00	$0.00	$0.00	$0.00	$5,206.75		
Addtns./Remodel	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Plumbing	0	1	$0.00	$12,000.00	$0.00	$0.00	$0.00	$180.00		
Mechanical	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$75.00		
Roofing	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Tenant Change/Fill	7	17	$0.00	$0.00	$7.00	$0.00	$1,167.00	$1,947.00	$0.00	$12,772.80
Comm. Totals	**7**	**21**	**$0.00**	**$861,642.00**	**$7.00**	**$0.00**	**$1,167.00**	**$7,488.75**		
Resid. Plus Comm. Totals	**77**	**270**	**$1,016,972.00**	**$6,583,948.50**	**$571.46**	**$195.71**	**$21,515.02**	**$110,031.67**	**$32,888.00**	**$267,654.80**

YEARLY BUILDING PERMIT COMPARISONS

YTD May 2017

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	87	3	0	1	$1,355,193.00	$22,554.78	$36,722.00
2014	165	15	0	0	$7,722,597.00	$83,789.60	$116,265.00
2015	173	15	0	0	$3,543,216.06	$61,796.72	$111,762.00
2016	248	37	0	3	$13,140,698.67	$170,424.58	$457,904.88
2017	270	34	0	1	$6,583,948.50	$110,031.67	$267,654.80

Total permit fees do not include Sac / Wac or State Surcharge fees

COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$716,154.00	$13,362.40
February	31	$1,014,368.00	$17,395.55
March	46	$1,098,291.50	$20,525.25
April	78	$2,738,163.00	$37,233.45
May	77	$1,016,972.00	$21,515.02
June	0	$0.00	$0.00
July	0	$0.00	$0.00
August	0	$0.00	$0.00
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	270	$6,583,948.50	$110,031.67

M.4.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood
Ramsey, MN 55303-5119
Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: June 14, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E

Subject: Project Status Report
Isanti, MN
Project No.: R13.113062

Please find listed below a status report of the current projects in the City of Isanti:

1) **2017 Palomino Road Improvements**

Bid opening is scheduled for June 28th. Private utility relocations are underway.

2) **2017 Pavement Maintenance Project**

The contractor plans to set their construction schedule this month.

3) **1st Avenue Sidewalk & Curb Replacement**

The Contractor plans to begin work the first week of August, 2017.

4) **Water Tower Cleaning Evaluation**

The contractor plans to perform the work the week of June 19, 2017.

5) **Interim Planning & Zoning Administration Services**

We will assist the new Community Development Director as needed.

6) **MS4 Phase 2 & 3 Implementation**

We will continue to assemble documents to assist the City in meeting the requirements of the MS4 permit for Phase 2 and Phase 3 of the implementation schedule.

7) **Wastewater Treatment Improvements**

The Contractor plans to complete the project this month.

8) **Cajima Street/TH 65 Signal Study**

We will complete the Intersection Control Evaluation (ICE) report this month.

9) **GIS Implementation**

We will incorporate the GPS data collected by City Staff into the GIS System.

In addition to the current projects listed above we have completed and accepted 44 private developments and 48 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, JULY 5, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. June 20, 2017 - Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. City Council Meeting	Tuesday, July 18, 2017 at 7:00 p.m.
2. City Council Budget Work Session	Tuesday, July 18, 2017 *(Immediately following the 7:00 p.m. City Council Meeting)*
3. Planning Commission Meeting	Tuesday, July 18, 2017 at 7:00 p.m. *(Immediately following City Council Budget Work Session Meeting)*
4. Parks, Recreation, & Culture Meeting	Tuesday, July 25, 2017 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Request for a Temporary Conditional Use Permit for ASA Middle School Students at New Hope Community Church (*Brian Larson*)
2. Request for a Temporary Conditional Use Permit to Increase the Maximum Number of ASA Students to 350 students (*Karl Jentoft*)

<u>City Administrator Don Lorsung</u>

3. Resolution Amending the Conditional Use Permit Approved for the Arts and Science Academy Increasing the Maximum Number of Students From 260 to 300 at 903 6th Avenue Court NE.
4. Resolution Accepting Annual Walkthrough of Buildings on City Property Report and Request Quotes on Repairs

<u>Economic Development Director Sean Sullivan</u>

5. Consider Resolution Authorizing the Execution of Repayment Agreement on Lot 14, Block 3, Isanti Meadows with Real Deal Construction, Inc.

City Engineer Brad DeWolf

6. Resolution Awarding the Bid for the 2017 Palomino Road Improvement Project

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $263,812.43 and Payroll in the amount of $110,546.26
2. Final Meeting Minutes for the April 25, 2017 Parks, Recreation and Culture Board Meeting
3. Resolution Authorizing the Purchase of a Microsoft Surface Computer for Police Investigator
4. Resolution Stating the City of Isanti's Approval of the County of Isanti to Classify and sell Parcel for Public Auction or Private Auction to Adjacent Property Owners.

M. Other Communications

1. Draft Meeting Minutes of the June 20, 2017 Planning Commission Meeting
2. Draft Meeting Minutes of the June 27, 2017 Parks, Recreation, and Culture Board Meeting

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JUNE 20, 2017 – 7:00 P.M.
CITY HALL

F.1.

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Administrator Don Lorsung, City Engineer Brad DeWolf, Police Chief Gene Hill, City Attorney Clark Joslin

Others Present: S. Stegner, K. Jentoft, Isanti Ambassadors and Candidates

D. Adopt Agenda
Motion by Lundeen, second by Collison to approve the agenda. Motion carried unanimously.

E. Proclamations/Commendations/Certificate Awards
1. Presentation of 2017 Isanti Ambassador Candidates

The three current Isanti Ambassadors introduced themselves and shared their favorite memory from their service year. The candidates then went on to introduce themselves, their sponsors, and what they were most looking forward to. The Mayor presented the candidates with pins and a photo was taken of Mayor Wimmer with the Ambassadors and candidates.

F. Approve City Council Minutes
1. June 6, 2017– Regular Meeting of the City Council

Motion by Collison second by Lorinser to approve minutes as presented. Motion carried unanimously.

G. Citizens Input
None.

H. Announcements

1. Parks, Recreation, and Culture Board Meeting	Tuesday, June 27, 2017 at 6:00 p.m.
2. **CITY OFFICES CLOSED**	Tuesday, July 4, 2017 *(In Observance of Independence Day)*
3. City Council Meeting	Wednesday, July 5, 2017 at 7:00 p.m.
4. Economic Development Authority Meeting	Wednesday, July 5, 2017 *(Immediately following City Council Meeting)*

I. Council Committee Reports

Mayor Wimmer requested that City Engineer Brad DeWolf and Commissioner Warring continue to work with the county engineer toward a solution regarding the storm water damage of the trail as there has been no progress. There was work done by the city a few years ago on a section of the trail.

A permanent solution is needed rather than spending thousands of dollars every couple of years for repairs. Mayor Wimmer and Commissioner Warring will work towards getting this done if it cannot be resolved through staff.

Mayor Wimmer and City Administrator Lorsung met with Waste Management regarding the service issues residents in the city have been having regarding intermittent collection of garbage under new pick-up schedule. Mayor Wimmer said the meeting was unproductive as Waste Management's solution was for residents to pile their garbage and recycling at the end of their driveways until it can be collected. Waste Management indicated that the issues with the pick-up schedules should be resolved in the next few weeks. Mayor Wimmer told Waste Management that what they are doing at this time is unacceptable. Waste Management is a regulated service which gives municipalities discretion, but the city has only had them register at this time.

J. Public Hearings

None.

K. Business Items

1. Request from Stephen G Stegner to waive Residential Rental License Late Fee of $150.00 for 208 3rd Ave NW. Steve Stegner said he had intended to sell the property by now but the tenants are still renting the property due to some medical issues. He said he has paid the license fee. Mayor Wimmer said the payment was due January 1st but was not paid until May 30th, making it egregiously late. Mayor Wimmer said he would not be in favor of waiving the fee as it is in city code and the ordinances need to be followed. Mayor Wimmer continued by saying he and the Council have worked very hard worked hard to ensure that consequences for late payments was enforced and the city does not waive fees.

Motion by Lorinser, second by Collison to deny the fee waiver request. Motion carried unanimously.

City Administrator Don Lorsung

2. **Ordinance No. 676 Ordinance Amending Isanti City Code Chapter 216 Nuisances – Commercial Parking Lots** Mayor Wimmer stated that this was for commercial properties that have not put their second lift on or kept their lots up.

Motion by Lundeen, second by Lorinser to approve Ordinance No. 676 as presented. Motion carried unanimously.

City Engineer Brad DeWolf

3. **Resolution 2017-178 Entering into A Master Partnership Contract with The Minnesota Department of Transportation**

City Engineer Brad DeWolf explained the master partnership with MNDOT is approved every five years. This partnership allows for the city to call upon MNDOT for services they offer that save the city from incurring additional costs, such as certifying bituminous and concrete plans.

Motion by Lorinser, second by Lundeen to approve Resolution 2017-178 as presented. Motion carried unanimously.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $587,517.86 and Payroll in the amount of $95,417.07
2. Contractor Pay Request No. 10 Wastewater Treatment Improvements to Gridor Construction in the amount of $201,466.00
3. Final Meeting Minutes for the May 2, 2017 Economic Development Authority Meeting

4. Final Meeting Minutes for the May 9, 2017 Planning Commission Special Meeting
5. **Resolution 2017-179 Approving Donation Box at Liquor Store**
6. **Resolution 2017-180 Approving Local Gambling Permit for Maddy Nelson Memorial Foundation Cornhole Tournament**
7. **Resolution 2017-181 Offering the Position of Human Resources/City Clerk to Katie Brooks**
8. **Resolution 2017-182 Awarding Quote for the Lease of City Owned Crop Land Area A to Wayne Calandar/Calander Farms**
9. **Resolution 2017-183 Awarding Quote for the Lease of City Owned Crop Land Area B to Craig Bjorklund/Bjorklund Farms**
10. **Resolution 2017-184 Approving Amendment to the Personnel Policy, Section 10. Leave to Include Vacation Donation**

Motion by Lundeen, second by Bergley to approve Resolutions 2017-179 through 184 as presented. Motion carried unanimously.

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried unanimously. The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Jeannifer Anderson
Admin Data Clerk

A Community For Generations.

Isanti

K.1.

CITY OF ISANTI

110 First Avenue NW, P.O. Box 428, Isanti, MN 55040-0428

AGENDA REQUEST FORM

Instructions: If you want official action on an item **not on the agenda**, please complete this form and return it to the office of the City Clerk at City Hall. **All applicable areas must be completed or the form will not be accepted.** Your completed request will be placed on a regular Council meeting agenda. Thank you.

1. Name (please print): Brian Larson

   Organization (Required if Applicable): New Hope Community Church - Isanti

2. Address (please print): 114 Dahlin Avenue, Isanti, MN. 55040

3. Telephone No.: (763) 291-8630 (cell)

4. Agenda item subject: A temporary Conditional Use Permit for maximum number of 200 students from August 1, 2017 until November 30, 2017 for 114 Dahlin Avenue NE, Isanti, MN. 55040

5. Action requested: Approve a temporary Conditional Use Permit for maximum number of 200 students from August 1, 2017 until November 30, 2017 for 114 Dahlin Avenue NE, Isanti, MN. 55040

6. Reasons for requested action: Provide the Arts & Science Academy the temporary capacity needed to serve their students while the new middle school building is under construction.

7. Signature (Required): Brian Larson

CITY USE ONLY:

Date/Time Received: _____ / _____ am / pm

Received by: _____

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor Wimmer
Members of the City Council

FROM: Ryan Kernosky, Community Development Director

DATE: July 5, 2017

SUBJECT: Agenda Request from New Hope Community Church to allow the Arts & Science Academy to utilize their space from August 1, 2017 to November 20, 2017 for up to 200 students

---

Background

New Hope Community Church (applicant), located at 114 Dahlin Ave NE, has submitted an Agenda Request Form for the Council. The applicant, along with the Arts & Science Academy is seeking permission to utilize the church as an education institution for a short period of time.

As you may recall, the Arts & Science Academy has recently begun construction on their middle school. Recognizing that the middle school will not be completed in time for the start of the school year, the Arts & Science Academy has partnered with New Hope Community Church to utilize their space from August 1, 2017 to November 30, 2017 to house their students while the new middle school is being constructed. Per the application, they are not intending to exceed 200 students.

Because educational institutions are not a permitted nor a conditional use in the B-1 zoning district, this request is being taken directly to the City Council for discussion and/or consideration.

Existing Zoning

The church is currently zoned B-1 "Central Business District." The purpose of the "B-1" Central Business District (CBD) is to promote mutually compatible business activities in downtown Isanti. What makes the Central Business District unique from the General Business District is that it is a commercial area that serves as a focal point both culturally and historically for the City of Isanti. Commercial uses, to include but are not limited to retail, office, and service uses; encourage and support pedestrian movement and activity within the Central Business District.

Religious Institutions are a conditional use in the B-1 zoning district and are defined as "A place of worship or religious assembly, where people regularly assemble for religious purposes and related social events with related accessory uses and facilities such as the following: rectory or

convent; private school, meeting hall, offices for administration, or licensed child or adult day care; and which is maintained and controlled by a religious body organized to sustain public worship and religious ceremonies."

Other Considerations

Traffic Flow and Parking: There are several questions raised regarding the flow of traffic (including bus and parent drop off), and parking.

Addressing Fire Marshal Requirements: The Deputy State Fire Marshal and the City Building Official did a walkthrough of the church and listed items that would need to be addressed prior to the school utilizing space in the church.

City Staff Request

Staff has prepared this memo to provide information on the City Council Agenda Request. If there is consensus to allow this temporary use, staff would then prepare and present a resolution to the City Council for consideration at the July 18th City Council meeting.

K.2.

A Community For Generations.

Isanti

CITY OF ISANTI

110 First Avenue NW, P.O. Box 428, Isanti, MN 55040-0428

AGENDA REQUEST FORM

Instructions: If you want official action on an item **not on the agenda**, please complete this form and return it to the office of the City Clerk at City Hall. **All applicable areas must be completed or the form will not be accepted.** Your completed request will be placed on a regular Council meeting agenda. Thank you.

1. Name (please print): Michelle Liberatti

   Organization (Required if Applicable): CSDCPC ASA, LLC

2. Address (please print): 6731 Columbia Gateway Drive, Suite 220, Columbia, Maryland 21046

3. Telephone No.: (443) 561-1280

4. Agenda item subject: A temporary Conditional Use Permit increasing the maximum number of students to 350 from August 1, 2017 until November 30, 2017 for 903 6th Ave Ct NE, Isanti, MN 55040.

5. Action requested: Approve a temporary Conditional Use Permit increasing the maximum number of students to 350 from August 1, 2017 until November 30, 2017 for 903 6th Ave Ct NE, Isanti, MN 55040.

6. Reasons for requested action: Providde the Art and Science Academy the temporary capacity needed to serve their students while the new middle school building is under construction.

7. Signature (Required): Michelle

CITY USE ONLY:

Date/Time Received: _____ / _____ am / pm

Received by: _____

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor Wimmer
Members of the City Council

FROM: Ryan Kernosky, Community Development Director

DATE: July 5, 2017

SUBJECT: Agenda Request from CSDCPC ASA, LLC. to temporarily increase the number of students from (260) 300 to 350 for 903 6th Ave Ct NE

Background

CSDCPC ASA, LLC. (applicant) on behalf of the Arts & Science Academy has submitted an Agenda Request Form to temporarily increase the number of students from (260) 300 to 350 at 903 6th Ave Ct NE. The City Council will be voting on whether or not to amend an existing Conditional Use Permit (#2014-074) to allow the Arts & Science Academy to permanently increase their enrollment from 260 to 300 students. This request is to temporarily increase the number of students from 300 to 350.

As you may recall, the Arts & Science Academy has recently begun construction on their middle school. Recognizing that the middle school will not be completed in time for the start of the school year, the Arts & Science Academy has partnered with New Hope Community Church to utilize their space from August 1, 2017 to November 30, 2017 to house some of their students while the new middle school is being constructed. Per the application, they are not intending to exceed 350 students during this time.

Other Considerations

Traffic Flow and Parking: There are several questions raised regarding the flow of traffic (including bus and parent drop off), and parking due to the increase in enrollment. This should be addressed by the applicant.

City Staff Request

Staff has prepared this memo to provide information on the City Council Agenda Request. If there is consensus to allow this temporary use, staff would then prepare and present a resolution to the City Council for consideration at the July 18th City Council meeting.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the City Council

FROM: Ryan Kernosky, Community Development Director

DATE: July 5, 2017

SUBJECT: Conditional Use Permit Amendment – Art & Science Academy

Background

CSDCPC ASA, LLC on behalf of the Art & Science Academy (applicant) has submitted a Conditional Use Permit (CUP) Amendment to amend Resolution 2014-074. Resolution 2014-074 established the Art & Science Academy's original CUP. In that Resolution, a condition capped the number of students at 260. The applicant, through the amended CUP application, wishes to increase the student enrollment from 260 students to 300 students.

The City has been working with the applicant to build a new park facility adjacent to their property. Once the applicant is finished building the park to the specifications of the City, the applicant will convey the property to the City. As part of the Conveyance Agreement (approved through Resolution 2017-097), there was a mutual understanding that the applicant intended to increase the enrollment at the Art & Science Academy through an Amended Conditional Use Permit.

Zoning Ordinance Requirements

Zoning: The subject property is located on 6th Ave Ct NE and is 2.71 acres in size. The property is zoned 'B-2' *General Business District* and falls within the 'H65' *Highway 65 Corridor Overlay District.* At the time of the 2014 CUP, 'educational institutions' were a conditional use in the B-2 zoning district. Since that time, that use has been removed from the B-2 zoning district entirely. It is appropriate to amend the existing CUP to reflect proposed changes for this use.

Parking and Traffic: The applicant states in the application that they will not be increasing the number of staff, and therefore will not be looking to increase the number of parking stalls. Currently the school has 43 stalls of off-street parking. Within our municipal code, the school is required to have one stall per 20 students and one stall per classroom; the existing number of off-street parking stalls well exceeds our minimums. The applicant also states that the current pick up/ drop off area works well, with staff providing safety for the students as the load and unload the bus.

Site Plan Review: Because the proposed amendment does not impact the physical layout nor the aesthetics of the existing property, there is no need to pursue a site plan review. The potential building addition will need to go through the proper steps and receive the proper approvals if it is ever built.

Comprehensive Plan
Educational Institutions are neither fitting nor unfitting within the "B-2" and "H65" zoning districts of the Comprehensive Plan. The typical increase in the morning and afternoon traffic flow are a result of the educational institution make this use more of a destination, and not convenience based used that would typically be allowed in commercial zoning. However, the City amended the code in 2014 to make Education Institutions a conditional use in this zoning district, and has since amended the code again to remove it as a conditional use. It's appropriate to take that into consideration when making a recommendation to the City Council.

Other Considerations
The City has approved an agreement with the applicant to construct a park adjacent to the subject property, and the City has received the Final Plat (Fairway Greens Phase 10). The final plat has been recorded, and construction on the park has commenced.

Public Notice
Notice of the proposed CUP Amendment was published in the official City newspaper, *Isanti County News,* on Wednesday June 7, 2017. Mailed notices were provided to property owners within 350' of the subject property.

Public Comment
At the time of this memo being published, staff had received no comment from the public.

Development and Operations Advisory Committee Comments
The Development and Operations Advisory Committee met on Thursday June 8, 2017 and expressed the following comments:

1) The proposed park needs to be completed and conveyed to the City prior to increasing enrollment from 260 to 300.

Staff Request
City staff is requesting action on this item.

City Planning Commission Recommendation
The City Planning Commission reviewed this matter at the June 20th, 2017 meeting. It was moved by Lorinser, second by Collison to approve the proposal as presented by staff. Motion carried unanimously.

Options and Proposed Motion Language
1. Approval with No Conditions: Motion to approve the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from 260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota.

2. Approval with Conditions: Motion to approve the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from 260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota with the following conditions…

3. Denial: Motion to deny the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from

260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota for the following reasons…

4. Table Request: Motion to table approval of the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from 260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

Attachments:

- Applicant Narrative
- Resolution 2014-074
- Site Map
- Findings of Fact and Conclusion
- Resolution 2017-XXX

Conditional Use Permit Modification Narrative

Reason for Modifying the CUP:

The Art and Science Academy would like to increase its enrollment from 260 to 300 students to meet additional demand in the community by filling out existing classes to capacity. Currently, the Art and Science Academy is not able to enroll any students next year even though they still have room in many of the classrooms to accommodate more students. Increasing student enrollment would allow them to better meet existing demand and provide educational choice for more families. For example, they currently have only 8 students enrolled in 7th grade and have additional openings ranging from 2 or 3 in some classes to 10 in kindergarten.

Traffic and Parking:

To date, the school's student drop off and pick up procedures have been successful and no unusual incidents have occurred. The school has 5-6 staff assigned to coordinate parent pick up. Students arrive and leave safely and parents are generally satisfied with the time it takes to enter and exit the parking lot. The pick-up times at the school are staggered, due to the after school enrichment programs, resulting in families picking up students at 3pm and 4pm rather than all at once. At this point there are quite a few empty parking spots in the driveway. If the student enrollment was increased to 300 students, there would still be ample parking spaces to accommodate any new staff. However, since the increased enrollment is targeting the filling out of existing classes rather than adding additional classes, the school expects there to be very little increase in staff parking.

RESOLUTION NO. 2014-074

A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT (CUP) AND SITE PLAN/BUILDING APPEARANCE FOR THE ART AND SCIENCE ACADEMY TO BE LOCATED ON THE PROPERTY AT 903 6TH AVENUE COURT NE

WHEREAS, Shade Tree Center LLC currently owns the property at 903 6th Avenue Court NE; and,

WHEREAS, the petitioner has requested a Conditional Use Permit (CUP) to allow for educational institutions on the property at 903 6th Avenue Court NE; and,

WHEREAS, the property is located within the "B-2" General Business District, which requires a Conditional Use Permit (CUP) for educational institutions; and,

WHEREAS, following publication, posted and mailed notice thereof, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on April 8th, 2014; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the proposed Conditional Use Permit subject to the conditions as listed below based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on April 15th, 2014; and,

WHEREAS, the City Council of the City of Isanti has determined that the Conditional Use Permit and Site Plan / Building Appearance with conditions, meets the ordinance requirements necessary for granting approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit and Site Plan/building Appearance for the Art and Science Academy and **BE IT FURTHER RESOLVED** that the requested Conditional Use Permit and Site Plan/Building Appearance to be located on the property at 903 6th Avenue NE, be hereby approved subject to the following conditions:

1. The maximum number of students enrolled at the Art and Science Academy shall be 260.
2. Changes in traffic flow shall be reviewed and approved by the City Engineer.
3. The City of Isanti shall be notified if the number of buses servicing the Academy is greater than three (3).
4. The building plans must be submitted to and approved by the Building Official prior to renovations of the building.
5. The striped pedestrian crosswalk across the vehicle drive lane does not line up with the existing pedestrian ramp located north of the main entrance. The crosswalk should either line up with the existing pedestrian ramp or a new pedestrian ramp meeting all ADA requirements should be built in line with the proposed crosswalk.
6. A paved walk across the center island in line with the proposed crosswalk is also required. This would need to be designed with proper drainage to maintain the existing rain garden hydraulics.
7. Once the electrical contractor has designed the lighting layout submit layout, style, and photometrics stating it meets lighting level requirements to the City for review.
8. Plantings are shown in the "proof of parking" area. Should additional parking be needed in the future these planting and irrigation would need to be relocated. Verify this is the intent or revise the proposed planting locations on the plan.

Adopted by the Isanti City Council on this 15th day of April 2014.

Attest:

Donald C. Lorsung
City Administrator/City Clerk

(SEAL)

Mayor George A. Wimmer

A Community for Generations

Isanti

Legend

- City Limits
- Parcels (3-10-2017)
- Non Parcel Items
- Protected Waters - Watercou
- Protected Waters - Basin
- Public Water Basin
- Public Water Wetland

Location Map - ASA CUP Amendment

0 263 Feet

© Bolton & Menk, Inc - Web GIS 6/14/2017 2:47 PM

BOLTON & MENK

Real People. Real Solutions.

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.

FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit Amendment
CSDCPC ASA, LLC on behalf of the Arts & Science Academy

June 20, 2017
Prepared by Ryan Kernosky, Community Development Director

Request

Request from CSDCPC ASA, LLC, on behalf of the Arts & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, that would allow an increase in the number of students from 260 to 300, located at 903 6th Ave Ct NE, legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant is requesting to amend Resolution 2014-074 to allow an increase in the number of students permitted from 260 to 300, located at 903 6th Ave Ct NE, legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Isanti, Minnesota.

2. The property is zoned "B-2" General Business District and is a part of the "H65" Highway 65 Overlay Zoning District.

3. The applicant has submitted a Conditional Use Permit Amendment Application, the required application fee and associated materials on February 13, 2017. The received materials were deemed complete on March 3, 2017.

4. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on June 20, 2017 at 7:00 p.m. at City Hall within the City Council Chambers.

5. Notice of the Conditional Use Permit Amendment Application was published with the *Isanti County News* on June 7, 2017. Notices were sent to all property owners located within 350 feet of the aforementioned legally described parcel.

6. The City and applicant have interest in construction of a safe and usable park facility to be used by students and the public.

7. The City, through Resolution 2017-097, has agreed to accept ownership of the park facility located on a property legally described as Lot 2, Block 1, Fairway Greens Phase 10 after the applicant has completed construction on a safe and usable park facility.

8. Section 21, Article 2: Conditional Use Permits, Subdivision 3 (D) of the Zoning Ordinance establishes factors that the judgment of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed conditional use permit request.

Conclusions

1. In review of the standards established in Section 21, Article 2 Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

   The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

   A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.

      The proposed uses for the site would be consistent with the goals and objectives of the comprehensive plan.

   B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

      The proposed uses fit the intent of the ordinance and underlying zoning district ("B-2" General Business District and "HWY 65" Overlay District). The overall site layout of uses is complementary of each of the uses.

   C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.

      The establishment of the conditional use does not appear to endanger the public health, safety, morals and comfort of the surrounding area or the community. The proposed use increases the quality of life in Isanti by offering more students the opportunity to attend alternative schooling.

   D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.

      The conditional use does not appear to diminish or impair surrounding property values.

   E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

      The conditional uses on this lot will likely enhance future development in this area.

   F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

      As part of the development agreement, the applicant is to construct a park facility adjacent to the subject parcel. After the park facility is constructed, the applicant will be conveying the property to the City for public use. This condition is met.

   G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

      The requested conditional use permit appears to conform to the applicable regulations required for the district and the performance standards outlined within the zoning

ordinance. Conditions will be placed on any approval to ensure that the property is developed in accordance to ordinance requirements and the proposed plan provided by the applicant.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.

These have been evaluated as part of the findings of fact; and can be found within this document.

3. In review of the standards established in Section 21, Article 2 Conditional Use, Subdivision 4 General Performance Standards; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.

This site is currently served by a street of sufficient capacity. The proposed conditional use will not change the type of traffic flow that 6th Ave Ct NE was designed to accommodate. The amendment may slightly increase the amount of traffic as compared to the plan approved through resolution 2014-074.

B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.

Sufficient access points have been provided for this site. Parking meets the standards outlined in Section 17 of this Ordinance.

C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.

Existing parking lot crosswalks and pedestrian infrastructure is sufficient.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

Adequate off-street parking and school bus loading/ unloading is provided on site.

E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.

Not applicable to the amendment.

F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.

Not applicable.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

No additional landscaping is required nor needed.

H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.

Lighting meets the requirements of Section 14 of this Ordinance.

I. The site drainage system shall be subject to the review and approval of the City Engineer.

Site drainage was addressed and approved with the original plans.

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.

The building meets the exterior material requirements outlined in code.

K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.

Not applicable to the amendment.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

Existing signage appears to meet our sign code.

M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.

The applicant may need to pull permits related to school operations, that is typically handled through the State.

N. Any applicable business licenses mandated by City Code are approved and obtained.

Not applicable.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

Not applicable.

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformity shall be eliminated.

The use complies with the applicable performance standards as further outlined in Section 13 Use Regulations of this Ordinance.

Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the

general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

Decision

The Planning Commission reviewed the request in a public hearing on June 20, 2017. The meeting minutes, staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Lorinser, second by Collison to approve the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from 260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota with the following condition:

1) Final conveyance from CSDCPC ASA, LLC to the City of Isanti of the park facility legally described as Lot 2, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota, is to be completed.

RESOLUTION NO. 2017-XXX

A RESOLUTION AMENDING THE CONDITIONAL USE PERMIT (CUP) APPROVED THROUGH RESOLUTION 2014-074 FOR THE ART AND SCIENCE ACADEMY LOCATED ON THE PROPERTY AT 903 6TH AVENUE COURT NE MORE LEGALLY DESCRIBED AS LOT 1, BLOCK 1, FAIRWAY GREENS PHASE 10, ISANTI COUNTY, MINNESOTA

WHEREAS, CSDCPC ASA, LLC currently owns the property legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota; and,

WHEREAS, the applicant, Art & Science Academy, has requested an Amendment to the Conditional Use Permit originally approved through Resolution 2014-074; and,

WHEREAS, the Amendment to the Conditional Use Permit would increase the maximum number of students enrolled at the Art and Science Academy from 260 to 300; and,

WHEREAS, the City of Isanti and the owner of the property legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota, have entered into a mutually agreed upon Conveyance Agreement approved through Resolution 2017-097; and,

WHEREAS, the Planning Commission has recommended approval of the request Amendment based upon the Findings of Fact and Conclusion as presented with conditions; and,

WHEREAS, the City Council reviewed the requested Amendment to the Site Plan and Conditional Use Permit at its regularly scheduled meeting on _____, 2017; and,

WHEREAS, the City Council of the City of Isanti has determined that the Conditional Use Permit meets the ordinance requirements necessary for granting approval;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Amendment to Resolution 2014-074 and **BE IT FURTHER RESOLVED** that the requested Amendment on the property legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota, be hereby approved subject to the following conditions:

1. Final acceptance of park improvements and conveyance of property from CSDCPC ASA, LLC to the City of Isanti of the park facility legally described as Lot 2, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota.

2. The permanent maximum number of students enrolled in the Arts and Science Academy is 300 students.

Adopted by the City of Isanti City Council on this ____ day of _____, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor Wimmer
Members of the City Council

FROM: Ryan Kernosky, Community Development Director

DATE: July 5, 2017

SUBJECT: Consider Adoption of Resolution Accepting Annual Walkthrough of Buildings on City Property Report, and Authorize to Receive Quotes for Repairs

---

Background
In 2014, the City of Isanti adopted a policy that required annual monitoring of the general conditions of buildings on City-owned properties. This was for purposes of capital improvement budgeting, and are not considered official building inspections. The 2014 Resolution (#2014-180) required that these monitoring's were performed between July and August of each year, and were to be sent to the City Council no later than September 15th of each year.

In 2016, the City amended the policy through Resolution 2016-320. The changed policy recognized the need to perform the yearly monitoring's sooner, and required that the walkthroughs happened in March and April, with City Council review by May 1st of each year.

Because the transition between the full-time Community Development Directors and having an Interim Director, this task was not done until late May and is now being presented to you for consideration.

Development & Operations Advisory Committee Review
The City Building Official presented his findings to the Development & Operations Advisory Committee on June 22, 2017. The building walkthrough report is included in this agenda packet.

Staff Request
Consider Adoption of Resolution 2017-XXX Accepting the Annual Walkthrough of Buildings on City Property Report, and to authorize staff to receive quotes for repairs to buildings.

Attachments
- Building Official 2018 Recommended Contractor Repairs
- Specified List of Contractor Repairs by Section
- Request for Quotes Advertisement
- Resolution No. 2017-XXX

RESOLUTION 2017-XXX

A RESOLUTION ACCEPTING ANNUAL WALKTHROUGH OF BUILDINGS ON CITY PROPERTY REPORT AND AUTHORIZING STAFF TO REQUEST QUOTES ON REPAIRS FOR BUILDINGS

WHEREAS, the City of Isanti adopted Resolution 2014-180 directing a Designee to walkthrough buildings on City owned property and to provide a report to the Isanti City Council; and,

WHEREAS, the City Engineer and Public Works staff monitor City Buildings used to house utility infrastructure such as Pump houses, water towers, and wastewater treatment and are not included in this report; and,

WHEREAS, annual visits to non-utility infrastructure related buildings (excluding park structures) should be done to assess the general conditions of the buildings and their uses to better monitor these city assets; and,

WHEREAS, the annual walkthroughs have been conducted and a summary report with recommendations has been completed and is attached as 'Exhibit A'; and,

WHEREAS, the Development and Operations Advisory Committee reviewed the summary report and recommends the approval; and,

WHEREAS, the annual walkthroughs are not considered official building inspections; and,

WHEREAS, City Staff is seeking authorization to request quotes for the recommended repairs;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota accept and acknowledge the attached report and recommendations **AND** authorizes the City Staff of Isanti to request quotes for recommended repairs.

This resolution is hereby approved by the City of Isanti City Council this 5th day of July, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Don Lorsung, City Administrator

EXHIBIT A

Non-Utility Infrastructure Buildings- Annual Inspections (06/06/2017)

Bldg #	Property Address	Building Description	Contact	DEPT.
1	110 1st Avenue NW	City Hall	City Admininstrator: Don Lorsung	Admin

Public Works/Internal Repairs

2018 Recommendations (Immediate Concerns)	Replace water damaged ceiling tiles in hallway
Future Considerations: Aesthetic Concerns, Repairs, Preventative Maint.	None

Contractor repair reccomendations

2018 Recommendations (Immediate Concerns)	None
Future Considerations: Aesthetic Concerns, Repairs, Preventative Maint.	Cracks in sheetrock of walls and ceiling
	Exterior SW entrance peninsula- concrete repair

Non-Utility Infrastructure Buildings- Annual Inspections (06/06/2017)

Bldg #	Property Address	Building Description	Contact	DEPT.
2	208.5 1st Ave NW	Community Center	Parks & Events Coordinator: Katie Everett	Parks

*Note- BMX facility is not included because it is inspected Quarterly

Public Works/Internal Repairs

2018 Recommendations (Immediate Concerns)	None
Future Considerations: Aesthetic Concerns, Repairs, Preventative Maint.	None

Contractor repair reccomendations

2018 Recommendations (Immediate Concerns)	Lighted Exit signs by womens bath and off kitchen hallway
Future Considerations: Aesthetic Concerns, Repairs, Preventative Maint.	Replace exterior doors & thresholds
	Replace door & threshold between kitchen & entry (NW corner)

Non-Utility Infrastructure Buildings- Annual Inspections (06/06/2017)

Bldg #	Property Address	Building Description	Contact	DEPT.
3	400 W Dual Blvd NE	Liquor Store	Liquor Store Manager: John Jakobi	Liquor

Public Works/Internal Repairs

2018 Recommendations (Immediate Concerns)	Top rollers of overhead garage door need replace/repair
Future Considerations: Aesthetic Concerns, Repairs, Preventative Maint.	Sinking sidewalk at entry vestibule has exposed block and created a gap for water penetration along block wall- continued caulking and sealing of exposed block holes to prevent water penetration.

Contractor repair reccomendations

2018 Recommendations (Immediate Concerns)	None
Future Considerations: Aesthetic Concerns, Repairs, Preventative Maint.	Mud jack raise & repair of sidewalk at vestibule
	Interior of vestibule block wall shows signs of efflorescence, which causes paint to peel and a residue to form. Possible causes: water penetration into block from exterior, and/or amount of salt and water that gets on block in winter time. Seal block wall and re-paint vestibule

Non-Utility Infrastructure Buildings- Annual Inspections (06/06/2017)

Bldg #	Property Address	Building Description	Contact	DEPT.
4	100 Isanti Parkway NW	PW Maintenance Garage	Public Works Director: Josi Wood	Public Works
5	100 Isanti Parkway NW	PW Salt / Sand Storage Bldg	Public Works Director: Josi Wood	Public Works
6	11 Isanti Parkway NW	PW Large Storage Building (Gray)	Public Works Director: Josi Wood	Public Works

Public Works/Internal Repairs

2018 Recommendations (Immediate Concerns)	None
Future Considerations: Aesthetic Concerns, Repairs, Preventative Maint.	None

Contractor repair reccomendations

2018 Recommendations (Immediate Concerns)	None
Future Considerations: Aesthetic Concerns, Repairs, Preventative Maint.	**BLDG 6**: Service door delaminating & rotting on bottom, casing broken- needs replacement
	BLDG 6: Timbers around slab rotting and coming off in SE corner

Non-Utility Infrastructure Buildings- Annual Inspections (06/06/2017)

Bldg #	Property Address	Building Description	Contact	DEPT.
7	11 Isanti Parkway NW	PD Small Storage Garage (RED)	Police Chief: Gene Hill	Police
8	401 1st Avenue NW	Police Station	Police Chief: Gene Hill	Police

Public Works/Internal Repairs

2018 Recommendations (Immediate Concerns)	**BLDG 7**: None **BLDG 8:** ***Exterior*** 1.) Holes in asphalt by kitchen exit door need to be filled 2.) dirt generally pitched towards building ***Interior:*** 1.) door handle into garage very sticky
Future Considerations: Aesthetic Concerns, Repairs, Preventative Maint.	**BLDG 7**: None
	BLDG 8: None

Contractor repair reccomendations

2018 Recommendations (Immediate Concerns)	**BLDG 7**: None
	BLDG 8: ***Exterior*** 1.) Seal all gutter joints (leaking joints peeling paint underneath). Areas below joints repainted. Downspouts need extensions to direct water away from building foundation. 2.) Sidewalk & apron joints sealed to block along East side of building to prevent water penetration. ***Interior*** 1.) roof leaks by hall & closet by bathrooms
Future Considerations: Aesthetic Concerns, Repairs, Preventative Maint.	**BLDG 7**: 1.) window coverings need repair or replacement 2.) Wooden overhead door in need of replacement 3.) Service door & casing need replacement 4.) Light swith plate broken 5.) Broken window on E side
	BLDG 8: **Exterior** 1.) Occasionaly snow backs up over Police garage door roof damaging gutter **Interior** 1.) Floor drain in garage does not drain very well 2.) furnace maintenence/inspection req'd?

Non-Utility Infrastructure Buildings- Annual Inspections (06/06/2017)

Bldg #	Property Address	Building Description	Contact	DEPT.
8	401 1st Avenue NW	Fire Station	Fire Chief: Al	Fire

Public Works/Internal Repairs

2018 Recommendations (Immediate Concerns)	None
Future Considerations: Aesthetic Concerns, Repairs, Preventative Maint.	None

Contractor repair reccomendations

2018 Recommendations (Immediate Concerns)	***Exterior*** 1.) Block repair required at lower NE & NW corners 2.) West side access door of Fire Dept. missing door knob- unusable. 3.) bollards need repainting 4.) blacktop is sunk along garage apron in NW corner ***Interior*** 1.) Roof leaks: FD- west of office door, north side center of garage. 2.) In FD garage- water leak at union on water main along N wall. 3.) Hose fill connection needs a support saddle and weld repairs. 4.) Water leak @ utility sink.
Future Considerations: Aesthetic Concerns, Repairs, Preventative Maint.	Landing at NW facing emergency exit door on East side is sunken- mudjack repair?
	Need more parking spaces
	Remainder of original windows in FD need replacement

Non-Utility Infrastructure Buildings- Annual Inspections (06/06/2017)

Buildings Owned by Others on City Property - 06/06/2017

Bldg #	Property Address	Building Description	Contact	Repairs/Reccomendations	DEPT.
9	620 3rd Avenue NW	Redbirds Concession Stand *(Redbirds are responsible for maintaining the building)*	Cindy Lind-Livingston	1.) door sweeps replaced under S side doors 2.) Garage door painted 3.) Cover door handle holes of exempt (unused) doors 4.) Seal around hosebib on S side	Redbirds
10	950 3rd Avenue NW	Soccer Complex Storage Bldg (North) *Responsibility of the Soccer Club*	Jenny Nystrom	Reattach SW corner soffit (corner is hanging a little)	Soccer Club
11	950 3rd Avenue NW	Soccer Complex RWB Garage (South) *Responsibility of the Soccer Club*	Jenny Nystrom	None. Note: roof sags just a bit between center and W side; watch it doesn't worsen over winter(s)	Soccer Club

2018 Contractor Repairs for City Buildings

*Specifications as listed. Submit individual quote per section.

Contact:

Ryan Kernosky, Community Development Director
763-444-5512
rkernosky@cityofisanti.us

Josi Wood, Assistant City Administrator/ Public Works Director
763-444-5512
jwood@cityofisanti.us

Section A: Community Center

1. Installation of lighted exit signs by women's bathroom and off kitchen hallway

Section B: Police Station

1. Seal all gutter joints and paint underneath joints, install downspouts to direct water away from building foundation.
2. Sidewalk and apron joints sealed to block along East side of building to prevent water penetration.
3. Repair roof leak by hall and closet near bathrooms.

Section C: Fire Station

1. Repair block at lower Northeast and Northwest corners.
2. Install door knob on West side access door.

CITY OF ISANTI, MN

REQUEST FOR QUOTES

2018 CITY BUILDING REPAIRS

The City of Isanti is accepting quotes for various building repairs to be done in 2018. Quotes will be accepted for a variety of miscellaneous repairs that include but are not limited to installation of exit signage, sealing gutter joints, painting, repairing roof leaks, and repairing block. For specifications or to perform a walk through, contact Community Development Director Ryan Kernosky at 763-444-5512 or rkernosky@cityofisanti.us. Quotes will be accepted until 4:30 PM _____ _____, 2017. Quotes will be reviewed at the _____ _____, 2017 City Council Meeting.

The City of Isanti reserves the right to reject any and all quotes.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: July 5, 2017

Subject: **Consider Resolution Authorizing the Execution of Repayment Agreement on Lot 14, Block 3, Isanti Meadows with Real Deal Construction, Inc.**

On December 20, 2016 the City Council amended and extended a SAC and WAC Deferral program as Resolution No. 2016-362 to continue to spur development activity. Real Deal Construction, Inc. has requested the City to execute a Repayment Agreement for Greenwood Ave SW legally described as Lot 14, Block 3, Isanti Meadows, for the construction of an approximate 1,204 SF main floor single family home. The business is in "Active / Good Standing" upon review of the Minnesota Secretary of State Office as of June 27, 2017. The form of the Repayment Agreement is consistent with the form approved by the City Council on December 20, 2016. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer. Staff is asking the City Council to consider adoption of the attached resolution and execution of the Repayment Agreement.

City Council Action:

Consider Adoption of Resolution and Execution of Repayment Agreement

Attachment:

1) Resolution 2017-____ Authorization to Execute Repayment Agreement on Lot 14, Block 3, Isanti Meadows with Real Deal Construction, Inc.

RESOLUTION 2017-___

Authorization and Execution of Repayment Agreement on Lot 14, Block 3, Isanti Meadows with Real Deal Construction, Inc.

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 20, 2016 which is documented by Resolution 2016-279; and

WHEREAS, A boiler plate Repayment Agreement was drafted by Development Attorney Campbell Knutson and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, Real Deal Construction, Inc. (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the property legally described as: Lot 14, Block 3, Isanti Meadows (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of June 27, 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 5th day of July 2017.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

(SEAL)

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of July, 2017, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and Real Deal Construction, Inc., a corporation under the laws of the state of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 31108 County Road 5, Princeton, MN 55371.

WITNESSETH:

WHEREAS, the Developer intends to construct a 1,204 square foot main floor single family home (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means Real Deal Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the 1,204 square foot main floor single family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Articles of Incorporation.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 8,222.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$3787.00** in Water Availability Charges and **$4,435.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of July, 2017 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and Real Deal Construction, Inc., a corporation under the laws of the state of Minnesota, having its principal office at 31108 County Road 5, Princeton, MN 55371(the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $8,222.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 700 Greenwood St SW, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to the Developer at 31108 County Road 5, Princeton, MN 55371; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of July, 2017, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
Real Deal Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of July, 2017, by Todd Steinberg, the President of Real Deal Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000

SCHEDULE A

Description of Property

Lot 14, Block 3, Isanti Meadows, Isanti County, Minnesota

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

June 28, 2017

Mayor Wimmer and Members of the City Council
City of Isanti
P.O. Box 428
Isanti, MN 55040

RE: Award Recommendation – 2017 Palomino Road Improvements
City of Isanti, Minnesota
BMI Project No. R13.1112450

Honorable Mayor Wimmer and Members of the City Council:

Five bids were received on the 2017 Palomino Road Improvements project on June 28, 2017. The bids were checked and tabulated and the final results are summarized as follows:

Bidder	Bid
C & L Excavating	$553,814.25
Northdale Construction Co	$580,797.64
Douglas-Kerr Underground	$648,510.94
R.L. Larson Excavating	$659,048.05
LaTour Construction	$693,480.75
Engineer's Estimate	*$635,000.00*

C & L Excavating's bid is within the anticipated budget. We recommend award of this project to C & L Excavating in the amount of $553,814.25.

If you have any questions, please contact me.

Sincerely,

BOLTON & MENK, INC.

Bradley C. DeWolf, P.E.
City Engineer

JWC/jwc

RESOLUTION NO. 2017-

RESOLUTION AWARDING THE BID FOR THE 2017 PALOMINO ROAD IMPROVEMENTS PROJECT WITHIN THE CITY OF ISANTI

WHEREAS, the City has planned the restoration of Palomino Road SE from Railroad Avenue SE to Highway 65, and

WHEREAS, the existing watermain is undersized for the City system wide master plan so it is proposed to replace all watermain within the project limits, and

WHEREAS, the funding for this project was, in part, planned to use State Aid funds and to use assessments following the MS429 process, and

WHEREAS, the plans and specifications have been completed for these improvements, and

WHEREAS, a public bid opening was held on June 28th, 2017, and

WHEREAS, Five bids were received, and

WHEREAS, C & L Excavating was the responsible low bidder with a bid of $553,814.25, and

WHEREAS, this bid price is within the anticipated budget.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1) That the City shall award the project entitled "2017 Palomino Road Improvements" to C & L Excavating in the amount of $553,814.25.

This resolution was duly approved by the Isanti City Council this 5th day of July, 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 6/29/2017 - 6/29/2017

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/17	06/29/2017	46695	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	930.00
06/17	06/29/2017	46696	2343	ADVANTAGE SIGNS	101-20200	1,785.00
06/17	06/29/2017	46697	692	ARC IRRIGATION	101-20200	411.47
06/17	06/29/2017	46698	9	BERNICKS PEPSI-COLA	609-20200	1,297.45
06/17	06/29/2017	46699	1500	BOLTON & MENK INC	101-20200	51,250.23
06/17	06/29/2017	46700	2448	CAMPBELL KNUTSON	108-20200	6,106.22
06/17	06/29/2017	46701	2487	CAPITOL BEVERAGE SALES	609-20200	236.50
06/17	06/29/2017	46702	2158	CENTURY FENCE COMPANY	101-20200	19,231.00
06/17	06/29/2017	46703	1629	CITY OF ISANTI	101-20200	790.92
06/17	06/29/2017	46704	918	CRYSTAL SPRINGS ICE	609-20200	282.54
06/17	06/29/2017	46705	8	DAHLHEIMER DISTRIBUTING CO	609-20200	28,521.82
06/17	06/29/2017	46706	1941	DELTA DENTAL	861-20200	3,337.90
06/17	06/29/2017	46707	55	ECM PUBLISHERS INC	101-20200	360.00
06/17	06/29/2017	46708	385	FEDERATED CO-OPS INC	101-20200	35.94
06/17	06/29/2017	46709	526	GENERAL REPAIR SERVICE	602-20200	199.14
06/17	06/29/2017	46710	739	HACH COMPANY	601-20200	303.66
06/17	06/29/2017	46711	2209	INNOVATIVE OFFICE	609-20200	152.63
06/17	06/29/2017	46712	252	ISANTI REDBIRDS	104-20200	337.12
06/17	06/29/2017	46713	1534	J. J. TAYLOR	609-20200	1,884.50
06/17	06/29/2017	46714	496	JOHN HIRSCHS	602-20200	172.00
06/17	06/29/2017	46715	7	JOHNSON BROTHERS LIQUOR CO	609-20200	13,790.36
06/17	06/29/2017	46716	5	KAWALEK TRUCKING	609-20200	216.00
06/17	06/29/2017	46717	1124	LORSUNG, DON	101-20200	9.50
06/17	06/29/2017	46718	17	MCDONALD DISTRIBUTING CO	609-20200	16,743.15
06/17	06/29/2017	46719	616	MENARDS - CAMBRIDGE	101-20200	258.99
06/17	06/29/2017	46720	2208	MINNESOTA EQUIPMENT	101-20200	33.90
06/17	06/29/2017	46721	2501	MINNESOTA NATIVE LANDSCAPES	603-20200	1,131.00
06/17	06/29/2017	46722	2116	MINUTEMAN PRESS	101-20200	75.00
06/17	06/29/2017	46723	2080	MVTL LABORATORIES INC	602-20200	315.60
06/17	06/29/2017	46724	1290	NAPA AUTO PARTS	101-20200	265.87
06/17	06/29/2017	46725	2231	NORTH 65 CHAMBER OF COMMERCE	609-20200	175.00
06/17	06/29/2017	46726	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,494.40
06/17	06/29/2017	46727	2341	RED BULL DISTRIBUTION	609-20200	382.50
06/17	06/29/2017	46728	1884	REICHMANN, WADE	104-20200	3,087.93
06/17	06/29/2017	46729	2028	SELECTACCOUNT	861-20200	221.82
06/17	06/29/2017	46730	1361	STAPLES ADVANTAGE	601-20200	378.45
06/17	06/29/2017	46731	2156	SUMMIT COMPANIES	101-20200	360.00
06/17	06/29/2017	46732	919	UPS	601-20200	145.02
06/17	06/29/2017	46733	42	VIKING COCA-COLA BOTTLING CO	609-20200	483.30
06/17	06/29/2017	46734	4	WATSON CO INC	609-20200	1,372.01
06/17	06/29/2017	46735	780	WINE MERCHANTS	609-20200	108.00
Grand Totals:						158,673.84

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/17	06/21/2017	46675	1198	CENTER POINT ENERGY	439-20200	44.78
06/17	06/21/2017	46676	55	ECM PUBLISHERS INC	101-20200	120.90
06/17	06/21/2017	46677	385	FEDERATED CO-OPS INC	101-20200	432.50
06/17	06/21/2017	46678	160	HAWKINS INC	602-20200	5,900.00
06/17	06/21/2017	46679	1048	HENRYS WATERWORKS,INC.	101-20200	286.72
06/17	06/21/2017	46680	1684	ISANTI COUNTY AUDITOR-	505-20200	70.00
06/17	06/21/2017	46681	114	ISANTI COUNTY RECORDER	505-20200	102.00
06/17	06/21/2017	46682	113	ISANTI TIRE & AUTO CARE	101-20200	84.00
06/17	06/21/2017	46683	1282	LEAF TOWING AND	101-20200	50.00
06/17	06/21/2017	46684	110	METAL COATING&MFGCO	101-20200	45.34
06/17	06/21/2017	46685	2500	METRO SALES INC.	101-20200	42.75
06/17	06/21/2017	46686	1290	NAPA AUTO PARTS	101-20200	238.48
06/17	06/21/2017	46687	96	STREICHERS	101-20200	428.99
06/17	06/21/2017	46688	2156	SUMMIT COMPANIES	101-20200	172.00
06/17	06/21/2017	46689	859	SYLVESTER, MATTHEW	602-20200	128.25
06/17	06/21/2017	46690	874	WASTE MANAGEMENT -	101-20200	760.22
06/17	06/21/2017	46691	2253	WIMMER, GEORGE	101-20200	518.83
Grand Totals:						9,425.76

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
06/17	06/20/2017	46646	53	BELLBOY CORPORATION	609-20200	6,512.21
06/17	06/20/2017	46647	9	BERNICKS PEPSI-COLA	609-20200	1,187.35
06/17	06/20/2017	46648	1815	CENTURYLINK	609-20200	807.80
06/17	06/20/2017	46649	918	CRYSTAL SPRINGS ICE	609-20200	357.58
06/17	06/20/2017	46650	8	DAHLHEIMER DISTRIBUTING CO	609-20200	2,619.60
06/17	06/20/2017	46651	2478	East Central Energy	101-20200	42.85
06/17	06/20/2017	46652	55	ECM PUBLISHERS INC	101-20200	289.80
06/17	06/20/2017	46653	16	ELECTRO WATCHMAN INC	609-20200	272.53
06/17	06/20/2017	46654	1223	HARRIS, MICHAEL	603-20200	155.98
06/17	06/20/2017	46655	2209	INNOVATIVE OFFICE	609-20200	58.30
06/17	06/20/2017	46656	1891	ISANTI AREA JOINT	101-20200	52,260.70
06/17	06/20/2017	46657	1684	ISANTI COUNTY AUDITOR-	505-20200	70.00
06/17	06/20/2017	46658	114	ISANTI COUNTY RECORDER	505-20200	194.00
06/17	06/20/2017	46659	1613	ISANTI RETAIL MEATS	108-20200	360.00
06/17	06/20/2017	46660	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,258.28
06/17	06/20/2017	46661	2232	JONAH & THE WHALES	101-20200	2,400.00
06/17	06/20/2017	46662	5	KAWALEK TRUCKING	609-20200	171.80
06/17	06/20/2017	46663	17	MCDONALD DISTRIBUTING CO	609-20200	10,151.53
06/17	06/20/2017	46664	616	MENARDS - CAMBRIDGE	602-20200	100.06
06/17	06/20/2017	46665	1536	MINNESOTA DEED	219-20200	1,498.62
06/17	06/20/2017	46666	1290	NAPA AUTO PARTS	602-20200	307.75
06/17	06/20/2017	46667	617	PAUSTIS & SONS	609-20200	268.50
06/17	06/20/2017	46668	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,734.93
06/17	06/20/2017	46669	2028	SELECTACCOUNT	861-20200	99.22
06/17	06/20/2017	46670	2396	SOUTHERN GLAZERS OF MN	609-20200	5,071.06
06/17	06/20/2017	46671	1361	STAPLES ADVANTAGE	609-20200	443.22
06/17	06/20/2017	46672	1286	VINOCOPIA INC	609-20200	505.75
06/17	06/20/2017	46673	4	WATSON CO INC	609-20200	1,763.41
06/17	06/20/2017	46674	2499	WORLEY, JAMEY	101-20200	1,750.00
Grand Totals:						95,712.83

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

City of Isanti

Gross Payroll	86,176.06
Social Security & Medicare	4,783.26
Public Employees Retirement	8,693.55
Total City Expense	99,652.87

Pay Date 6/30/2017

Pay Period 13 (6/11-6/24/17)

City of Isanti

Gross Payroll	10,119.25
Social Security & Medicare	774.14
Total City Expense	10,893.39

Pay Date 6/30/2017

Pay Period: Q2CCPay17 (4/1-6/30/17)

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
April 25, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, Mayor Wimmer, James Witte, and Aaron Zdon
Staff Present: Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Zdon asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Witte to approve the April 25, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from March 28, 2017 Parks, Recreation and Culture Board Meeting.

Motion by Wimmer. Second by Garvey. Vote was unanimously approved.

3. Annual Park Tour

A. Unity Park – Everett explained that Public Works will be doing some maintenance to the ballfield soon. They will scrape the edge where kind of a bowl has been created and grass is creeping in, and more crushed limestone will be brought in. A drag has been purchased. Zdon asked if it would be kept at the field; Everett said she had thought about that and didn't know yet because a lot of our things tend to disappear when they are left out, but she had talked to Public Services Director Wood who had also discussed getting some bases to rent out. Zdon explained that a lot of fields will have a box with those kinds of items in them that is locked. Everett said she'll look into this option here. The group also looked at the new park sign that is now posted on the backstop.

B. Bluebird Park – The board started at the skate park equipment that has been moved to the cement slab. Everett explained which boards have been replaced and that Public Works has been able to do more sections than originally planned already this year. There will be a couple more of the panels coming, and when those are delivered Public Works will close the equipment for a few more days to replace the panels on the bigger ramp. Zdon stated that there are still a few of the bars from the hockey boards sticking up out of the cement that should get ground off so no one catches on them. The group then walked over to the rain garden. Everett explained that there are some existing plants that have not come up yet, like the black eyed susans which are later season plants. More plants will be coming on May 8 to fill in more spaces. Public Works will also be added new mulch, and we are experimenting with types of mulch that won't wash away. Everett also stated that the gutter seams on the Indoor Arena have not been sealed and a vent stack that was knocked over by snow is fixed. The group then walked back to the Bluebird playground area to discuss park signs and determined that rather than getting one large sign somewhere in the park, we should post something like a 4'x2' sign at each end of 1st Avenue entering the park and a 2'x2' where the trail enters from 3rd Avenue. If there is not one of the park rules signs near the playground equipment, the board recommended posting one on the pavilion, and it could be positioned to

still direct people toward the public restroom like the sign currently posted near the skate park equipment. The group thought that the Bike/Walk Trail signs should be updated to match the new signs and decided to discuss what goes on them at a later time.

C. Legacy Park – Park Board members met at the new gate and discussed that it seems so far like the gate is helping, but it may be that it's still early in the season so we will keep an eye on the activity in the park. There were some tire tracks present, so it does appear that someone way be driving around the gate still. Mayor Wimmer stated that because they will now be trespassing if anyone sees this happening, they need to call the Police Department right away so they can handle it while it's happening. Everett explained that Earth Day was a success with 17 people at Legacy cleaning up and about 15 over at River Bluff. They didn't find a ton of trash, which she took as a good sign; and the best benefit was that many of them had never been there before and intended to come back once they saw it.

D. Riverside Park – The Board members had a discussion about the picnic tables which are constantly being moved under the equipment. One was placed under the glider. Garvey asked if we thought it was there so that kids could reach the handles, and maybe if we find some way to have a step up if the kids would stop putting the table there. The group also noticed that the second table was underneath equipment that did have steps, so that may or may not be effective. Everett stated that this equipment is more "big kid equipment" anyway, except the toddler equipment. Wimmer stated that there had been discussions in the past about moving that equipment closer to the main playground so it wasn't so far away, and the group agreed the current location is awkward for parents who might have kids playing at both to be able to watch everyone.

E. River Bluff Preserve – Mayor Wimmer and Everett explained that they went on a walk through with Wood and will be doing some maintenance on a washout on the trail between the dock and Martin's Landing where ATVs have eroded the shoreline. Everett explained that the garden is over half reserved at this point and more people have been coming in this week to reserve spaces. A new shed will be delivered next week; Public Works has tilled once already and will till the plots again before the season opens. Everett explained that they have money budgeted for a kids area so she is planning to have a place for them to dig with signs showing bugs to look for and that kind of thing, planting some shorter sunflowers, as well as some tomatoes and cucumbers that kids can help grow with any produce going to the Senior Dining program. Everett asked how much of the remaining space could be used for the Planting for Pollinators program coming up and explained that she could potentially get a seed mix to cover the whole space, depending on what it costs. She reminded the board members that the space was originally intended to be room for more beds as they're needed and didn't know if the pollinator plants would be missed if they were taken out to make more room. Wimmer asked if Everett would be growing pumpkins again this year, and she said she could also do that, but thought since we have the pollinator program scheduled, she wanted to get the board's opinion about how to use the space.

F. Rum River Meadows – Everett stated that Public Works will be getting the volleyball net back up soon. Zdon asked if that was well used last year, and Wimmer said he saw a number of people using it, but it wasn't a high traffic area. Everett stated that the City has been dealing with some dog feces issues on the empty lot to the west of the playground; Wimmer explained that the dog owners have been fined and the issue is on going. Everett explained that otherwise, the park equipment is good shape right now. The group discussed that this is a park that is used often.

G. Isanti Hills Neighborhood Park – Everett explained that she will be getting the sign replaced with the new name, and they may move the sign to the corner and position it so it can be seen better from the two more highly used entrances. Garvey also asked if we had ever thought about putting small signs out at the sidewalk indicating that the park was there. The board members thought this would be a good idea. The group discussed getting new tables and benches for the park and determined that the current benches are okay for now and we could potentially get two new tables for under the pavilion, but thought this may not be high priority.

H. Whisper Ridge – Everett stated what when she was out on Monday she noticed a lot of trash in the area. She didn't know if she was more aware of it because it was very windy and things were blowing around or if there was more trash than usual. Wimmer asked that we make sure Public Works gets out to

clean it up. Zdon stated that he knew his son and a group of friends had been out using the basketball court, so at least it is being used.

I. Mattson Park – The board members discussed how this park is one of the worst in terms of vandalism within the city and it's an ongoing problem. With the tables that got painted last year, they thought it would not be a good investment to put brand new tables in this park at this point that will likely be damaged. The benches and tables around the park are currently in good condition; the ones under the pavilion are in the worst condition, but the board felt they should not be replaced at this time. Everett explained that the basketball court is still in pretty good shape and Zdon stated that this one gets used all the time too. Wimmer asked about the tennis court resurfacing; Everett stated that we can't fill the cracks now and resurfacing will be about a $14,000 project, so it will be budgeted for next year.

Due to time, the group decided not to visit VFW Park and wrapped up the meeting at Mattson Park.

J. VFW Park – Everett stated that this park is in kind of the same condition it always is and she will order a smaller sign to mount on the fence there.

4. Parks and Program Updates

Everett explained that there were 19 in attendance at the last movie night, and considering that it was really nice outside that day that was a good number. Rum River BMX will be hosting Nationals on May 11-14, and they have been working with the City to make sure there aren't any surprises this year. Celebrate Isanti planning is under way and sign up for the run/walk and bike ride is open online. The Cultivate Wellness Sponsorships are coming in, and Everett will send a reminder email this week. The compost site did open over the weekend and collects leaves and grass from City of Isanti residents.

5. Adjournment

Motion by Witte, second by Garvey to adjourn the April 25, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 7:25 p.m.

Dated at Isanti, Minnesota this 25th day of April, 2017.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

A Community For Generations.
Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**
From: Chief Gene C. Hill
Date: June 26, 2017
Subject: Investigator Computer

MEMO

Background:

In 2017, $3,000.00 was budgeted for investigator equipment. Inv. Noreen has requested a Microsoft Surface computer. The large Panasonic Toughbook computer has proven to be very heavy to carry and cumbersome to use at scenes and for meetings.

The Toughbook computer he is using is a Microsoft XP model and is 6+ years old and is no longer supported. The Surface computer has proven itself to be handy, it takes great photos and you can write on the screen for taking notes. Its light weight and versatility is what is needed. We would be ordering this item off the State Contract. From time to time, Microsoft will run a sale off of their website that will beat the state contract pricing. I would also be ordering a docking station, protective case and wireless mouse along with an extended warranty. Estimated cost would be approximately $1700.00 and budgeted money is in place for this purchase.

The Finance Committee has reviewed and is recommending consideration.

Action:

For the Council to review and consider the purchase of the computer for the Investigator.

Respectfully,

Chief Gene C. Hill

RESOLUTION NO. 2017-_____

A RESOLUTION AUTHORIZING THE PURCHASE OF A MICROSFT SURFACE COMPUTER FOR THE POLICE INVESTIGATOR

WHEREAS, the Police Department is required to follow the rules of the FBI in regards to criminal justice access via computers, and;

WHEREAS, the FBI no longer allows computers with Windows XP to access these criminal justice systems, and;

WHEREAS, the use of state contract pricing was used to determine the purchase expense, and;

WHEREAS, the purchase will be funded through the police department's investigator equipment line item, and;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council authorizes the Chief of Police to purchase a Microsoft Surface Computer with Windows 10 for the Police Investigator.

Adopted by the Isanti City Council this 5th day of July, 2017.

Attest: _____
Mayor George A. Wimmer

_____
Don Lorsung
City Administrator/City Clerk

L.4.

TO: Mayor Wimmer and Isanti City Council

FROM: Don Lorsung, City Administrator

DATE: June 29, 2017

RE: Approval of Sale of Tax Forfeit Parcel by Isanti County

The City has been notified of a tax forfeit parcel in the Villages on the Rum Development. The parcel, Lot 32, Block 4, Villages on the Rum, is owned by Iverson Real Estate Corporation. The parcel is a residential lot. The Development and Operations Advisory Committee has reviewed the property and is recommending that the City approve the sale of the tax forfeit parcel by Isanti County. The parcel will be sold either at Public Auction or by Private Auction to the adjacent landowner.

Attached is a resolution for your consideration that approves the sale of the parcel by Isanti County.

CITY OF ISANTI, MINNESOTA

RESOLUTION NO. 2017-_____

RESOLUTION STATING THE CITY OF ISANTI'S APPROVAL OF THE COUNTY OF ISANTI TO CLASSIFY AND SELL PARCEL FOR PUBLIC AUCTION OR PRIVATE AUCTION TO ADJACENT LANDOWNERS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI (the "City") AS FOLLOWS:

WHEREAS, the City of Isanti has been notified that Lot 32, Block 4, Villages on the Rum (Parcel Number 16.092.1680), owned by Iverson Real Estate Corporation, located within the City, is under tax forfeiture proceedings; and,

WHEREAS, the subject property is a residential lot in the Villages on the Rum private development; and,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti hereby approves the County of Isanti to classify and sell parcel 16.092.1680 for public auction or private auction to adjacent landowners.

Adopted this 5th day of July, 2017.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

ISANTI COUNTY AUDITOR-TREASURER
Chad Struss, Auditor-Treasurer
555 18th Avenue SW
Cambridge, MN 55008
Phone: (763) 689-1644
Fax: (763) 689-8210

June 8th, 2017

City of Isanti
PO Box 428
110 1st Ave NW
Isanti, MN 55040

Enclosed is a classification listing of non-conservation land located in your township. The parcel(s) described in the listing forfeited to the State of Minnesota for non-payment of property taxes.

As required under M.S. 282.01, we request that you approve the parcel(s) for public auction or auction to adjacent owners or request a conveyance to your township for public use. Please complete the enclosed request for approval and return it to our office.

We require a certified copy of the City Council Resolution authorizing any action taken. Please refer to the enclosed information regarding a governmental entity acquiring a tax forfeit parcel and the regulations associated.

Special assessments that were levied before the forfeiture do not need to be certified to this office. They were canceled at forfeiture and will be paid from the sale price. Special assessments that are levied after the forfeiture should be certified to this office. They will be added to the appraised value and paid from the sale price.

Please be advised that, if the City Council fails to respond within sixty (60) days of the date of this letter, the classification and sale will be deemed to be approved.

If you have any questions, please feel free to contact me at (763) 689-1644.

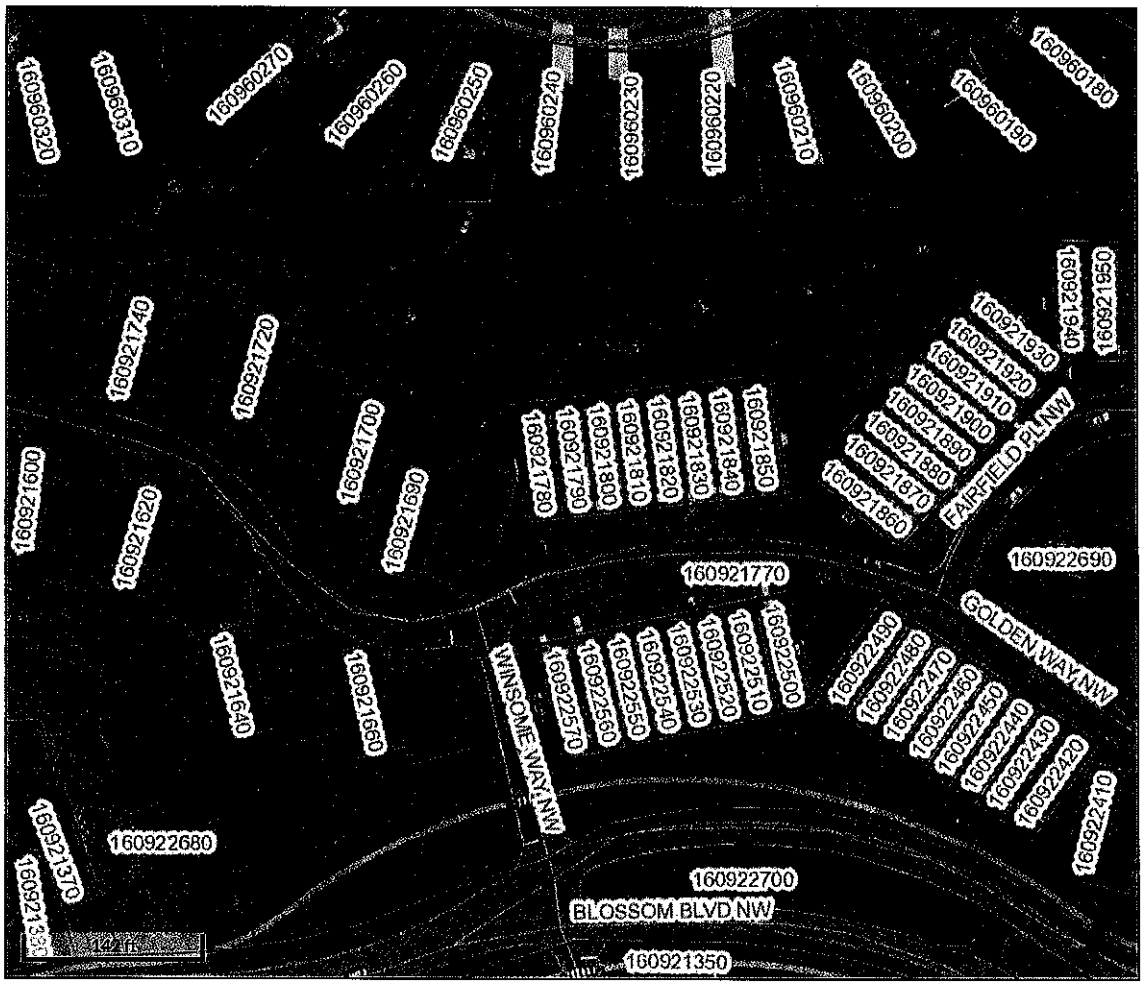
Sincerely yours,

Angie Larson

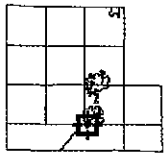
Angie Larson
Chief Deputy Auditor

Name/Addresses	PID and Description
CITY OF ISANTI	
IVERSON REAL ESTATE CORP 17730 BRECONWOOD RD WAYZATA MN 55391	16.092.1680 Section 30 Township 035 Range 023 VILLAGES ON THE RUM Lot 032 Block 004

Beacon™ Isanti County, MN



Overview



Legend

- Corporate Limits
- Survey Townships
- Political Township
- USPLS Sections
- Parcel Number
- Parcels

Roads

- A25
- A30
- A40; A63; A66
- Streams
- Lakes

Parcel ID	160921680	**Alternate ID**	n/a	**Owner Address**	STATE OF MINNESOTA FORFEITED
Sec/Twp/Rng	30/035/023	**Class**	5E-Exempt Properties		555 18TH AVE SW
Property Address	1000 GOLDEN WAY NW ISANTI	**Acreage**	0.09		CAMBRIDGE MN 55008
District	ISANTI CITY/911				
Brief Tax Description	Lot 032 Block 004 of VILLAGES ON THE RUM (Note: Not to be used on legal documents)				

Date created: 6/16/2017
Last Data Uploaded: 6/16/2017 12:33:24 AM

Developed by
The Schneider Corporation

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
June 20, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:17 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: None

Staff Present: Don Lorsung, City Administrator

Others Present: Karl Jentoft, CSDCPC ASA, LLC, on behalf of the Art and Science Academy

D. Agenda Modifications.

None

Motion by Lundeen second by Collison to approve the agenda. Motion carried unanimously.

2. Approval of Minutes from May 19, 2017 Planning Commission Meetings

Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Bergley to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing

A. Request from CSDCPC ASA, LLC, on behalf of the Art and Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to increase the maximum number of students from 260 to 300 at 903 6th Ave Ct NE, legally described as Lot 2, Block 1, of Fairway Greens, Isanti County, Isanti, Minnesota.

Chairman Wimmer read the item into the minutes and opened the public hearing at 7:18 p.m.

Wimmer commented that the Planning Commission was looking for substantial progress on the playground before approving the request. He said the request was a month early, but it could be approved at the July meeting as long as CSDCPC ASA, LLC followed through.

Karl Jentoft said the plats were filed 6/20/2017 and they have not been able to physically work on the park before the filing. The amendment request for the Planning Commission's June

meeting was to give the City Council time to approve the request before the beginning of the school year.

Wimmer said he understood, which is why the City conveyed that the process needed to begin sooner than it did. He would only want to go forward with it if there was substantial progress by the July 5th City Council meeting, or if not then, for consideration at the July 18th City Council meeting.

Jentoft agreed. They have a contractor lined up to perform the work. He shared the importance for the student enrollment to increase for the next school year. He also shared that the Art and Science Academy would be requesting a temporary increase to 350 students until the Middle School would open.

Wimmer then reiterated that substantial progress must be made.

Bergley commented that the 2014 zoning ordinance did allow for educational institutions in that zone. He wanted to know if that had changed. Wimmer discussed about the need to maximize commercial uses in that district, causing the changes in use.. He shared that the property in question was originally zoned as commercial use; a non-profit bought them and they were then reclassified. Since no additional building or footage is being added, this is still an approved usage and the zoning requirements have not changed.

City Attorney Joslin stated that the applicant should waive the applicability of the 60-day rule for the request to ensure it causes no future issues with consideration at either July City Council meeting. Wimmer said the applicant can waive the rule and a decision will be made at either of the July council meetings.

Jentoft agreed to the 60-day rule waiver. He will follow this verbal agreement with an e-mail to the City.

Wimmer proposed that the requested amendment be approved at the Planning Commission meeting for final consideration at one of the City Council meetings in July provided there was substantial progress on the playground.

Mayor Wimmer closed the Public Hearing at 7:28 p.m.

Motion by Lorinser, second by Collison to approve the proposal. Motion carried unanimously.

4. Other Business.

A. None.

5. Other Communications.

A. None.

6. Adjournment

Motion by Lundeen second by to Lorinser to adjourn the June 20th, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:29 p.m.

Dated at Isanti, Minnesota this 29rd day of June 2017.

Respectfully submitted,

Don Lorsung
City Administrator

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
June 27, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:10 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.

Members Present:	Jennifer Garvey, James Witte, and Aaron Zdon
Members Absent:	Mayor Wimmer
Staff Present:	Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Zdon asked if there were any agenda modifications. There were none.

Motion by Garvey, second by Wimmer to approve the June 27, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from April 25, 2017 Parks, Recreation and Culture Board Meeting.

Motion by Garvey. Second by Witte. Vote was unanimously approved.

3. Sign Replacement Plan

Everett explained the signs that directly match River Bluff have been ordered, mostly because we needed to make sure that former – Tot Lot had the right name before the scavenger hunt started. That sign has been put up, she hasn't gotten a chance to see if the others are up yet. She explained that the other options are in the packet. The board had talked about doing some smaller ones to distribute around Bluebird Park. The big signs we have are 8'x3'. The 4'x2 option would go on the entrance off of Isanti Parkway where the road is, and the 2'x2' where the trail comes in on the side off of 3rd, and then 1st Ave winds through the park. Right now there's a little sign as you come through there, we'd replace that one with one that matches. Everett stated that she didn't attach one of the little rules signs because people would be passing them and would read them. Garvey asked if there is a sign near the playground that says there's a bathroom available at BMX. Everett explained that the closest one is by the skate park. Zdon stated that one isn't super visible, and no one really knows. Everett stated that the one out there is a rule sign that across the bottom shows "Public Restroom," and we should be able to order another of those. Garvey stated that she doesn't like adding more posts, because she knows the people mowing the grass don't like more posts, so if it's attached to the pavilion. Zdon added that families with babies at the pavilion don't always want to be using the portables, so agreed that would be a good location. Everett explained that she got the invoice for the signs ordered so far and we should have plenty of money to get what we need.

Everett explained that VFW sign has a condensed version of the rules with the ones more pertinent for that site. That is the same size as the one on the backstop at Unity for a frame of reference. The Bike/Walk Trail signs look like people have been throwing things at them and they're all dented. Everett explained that she thinks there are way too many words on the sign, and the group agreed. Zdon stated that someone might read "4. No alcohol," because it's short and move on. Everett explained that is what

the sign currently reads. Garvey recommended that the group revisit this sign, she agreed that there are way too many rules and four is about the max, and no one is going to stop and read all of these. Zdon stated that the font can be bigger then, too. Everett said that maybe we can have some rules listed and then have a little mailbox there will all of the rules listed so we can say they're available. Zdon said that for number one, "No motorized or recreational vehicles on the trail or its right of way," you can just say "No motorized vehicles," which is what you see on every sign – or you could add no ATVs, and that's still shorter. Garvey asked if Everett had looked at any other county or regional trail signage to see any comparisons. Everett said that she hasn't directly relating to this, but she's never seen a sign that looks like this in all the time she's visited parks. Witte stated that some places just use emblems. Garvey stated a lot of them are getting away from the English language and making sure it's just a universal type of thing. Zdon stated that if you're biking, you can pick up 6 emblems quickly as you're going by. Garvey stated she likes the idea of the emblems; Zdon agreed, and stated that even if some are written and then add 4 or 6 big emblems. Garvey stated she would make a motion to come back with a couple of rules and some emblems that would be an option to condense this sign down. Everett stated she can rework it too, and she will check with the City Administration because they may have ideas about which rules have to be on there. Zdon stated that it's not a bad thing to have the full set of rules maybe posted, but also have an abridged set somewhere on the trail, and have these maybe on the website. Everett stated she believed they are currently on the website, but wasn't positive about that. Garvey stated she didn't think most other places would have these even as an option posted somewhere because all they're going to do is get trashed. Everett agreed that it's not effective and she'll rework it and bring it back. In the meantime, if the board had a chance to Google and find some good emblems, they can email them to her. Zdon stated they should be public domain on the alcohol, no littering, no motorized. Everett stated that she has seen the National Parks Service has a download of their standard ones too. The other signs on the last page will replace the sign just as you're crossing the dirt road; as you're coming into the City of Isanti it says welcome and as you're leaving, thanks for visiting. That's what they say now, Everett said she didn't know if we wanted more information or to stick with what's there. Zdon stated that these are nice and big. Everett stated that Cambridge has a nice big map on their beginning end. So we might be able to look into getting their version of that map and maybe get something like that on this end. There was a gentleman that came in probably a couple of months ago now that said he would like to see distance markers on the trail. He happened to be a sign guy and was going to send options for doing this, and she hasn't heard from him. That might be something that the Bike/Walk Trail committee looks at too. Zdon said that would be nice to have. Everett explained that a lot of people go out with spray paint and mark the trail wherever they want for their 5Ks and things, so that might limit that. Everett stated that if they're okay with those, she will order them as well as the Bluebird and VFW Park sign.

4. Benches and Tables

Everett stated that she wanted to confirm that when the group was out on the park tour, they weren't super convinced that new tables were going to a high priority. The Public Works department has repainted a bunch of the blue and black ones too. There may be a couple left to work on, but the ones that were the worst like over at Mattson are all being redone. They're all getting a little bit of a facelift. There is a chance that we might be able to get some donated by the Rotary; they contacted that they may be interested in doing that again. Everett just wanted to make sure we don't want to order anything at this point. Zdon asked if the $5000 budgeted is use-it-or-lose it or if it will be pushed to next year. Everett explained that we'll probably lose it, but if we don't need to spend it that's good for the Parks budget. Garvey asked if it has to be spent on tables and benches. Everett explained at this point, yes it does. If we do determine that we do not want to do this and there's another project that fits within that budget, it would be a Finance Committee and then ultimately Council decision to reallocate that money. Garvey asked if we would want to have that decision made by November at the latest. Everett said that should happen as soon as possible. Zdon asked if that money could be used to replace the boards at Legacy that are gouged up, or would that be separate repair budget? Everett said she thought we probably could use it for that. Zdon said he thought it would fit within the scope. Everett explained that she did contact that and

it was about $60 per board. Zdon said we might need 20 boards over there, we don't know, some of them are pretty bad. Garvey asked if it could come back next month. Zdon asked if we could get a count of how many boards are out there. Everett explained she had gone out and didn't remember exactly how many were bad, but it was around eight. Zdon said that was less than he thought. Everett said that each table has three slats on the top and each bench is just one, so there aren't as many as she was thinking either. She said she asked if we could get blank ones to have extras, but the boards in each position are different and it costs more to get them blank. Everett stated that we might still be able to order extra middle ones, extra end ones, etc. Zdon said he thought it might make sense to get some extra sets since these are the same benches we're using at other parks now too. Garvey asked if the Parks department had tried sanding them down; Everett said she thought they may have done that in a couple of shallow spots, but some of them are so deep you'd end up with a big bowl there. Zdon said that by the time we pay for someone to do that work you could probably just pay for a new board, plus the finish gets kind of weird when you do that. Zdon said he'd like to get an estimate on getting some sets so we have plenty to fix what's there and possibly have some extras.

Zdon asked if there are other top priority benches and tables, or if they have them all repaired. Everett stated that some of the blue ones are pretty dented, but they're nicer now and will hold up for a while. Garvey asked if the blue ones are the metal mesh. Everett said they are. The brown ones that are the permanent ones in the parks were repainted, and the blue ones are usually the ones under the pavilions that move around. They don't look brand new, but they look a lot better. Zdon said the board could leave it up to staff's discretion. If there are some that the mesh is torn, then it's a safety hazard. If there are any staff don't think are worth repairing, then maybe next month we know that and then can decide and be done with it.

5. Parks Updates

Everett said that the scavenger hunt kick off was really fun. We had about 10 people, with adults and kids, that came to volunteer with Access Church, and 20-25 people that came through to do that activities and a handful more that just stopped by to get the passports. We had a decent turnout for not knowing what to expect. Some people brought the newspaper ad with them, so it's good to know how people are hearing about things. We've had 13 or 14 turned back in, and we've been watching people doing it around town. Some people come in to City Hall and just go out and do it all in a day. The prizes are the blue Frisbees, which we've had before, and blue aluminum water bottles. Staff are collecting some things from local businesses. We have requested a gift card from Coborn's and Allina is going to donate a parks visiting kit with sunscreen, bug spray, that kind of thing. And there will be $100 cash prize. We are requiring that the person be there to win the grand prize, which will be drawn August 12th at the Street Dance.

Boogie Wonderland was awesome. We got no weather to speak of here. It was the coolest Street Dance Everett had ever been too. There were a couple of spritzes as the band was setting up, but otherwise we completely escaped all of the weather that happened everywhere else on Saturday. Our vendors were all saying they had never seen that many people at a Street Dance before. The Lions ran out of beer at 10:45. Boogie Wonderland is easy to work with, and they want to come back.

The Farmers' Market is going well. The vendors are going a little rogue this week, and they're having the market without Everett. She will be off on Friday, and has put one of them in charge and we'll see how they do. They're all pretty happy. It's not as easy to get in and out for them to set up this year, so the logistics are a little trickier. She is not allowing them to complain about that because the customer traffic has increased so much. It's been way busier. Last week was rainy, and Everett thinks it was still busier than an average week last year. We have also worked with Dual Square Mall and EverCat owns a building next to that about access to that grassy area, and they've all been super cooperative about that. The Liquor Store has been very kind too as we're setting up and doing all of that. Zdon stated they're

probably getting more business too. Everett said the market tries to send that in and hopes it goes both ways.

The Arts and Science Academy is moving along. The direction they've been given is that once there is substantial progress made on the park, they will be given official approval to go ahead with expanding enrollment and the middle school stuff. Zdon asked if the park is physically being done. Everett stated that it is, and within the last couple of weeks they've filed all of the final plats. Zdon asked if there is a final plan, and if it's online. Everett stated she's not sure if it's online anywhere, but will include a full size tennis court, she thinks the soccer field will be little, but it's for small kids. Everett stated she doesn't know the dimensions on that. They'll also be putting in a playground, and the equipment changed a couple of times so she's not sure exactly off hand what they chose. A paved trail loop will also go through there, and eventually we'll connect that around the storm pond. Zdon asked if they're doing the work out gear that was on the original. Everett stated that will be on our section, and at this point that is not a budgeted project but we'd like to do it at some point in the future. Zdon stated that he was at Highland Park over the weekend and the exercise area was packed. Everett explained that the new Community Development Director is very interested in parks too, and he asked when the last time we did a park plan was. Everett told him it was 2011, but it hasn't been followed very closely. She also thinks that sometime in the next couple of years the City is supposed to be updating its comprehensive plan and Parks is supposed to be a part of that. Hopefully we get a guiding document going forward, and that park would maybe included as well as some of the other dream items.

Everett explained that it is budget time so staff is preparing preliminary budgets to be brought forward. She is working on a grant for a dog park, so if we get that, the dog park will happen a lot sooner. It's looking like right now that might happen over the next couple years if we don', budgeting that in so we have enough to do a good job when we put it up. We're also looking at a way to start including capital replacement for playgrounds to have funds available to replace things that are aging. As far as Everett knows we're still planning to do the tennis court next year as long as that gets approved in the budget process. We know that will just continue to get more expensive the longer we wait.

Celebrate Isanti is the last item. Everett asked the board that if they know of organizations or teams that might want to come to the wellness fair to let her know. Otherwise it's going well, she thinks there are about 40 people signed up for the 5K. There is still time for that, and we'll do another advertising push on that as it gets closer. Zdon asked which day that is; Everett said August 12. Everett stated that it's looking like it will be a good day with lots of free things for people to do. And between then and now is the July Street Dance. Devon Worley Band is coming. She has never done a Street Dance before, but has done a lot of stuff in the area and has a pretty decent following. Rodeo/Jubilee things are coming up fast – next week already, the parade is next Thursday.

5. Adjournment

Motion by Witte, second by Garvey to adjourn the June 27, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:35 p.m.

Dated at Isanti, Minnesota this 27th day of April, 2017.

Respectfully submitted,

Nicole Everett

Katie Everett
Community Events and Parks Coordinator

DRAFT

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, JULY 18, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. July 5, 2017 - Regular Meeting of the City Council

G. Citizens Input

H. Announcements
1. Parks, Recreation, & Culture Meeting — Tuesday, July 25, 2017 at 6:00 p.m.
2. City Council Meeting — Wednesday, August 2, 2017 at 7:00 p.m.
3. City Council Budget Workshop — Wednesday, August 2, 2017
   (Immediately following the City Council Meeting)
4. Economic Development Authority Meeting — Wednesday, August 2, 2017
   (Immediately following the City Council Budget Workshop Meeting)

I. Council Committee Reports

J. Public Hearings
1. Resolution to Authorize Nuisance Abatement of the property located at 310 1st Ave SW

K. Business Items
1. Consider Resolution approving a Special Event Permit Application for BMX State Series Qualifying Race (*Andy Strom*)
2. Consider Suspension of Police Body Worn Camera Program (*Lt. Travis Muyres*)
3. Request for a Temporary Conditional Use Permit for ASA Middle School Students at New Hope Community Church (*Brian Larson*)

<u>City Administrator Don Lorsung</u>

4. Consider Resolution Amending the Conditional Use Permit Approved for the Arts and Science Academy Increasing the Maximum Number of Students From 260 to 300 at 903 6th Avenue Court NE
5. Consider Resolution Adoption Ordinance Notification Policy

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $374,881.92 and Payroll in the amount of $102,485.52
2. Final Meeting Minutes for the May 16, 2017 Planning Commission Meeting
3. Final Meeting Minutes for the June 6, 2017 Economic Development Authority Meeting
4. Consider Resolution Authorizing Payment for Services for Water Tower Interior and Exterior Cleaning
5. Consider Resolution Authorizing Purchase of T930 Postscript Printer.
6. Consider Resolution Offering the Position of Assistant Liquor Store Manager to Keith Lusk
7. Consider Resolution Offering the Position of Custodian to Donald Hanson
8. Consider Resolution to Amend Resolution 2017-136 Approving A Special Event Permit Application for the Rum River Rods Regular and Summer Spectacular Car Shows

M. Other Communications

1. Draft Meeting Minutes for the July 5, 2017 Economic Development Authority Meeting
2. June Police Department Report
3. June Code Enforcement Report
4. June Building Inspector Report
5. July Engineering Report
6. Update on progress of the park facility at 901- 6th Ct NE

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, July 5, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, City Engineer Brad DeWolf, Police Chief Gene Hill, City Attorney Clark Joslin, Economic Development Director Sean Sullvan, and Community Development Director Ryan Kernosky

Others Present: B. Larson, Karl Jentoft, B. Berg

D. Adopt Agenda
Motion by Lundeen, second by Lorinser to approve the agenda. Motion carried.

E. Proclamations/Commendations/Certificate Awards
None.

F. Approve City Council Minutes
1. June 20, 2017– Regular Meeting of the City Council

Motion by Lundeen second by Lorinser to approve minutes as presented. Motion carried.

G. Citizens Input
None.

H. Announcements

1.	City Council Meeting	Tuesday, July 18, 2017 at 7:00 p.m.
2.	City Council Budget Work Session	Tuesday, July 18, 2017 *(Immediately following the 7:00 p.m. City Council Meeting)*
3.	Planning Commission Meeting	Tuesday, July 18, 2017 at 7:00 p.m. *(Immediately following City Council Budget Work Session Meeting)*
4.	Parks, Recreation, & Culture Meeting	Tuesday, July 25, 2017 at 6:00 p.m.

I. Council Committee Reports

Mayor Wimmer mentioned the number of firework complaints the city has received and how those are dealt with. He said the process in dealing with the complaint reports was to give a warning to the offender first, then issue citations to those who failed to heed the warnings.

Mayor Wimmer then wanted to clarify the School Board tax abatement as he felt there was some confusion surrounding it after it had been reported incorrectly in the news. They are not being subsidized with public money. It is their own money they are paying in and without the abatement this would not occur. The benefit with the tax abatement is that from day one, there is extra income available for the county, school district, and city to share in those funds. For the first five years the entity receiving the tax abatement keeps 50% of the tax amount and 50% is shared with the county, school district, and city. After year five, the abatement amount decreases by 10% each year until year 10 when the entity pays on the full tax base.

Mayor Wimmer asked that if the press or community members had any questions regarding any of the Economic Development tools being used to please contact him or the City of Isanti Economic Development Director, Sean Sullivan, for clarification as it can be confusing. Mayor Wimmer went on to explain that the tax abatement was more favorable than TIF as when TIF is used 100% of the revenue is kept by the entity or business and is not shared with the community. Tax Abatement is less familiar but more beneficial to all government entities as they share in a portion of the taxed amount. Mayor Wimmer wanted this to be as clear as possible and once again implored anyone with any questions to seek answers from the appropriate people so the facts are out there.

J. Public Hearings

None.

K. Business Items

1. **Request for a Temporary Conditional Use Permit for ASA Middle School Students at New Hope Community Church.** Mayor Wimmer wanted to know what steps the charter school would have to go through so the students could be housed at the church and what were the transportation issues surrounding this.

   Pastor Bill Berg from New Hope Community Church said they have researched the entire project, have looked at the building codes and what was necessary, and have spoken with the State as to what needs to take place to house the students. B. Berg then explained they have looked at scheduling also and it does not appear to be a conflict. Karl Jentoft said transportation has already been approved with School District 911 picking up and dropping off students utilizing one bus. However, the route is not set yet as it is dependent upon student numbers, handicapped accessibility, and street access to the church.

   Mayor Wimmer wanted to make sure that it was understood that the City Council would only be approving that it could happen but it is the State that has final authority regarding the school operations. Mayor Wimmer wanted to receive a written response from the charter school and church regarding the issues still in question. He said the City Council would provide a list with the questions to the charter school and New Hope Community Church so it was clear what they wanted answered. Mayor Wimmer said the request should be tabled until there is a written explanation answering the City Council's list of questions before this request is heard again.

Motion by Lundeen, second by Collison to table Request. Motion carried.

2. **<u>Resolution 2017-185</u> Request for a Temporary Conditional Use Permit to Increase the Maximum Number of ASA Students to 350 students.** Karl Jentoft said this was a temporary CUP to increase student capacity to 350 students to give flexibility to place the students where it will be

most convenient during construction. Mayor Wimmer wanted to clarify that the temporary increase to 350 included the additional 40 students being requested in Business Item number 3. Mayor Wimmer said if they approved the 350 with this request it would cover both. He continued by saying that while there was progress on the playground as requested by the City Council, it is not substantial progress. However, he said there is another couple of weeks for them to do this. Mayor Wimmer said he didn't think there were any issues with the temporary increase right now and it would cover them for the next few months regarding student numbers.

Motion by Lundeen, second by Bergley to approve the request as presented as Resolution 217-185. Motion carried.

City Administrator Don Lorsung

3. Resolution Amending the Conditional Use Permit Approved for the Arts and Science Academy Increasing the Maximum Number of Students From 260 to 300 at 903 6th Avenue Court NE.

Motion by Lorinser, second by Lundeen to table this item until the next City Council meeting. Motion carried.

4. **Resolution 2017-186 Accepting Annual Walkthrough of Buildings on City Property Report and Request Quotes on Repairs**

Motion by Lorinser, second by Collison to approve Resolution 2017-186 as presented. Motion carried.

Economic Development Director Sean Sullivan

5. **Resolution 2017-187 Authorizing the Execution of Repayment Agreement on Lot 14, Block 3, Isanti Meadows with Real Deal Construction, Inc.**

Motion by Lundeen, second by Collison to approve Resolution 2017-187 as presented. Motion carried.

City Engineer Brad DeWolf

5. **Resolution 2017-188 Awarding the Bid for the 2017 Palomino Road Improvement Project**
   Five bids were received by June 28th with the low bid from C&L Excavating at $553,814.25. The City Engineer had estimated the cost at $635,000.00 so the bid from C&L Excavating was very competitive.

Motion by Lorinser, second by Lundeen to approve Resolution 2017-188 to award bid to C & L Excavating. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $263,812.43 and Payroll in the amount of $110,546.26
2. Final Meeting Minutes for the April 25, 2017 Parks, Recreation and Culture Board Meeting
3. **Resolution 2017-189 Authorizing the Purchase of a Microsoft Surface Computer for Police Investigator**
4. **Resolution 2017-190 Stating the City of Isanti's Approval of the County of Isanti to Classify and sell Parcel for Public Auction or Private Auction to Adjacent Property Owners**

Motion by Lundeen, second by Bergley to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes of the June 20, 2017 Planning Commission Meeting
2. Draft Meeting Minutes of the June 27, 2017 Parks, Recreation, and Culture Board Meeting

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion carried unanimously. The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Jeannifer Anderson
Admin Data Clerk

A Community For Generations.

Isanti

J.1.

Public Hearing

To: The Honorable Mayor Wimmer
Members of the City Council

From: Matt Lindholm, Code Enforcement and Zoning Technician
Ryan Kernosky, Community Development Director

Date: July 18, 2017

Subject: Public Hearing for Abatement of the property located at 310 1st Ave SW due to outside storage of rubbish, salvage materials, junk, boat on a non-compliant filled with stagnant water, brush pile or other miscellaneous refuse and items in violation of City Code 216-2 affecting health and safety; City Code 227-8 Storage and Parking Restrictions; City Code 273-7 Public Nuisances Affecting Health; and Ordinance No. 445 Zoning.

Background

On September 23, 2016, Matt Lindholm, Code Enforcement and Zoning Technician (CEZT) issued a notification letter citing "Outdoor storage of rubbish, salvage material and junk." The letter indicated that the trash collected near the front door needed to be removed and properly disposed of. At this time, the City requested that these issues be taken care of by October 7, 2016 if the residents were unable to make the corrections in the required time, they were invited to contact the City. In the meantime, the City received no correspondence or contact from the resident.

After a drive by inspection on October 10, 2016 and on October 11, 2016 an Administrative Citation of $200 was issued to Richard Blake for failure to remedy the code compliance issue. The Administrative Citation had a due date of October 25, 2016.

On November 23, 2016, the CEZT sent letters to all property owners with unpaid Administrative Citations. The letter indicated that Mr. Blake now $220.00 and would owe $242.00 in two weeks. On November 28, 2017, the CEZT received a handwritten notice regarding the property owner. The notice was written on the November 23 letter, and stated that the property owner never received a citation and that all cars were licensed.

December 2016, having received news that Mr. Blake passed away, Roxanne Achman, the former Community Development Director, instructed the CEZT to freeze the outstanding Administrative Citation at its current amount of $242.00.

On June 6, 2017, a resident stopped in City Hall and filed a complaint regarding the property at 310 1st Ave SW. The complainant was well aware of Mr. Blake's passing, but was very

concerned about the open trash near the front door, and the additional issues of the bush pile, boat with stagnant water, various debris about the property, and the long grass. The same day, the CEZT visited and documented that property, issuing a notification letter citing "1) Outdoor storage of rubbish, salvage material and junk, 2) Public Nuisances Affecting Health—Weeds and Unmaintained Grass, 3) Boat and trailer parked/stored on grass, and 4) Stagnant water affecting health." The letter indicated that the code violations needed to be taken care of within two weeks, by June 20, 2017.

On June 22, 2017, the CEZT conducted a site inspection and documented that the violations in question remained. The CEZT obtained contact information for a descendant of Mr. Blake's and attempted to contact them. A detailed voicemail was left, informing the relative of the situation and idea of the City to abate the property, rather than issue additional Administrative Citations.

A public hearing notice was posted on the front door and sent to the property owner on June 22, 2017, with a public hearing date of July 18, 2017. Notice was also published in the Isanti County News on July 5, 2017.

On the day this memo was completed for the Council packet the property remained in violation with no apparent progress being made. The property will be reinspected on July 18, 2017 just prior to the City Council meeting and an update will be provided to the City Council.

Staff Request

City staff is requesting action on this item.

Attachments

- Photos of property
- Public notice newspaper ad
- Citation issued
- Copies of correspondence to date regarding the City Code Violations

RESOLUTION NO. 2017-XXX

RESOLUTION TO AUTHORIZE NUISANCE ABATEMENT FOR PROPERTY LOCATED AT 310 1st Ave SW

WHEREAS, the property owner of 310 1st Ave SW is in violation of City Code 216-2 affecting health and safety; City Code 227-8 Storage and Parking Restrictions; City Code 273-7 Public Nuisances Affecting Health; and Ordinance No. 445 Zoning; and,

WHEREAS, the process was followed under City Code §216-6 (Abatement) whereas the City served notice to the property owners regarding the violation; and

WHEREAS, City Code §216-6 provides for calling a public hearing to hear on the matter and notice shall be provided to the property owner of the hearing date; and

WHEREAS, City Code §216-6 after subject hearing the Council may abate the property and direct the City provide the services to allow compliance of the Nuisance Code

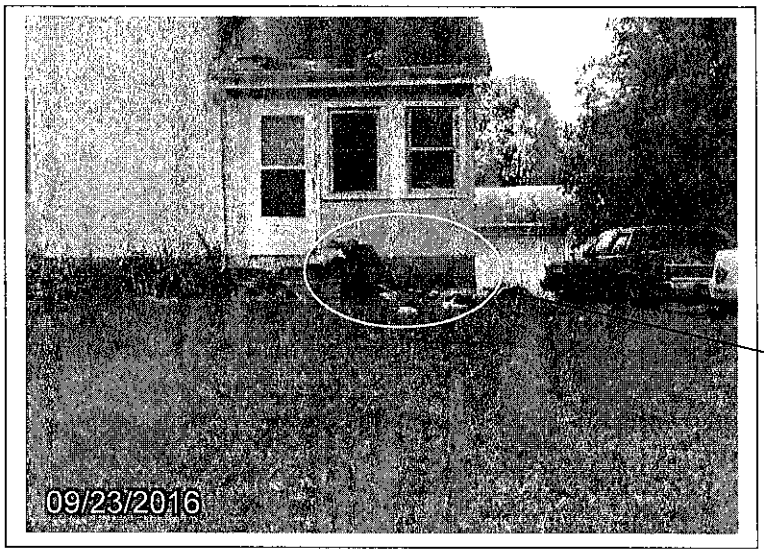
NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The property owner and/or occupant shall be given until Tuesday, July 25, 2017 to come into compliance.
2. The Code Enforcement/Zoning Technician shall inspect the property on Tuesday, July 26, 2017 and if the property is found not to be in compliance, the property located at 310 1st Ave SW shall be hereby abated.
3. Upon provision of City Code §216-6. Staff is hereby directed to submit to Council a list of the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minnesota Statutes, Section 429.I01.

This Resolution hereby approved by the Isanti City Council this 18th day of July, 2017.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/ City Clerk

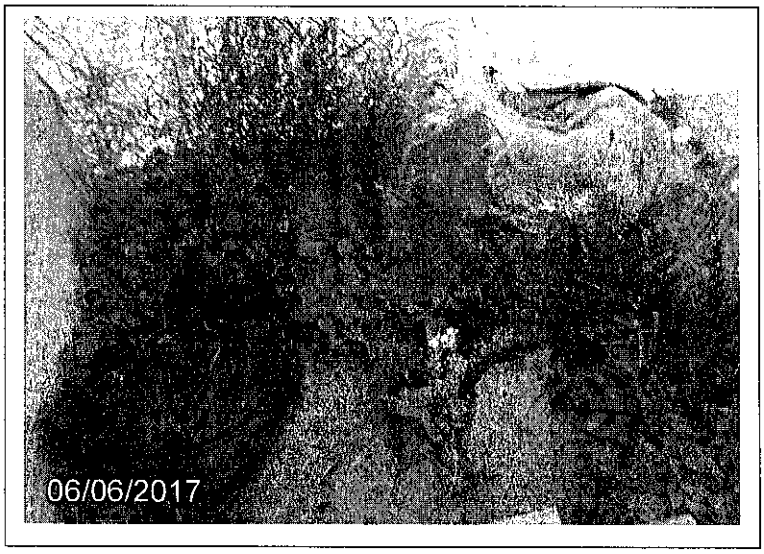


Piling of trash and garbage bags

Piling of trash and garbage bags remained

Brush pile in front yard

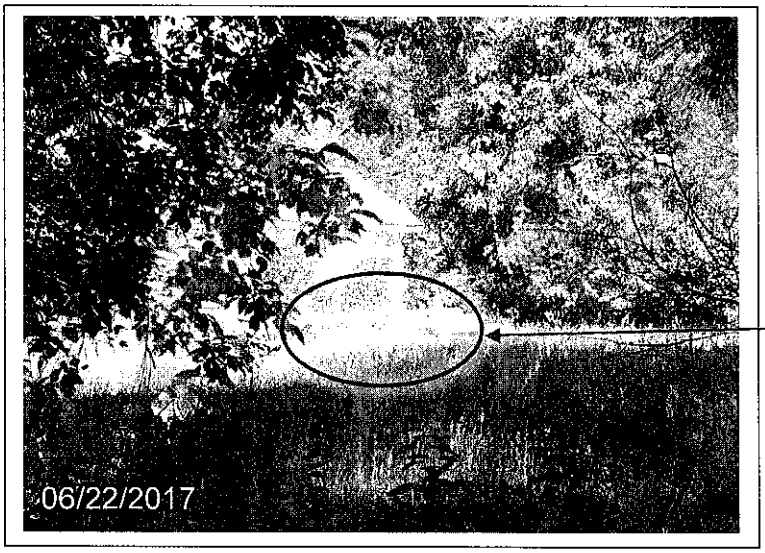
Boat in back yard



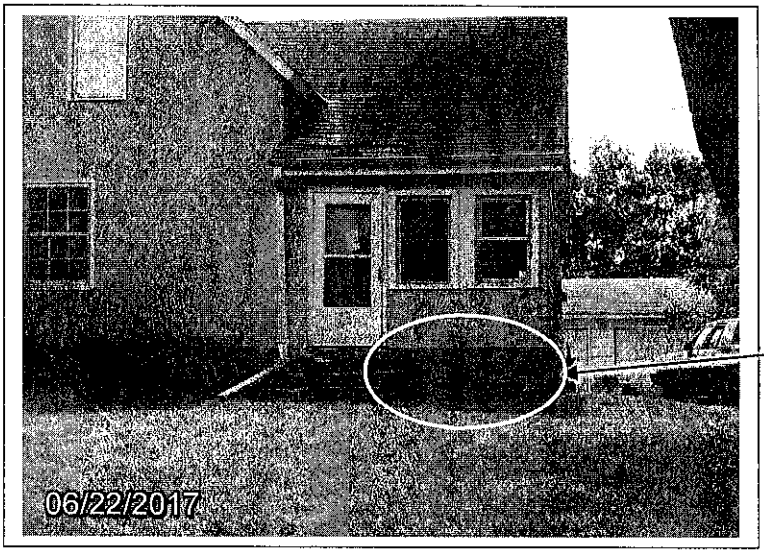
Piling of trash and garbage bags

Junk and salvage material

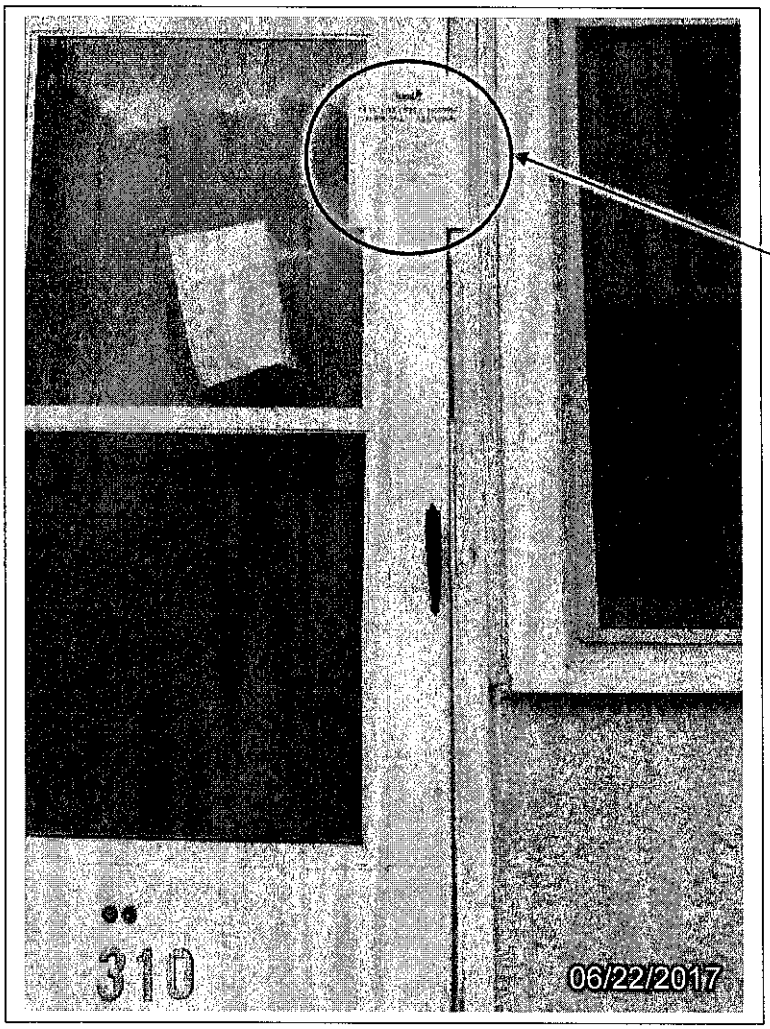
Brush pile in front yard



Boat in back yard



Piling of trash and garbage bags



Notice of public hearing

CITY OF ISANTI
PUBLIC NOTICE
PUBLIC NUISANCE
ABATEMENT
PUBLIC HEARING
ON JULY 18, 2017

Notice is hereby given that on Tuesday, July 18, 2017, at 7:00 P.M., at the Isanti City Hall located at 110 First Avenue NW, Isanti, Minnesota; the City Council will hold a Public Hearing on the following item(s):

PUBLIC NUISANCE ABATEMENT AT 310 1ST AVE SW IN THE CITY OF ISANTI

Matt Lindholm
Code Enforcement and Zoning Technician
Ryan Kernosky
Community Development Director

Published in the
Isanti County News
July 5, 2017
707578

Public hearing newspaper ad

A Community For Generations.
Isanti

110 First Ave NW, PO Box 428
Isanti, MN 55040

(763) 444-5512 Main Line
(763) 444-5560 Fax

October 11, 2016

Richard Blake
310 1st Ave SW
Isanti, MN 55040

Greetings,

On September 23, 2016 you were notified that your property was in violation of city ordinance in regards to the outdoor storage of rubbish, salvage material, and junk. You have not contacted our office to discuss this matter and the violation remains. This is an Administrative Citation for the violations listed below.

ORDINANCE	DESCRIPTION	ACTION NEEDED TO BE CORRECTED	FINE	DUE DATE
Ch 216-2	Outdoor storage of rubbish, salvage material and junk	The material collected near the front must be properly disposed of and removed from the property	$200	October 25, 2016

In order to avoid further penalties, you will need to pay the fine **AND** correct the violation by the due date or request an Administrative Hearing in writing. Please feel free to contact me, Mon—Thu 8am to 12 noon, at (763) 444-5512 or email me at codeandzoning@cityofisanti.us

A 10% late fee will be assessed after 10 days of non-payment and/or non-compliance. City code violations that are not resolved may also be referred to the City Council for abatement which will be done at the homeowners expense and may result in a lien upon the property. Additionally, the City of Isanti may turn over non-compliant property owners to the Police Department for criminal prosecution. Property owners wishing to appeal an administrative citation may elect to moderate the violation with a neutral 3rd party if they notify the City within 10 calendar days of the issuance of this administrative citation. Each day a violation exists constitutes a separate offense and is subject to additional fines.

Respectfully,

Matt Lindholm

Matt Lindholm
Code Enforcement & Zoning

By Order of:
THE CITY OF ISANTI
Cc: Property File

Enclosed: Administrative Citations Brochure

A Community For Generations.

Isanti

September 23, 2016

Richard Blake
310 1st Ave SW
Isanti, MN 55040

Greetings,

A City Code violation was noted at your property.

Violation description: **Outdoor storage of rubbish, salvage material and junk**

We understand that no one enjoys receiving a city code violation and that most residents aren't aware that these codes exist. Please read the details below carefully and make the necessary corrections prior to the due date. City codes help keep our community safe, friendly, and beautiful. I am here to help you remove this violation on your property, located at 707 4th Ave SW in Isanti.

Your due date to come into compliance is on or before October 7, 2016. In order to be in compliance with City Code, the material collected near the front must be properly disposed of and removed from the property.

Please note that in the event of a repeat violation of the same or similar nature, which was previously cleared, occurring within a twelve, (12) month period from date of this letter, on this property, owned by the same property owner, the violation will be immediately issued an Administrative Citation.

If you feel that there has been an error or you are unable to make the corrections in the required time or need help understanding how to return your property into compliance, please contact me. My office hours are 8:00am to 12:00 noon, Monday through Thursday. **Please contact Matt at (763) 444-5512** or email to **codeandzoning@cityofisanti.us**

Respectfully,

Matt Lindholm

Matt Lindholm
Code Enforcement Zoning Technician

By Order of:

THE CITY OF ISANTI
Cc: Property File

Enclosed: Gen Legislation 216 Nuisances

Violation: **NUISANCES**
Ordinance: General Legislation Chapter 216
Description: §216-2 The following are hereby declared to be nuisances affecting health:

L. Any outside storage of **rubbish, salvage materials, junk**, vehicles without current license plates, not in street operable condition, or not currently insured; or miscellaneous refuse when the same is construed by the City Council to be a menace or a nuisance to the public health, safety, or general welfare and to have a depressing influence on property values in the area.

To review this City Ordinance on the web, go to http://ecode360.com/9545294

Action must be taken on or before October 7, 2016. Failure to come into compliance prior to the due date will result in an administrative citation from the City of Isanti, which carries a fine of up to $200 per day that the violation continues to exist. A 10% late fee will also be assessed after 10 days of non-payment or non-compliance. City code violations that are not resolved may also be referred to the City Council for abatement which will be done at the homeowner's expense and may result in a lien upon the property. Additionally, the City of Isanti may turn over non-compliant property owners to the Police Department for criminal prosecution. Property owners wishing to appeal an administrative citation may elect to moderate the violation with a neutral 3rd party if they notify the City within 10 calendar days of the issuance of an administrative citation.

November 23, 2016

Richard Blake
310 1st Ave SW
Isanti, MN 55040

PAST DUE ADMINISTRATIVE CITATION AND FINE

Dear Mr. Blake,

On October 11, 2016, you received a fine in the amount of $200 for City Code violations. That fine has not been paid.

Your current amount due is: **$220.00**

After December 11, 2016 your amount due will be: **$242.00**

For each 30 day period that this fine remains unpaid, a 10 percent late fee is assessed. Fines not paid within 1 year will be assessed to property taxes and a lien may be placed against the property.

To prevent this, please contact the Code Enforcement Zoning Technician to arrange to make your payment. You may also make payments to the front desk at Isanti City Hall, located at 110 First Ave NW, PO Box 428, Isanti, MN 55040. City Hall is open Monday through Friday, from 8am to 4:30pm.

Original Fine	$200.00
30 days late	$220.00
60 days late	$242.00
90 days late	$266.20
120 days late	$292.82
150 days late	$322.10
180 days late	$354.31
210 days late	$389.74
240 days late	$428.72
270 days late	$471.59
300 days late	$518.75
330 days late	$570.62
360 days late	$627.69

Respectfully,

Matt Lindholm

Matt Lindholm
Code Enforcement Zoning Technician
Phone: (763) 444-5512
Email: codeandzoning@cityofisanti.us

Cc: Property File

A Community For Generations

Isanti

I DON'T KNOW WHAT YOUR TALKING ABOUT!

I NEVER GOT NO CITATION. MY CAR'S ART & LICENCED!

MY TAXS ARE PAID! Richard Blake

I HAVE A ATTORNEY!

November 23, 2016

Richard Blake
310 1st Ave SW
Isanti, MN 55040

PAST DUE ADMINISTRATIVE CITATION AND FINE

Dear Mr. Blake,

On October 11, 2016, you received a fine in the amount of $200 for City Code violations. That fine has not been paid.

Your current amount due is: **$220.00**

After December 11, 2016 your amount due will be: **$242.00**

For each 30 day period that this fine remains unpaid, a 10 percent late fee is assessed. Fines not paid within 1 year will be assessed to property taxes and a lien may be placed against the property.

To prevent this, please contact the Code Enforcement Zoning Technician to arrange to make your payment. You may also make payments to the front desk at Isanti City Hall, located at 110 First Ave NW, PO Box 428, Isanti, MN 55040. City Hall is open Monday through Friday, from 8am to 4:30pm.

Original Fine,	$200.00
30 days late	$220.00
60 days late	$242.00
90 days late	$266.20
120 days late	$292.82
150 days late	$322.10
180 days late	$354.31
210 days late	$389.74
240 days late	$428.72
270 days late	$471.59
300 days late	$518.75
330 days late	$570.62
360 days late	$627.69

Respectfully,

Matt Lindholm

Matt Lindholm
Code Enforcement Zoning Technician
Phone: (763) 444-5512
Email: *codeandzoning@cityofisanti.us*

Cc: Property File

May 10, 2017

Richard Blake
310 1st Ave SW
Isanti, MN 55040

PAST DUE ADMINISTRATIVE CITATION AND FINE

Dear Mr. Blake,

On October 11, 2016, you received a fine in the amount of $200 for City Code violations. That fine has not been paid.

Your current amount due is: **$242.00**

For each 30 day period that this fine remains unpaid, a 10 percent late fee is assessed. Fines not paid within 1 year will be assessed to property taxes and a lien may be placed against the property.

To prevent this, please contact the Code Enforcement Zoning Technician to arrange to make your payment. You may also make payments to the front desk at Isanti City Hall, located at 110 First Ave NW, PO Box 428, Isanti, MN 55040. City Hall is open Monday through Friday, from 8am to 4:30pm.

Original Fine	$200.00
30 days late	$220.00
60 days late	$242.00
90 days late	$266.20
120 days late	$292.82
150 days late	$322.10
180 days late	$354.31
210 days late	$389.74
240 days late	$428.72
270 days late	$471.59
300 days late	$518.75
330 days late	$570.62
360 days late	$627.69

Respectfully,

Matt Lindholm

Matt Lindholm
Code Enforcement Zoning Technician
Phone: (763) 444-5512
Email: codeandzoning@cityofisanti.us

Cc: Property File

A Community For Generations.

Isanti

June 6, 2017

Richard Blake
310 1st Ave SW
Isanti, MN 55040

Greetings,

Two City Code violations were noted at your property.

Violation description: **Boat with a motor and trailer parked/stored on grass**
Violation description: **Allowing the pooling of stagnant water**

We understand that no one enjoys receiving a city code violation and that most residents aren't aware that these codes exist. Please read the details below carefully and make the necessary corrections prior to the due date. City codes help keep our community safe, friendly, and beautiful. I am here to help you remove this violation on your property, located at 310 1st Ave SW in Isanti.

Your due date to come into compliance is on or before June 20, 2017. Isanti City Code states that units with motors and trailers are not permitted to be parked/stored on the grass at any time of year. To comply with City Code, please move the boat and trailer to the impervious surface of the driveway, the garage or remove the boat and trailer from the property. Additionally, the City requests that you drain the water pooled in the boat and boat cover. The City received complaints that it's attracting mosquitoes. As minor as the violations may sound, they are ordinances that City Council expects and requires City staff to enforce. See ordinance details below.

Please note that in the event of a repeat violation of the same or similar nature, which was previously cleared, occurring within a twelve, (12) month period from date of this letter, on this property, owned by the same property owner, the violation will be immediately issued an Administrative Citation.

If you feel that there has been an error or you are unable to make the corrections in the required time or need help understanding how to return your property into compliance, please contact me. My office hours are 8:00am to 12:00 noon, Monday through Thursday. **Please contact Matt at (763) 444-5512** or email to **codeandzoning@cityofisanti.us**

Respectfully,

Matt Lindholm

Matt Lindholm
Code Enforcement Zoning Technician

By Order of:

THE CITY OF ISANTI
Cc: Property File

Enclosed: Ordinance 562 Chapter 227
Exhibit A Parking & Storage Matrix
Photo(s) of Property

Violation: **Boat and trailer parked/stored on grass**
Ordinance: 227 PARKING AND STORAGE
Description: 227-8 Storage and Parking Restrictions

A. *All outdoor storage and/or parking of any unit in any residentially zoned district shall comply with the requirements set forth in the matrix grid attached hereto, and incorporated herein as Exhibit A*
B. *All motor vehicles and all units as identified within Exhibit A which are parked or stored outdoors in any residentially zoned district shall be maintained in a clean, well-kept manner, be currently licensed, operable/usable, and road legal. Storage of dilapidated or unsightly units is prohibited.*
C. *Personal vehicles, company vehicles, recreational vehicles, trailers and fish houses may be parked or stored outdoors in a residentially zoned district, only on the property of the owner, resident or authorized user of such unit, and in accordance with the provisions of this section:*
   (1) ***All vehicles and units with motors shall be parked and stored on an impervious surface. Units without motors require improved surface (see definitions below)***
   (2) *The lot area covered by impervious surface must not exceed the maximum allowed within the applicable zoning district*
   (3) *Recreational vehicles shall be mobile and shall not be permanently affixed upon any foundation nor upon or in the ground in any manner that would prevent portability*
   (4) *A screening fence must be provided when the unit is visible from adjacent properties and/or the street, when located in the rear yard. Exceptions may be provided when a fence would limit legal access to a street. Screening fences shall meet all requirements as set forth in Ordinance No. 445 Zoning. When a screening fence is used, the entire length of the unit, 50 percent of the height of the unit, and at least three (3) sides of the unit must be screened at ground view from any neighboring property or the right-of-way. All fencing must be maintained on a property. Screening must be made from approved materials.*
   (5) *An area under a deck located within the rear yard may (be) utilized to store units identified in this article, provided they fit entirely under the deck an meet the appropriate surfacing requirements. Screening fence requirements must be met however, the fence shall not create an entirely enclosed area. One side of the area below the deck must remain open to allow air flow.*
   (6) *Only one (1) trailer or recreational vehicle shall be permitted at any time on the driveway. Boats, snowmobiles, or personal watercraft stored on a single trailer will count as one unit.*

227-1 Definitions.
IMPERVIOUS SURFACE - Areas where water, air or roots cannot readily penetrate the soil. Examples include concrete, asphalt, bituminous; driveway pavers systems with a minimum thickness of 60 mm (2-3/8 inch) and with gaps not to exceed ¼ of an inch.

IMPROVED SURFACE
Areas consisting of pavers or patio block less than 60 mm, 2 3/8 inches, thick and with gaps exceeding 1/4 of an inch, or large (minimum 1.5 inches) crushed rock, gravel, or Class 5 to a depth of not less than six inches

227—11. Grandfather Clause

A. Any residentially zoned property served by an unimproved or improved driveway which was obviously visible on the ground as of May 1st, 2007, shall be allowed to maintain its existing driveway or parking area for any vehicles or units otherwise allowed under the provisions of this article upon said currently existing driveway. In the case of an improved driveway or parking area, the driveway and parking area shall be maintained so as to meet the requirements of an improved surface as defined within this chapter.

EXHIBIT A

Type of Unit	Where on Lot	Surface Type	Size Limit	Screening	Number Allowed
PODs. Roll-off bins	Driveway or Side Yard: On a parking pad or extension of the driveway, unless a different location has been authorized.	Impervious or Improved	20' long Max of 10 feet in height	Not required	1
Trailers, Boats, RV's, Fishhouses (with wheels), Snowmobiles, personal watercraft, and ATVs	Front Yard: Shall be ten (10) feet from the curb line or sidewalk. Shall be on an extension of the driveway.	No Motor - Impervious or Improved Motor - Impervious	Maximum length shall be less than the primary structure and a maximum height of fifteen (15) feet	Not required	2 (one in front yard)
	Side yard. On an extension of the driveway or on a pad abutting the garage. No closer than 5 feet from property line.			Not required	
	Rear yard. No closer than 5 feet from property line.			Yes (Meet requirements of Ord No 445 Zoning)	
Fish houses (no wheels)	Rear yard only. Must met setbacks established for an accessory structure in zoning district designation.	Impervious or Improved	Maximum width of 8.5 feet; maximum length of 12 feet	Similar to primary structure or screened in accordance with Ord. No. 445 Zoning	1
Company vehicles	Front Yard or Side Yard only: Shall be ten (10) feet from the curb line or sidewalk on driveway or an extension of driveway.	Impervious	Maximum of 15,000 pounds' GVWR	Not required	1

Type of Unit	Where on Lot	Surface Type	Size Limit	Screening	Number Allowed
Personal vehicles	Front and side yard. Shall be on the driveway or an extension of the driveway; or on a pad abutting the garage.	Impervious, unless property meets Section 227-11 of this Chapter.	Maximum of 15,000 pounds' GVWR	Not required	4
	Rear yard. Shall be on the driveway or an extension of the driveway abutting a detached accessory structure if no attached garage.	Impervious, unless property meets Section 227-11 of this Chapter.	Maximum of 15,000 pounds' GVWR	Not required	

Maximum Number of all vehicles/units permitted on a property is five (5), providing the requirements of this Chapter can be met

NOTE: NO UNITS OF ANY TYPE EXCEPT PERSONAL VEHICLES MAY BE PARKED OR STORED IN THE PUBLIC RIGHT OF WAY, INCLUDING BUT NOT LIMITED TO ANY PUBLIC STREET, UNLESS AUTHORIZED UNDER THE PROVISION OF SECTION 3, PARAGRAPH E OF THIS ORDINANCE.

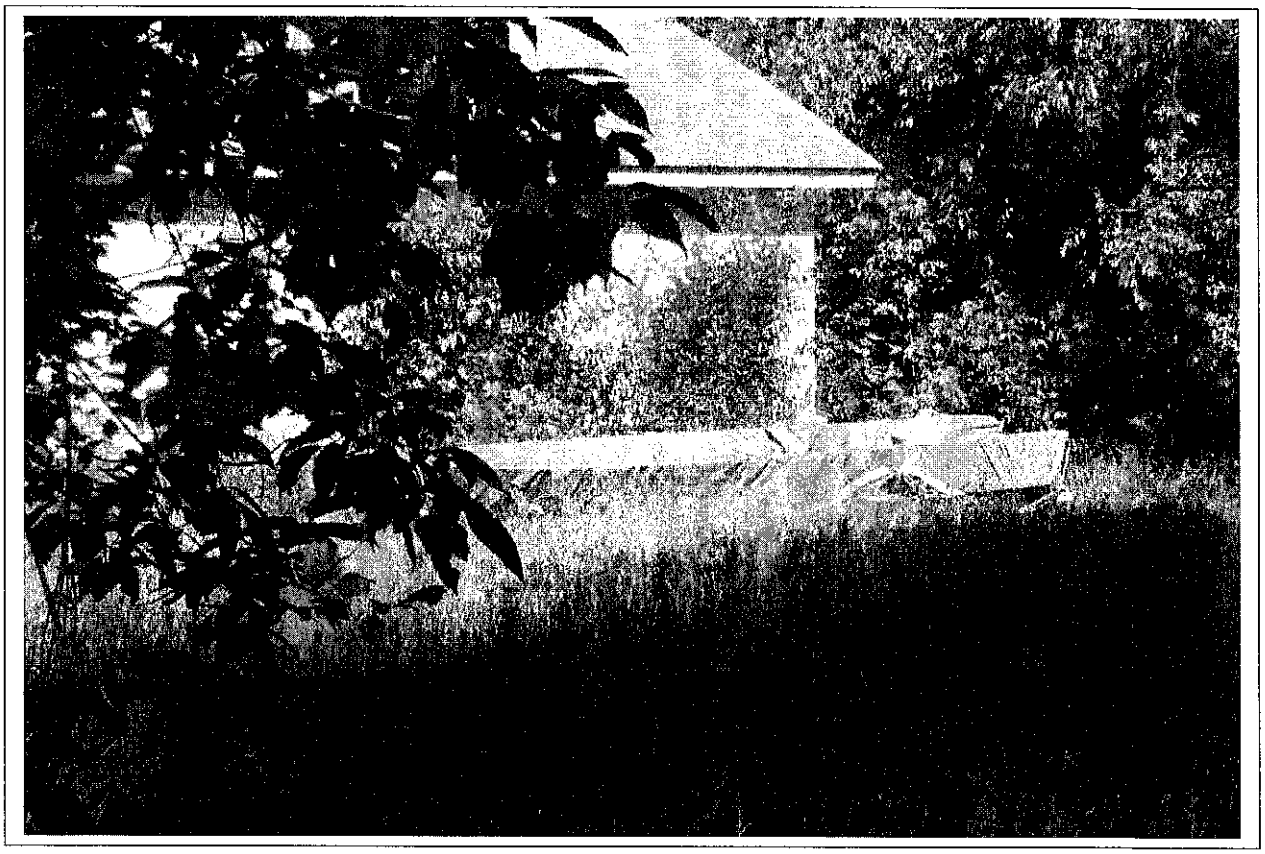
To review this City Ordinance on the web, go to http://ecode360.com/documents/IS2802/source/505583.pdf

Violation: **Stagnant water affecting health**
Ordinance: 216 NUISANCES
Description: 216-2 Public nuisances affecting health.

The following are hereby declared to be nuisances affecting health:

D. All ponds or pools of stagnant water.

To review this City Ordinance on the web, go to http://ecode360.com/9545297.



Action must be taken on or before June 20, 2017. Failure to come into compliance prior to the due date will result in an administrative citation from the City of Isanti, which carries a fine of up to $200 per day that the violation continues to exist. A 10% late fee will also be assessed after 10 days of non-payment or non-compliance. City code violations that are not resolved may also be referred to the City Council for abatement which will be done at the homeowner's expense and may result in a lien upon the property. Additionally, the City of Isanti may turn over non-compliant property owners to the Police Department for criminal prosecution. Property owners wishing to appeal an administrative citation may elect to moderate the violation with a neutral 3rd party if they notify the City within 10 calendar days of the issuance of an administrative citation.

A Community For Generations.

Isanti

June 6, 2017

Richard Blake
310 1st Ave SW
Isanti, MN 55040

Greetings,

A City Code violation was noted at your property.

Public Nuisances Affecting Health—Weeds and Unmaintained Grass

We understand that no one enjoys receiving a city code violation and that most residents aren't aware that these codes exist. Please read the details below carefully and make the necessary corrections prior to the due date. City codes help keep our community safe, friendly, and beautiful. I am here to help you remove this violation on your property, located at 203 1st Ave NW in Isanti.

Your due date to come into compliance is on or before June 20, 2017. In order to be in compliance with City Code, please remove and properly dispose of the brush pile(s).

Please note that in the event of a repeat violation of the same or similar nature, which was previously cleared, occurring within a twelve, (12) month period from date of this letter, on this property, owned by the same property owner, the violation will be immediately issued an Administrative Citation.

If you feel that there has been an error or you are unable to make the corrections in the required time or need help understanding how to return your property into compliance, please contact me. My office hours are 8:00am to 12:00 noon, Monday through Thursday. **Please contact Matt at (763) 444-5512** or email to **codeandzoning@cityofisanti.us**

Respectfully,

Matt Lindholm

Matt Lindholm
Code Enforcement Zoning Technician

By Order of:

THE CITY OF ISANTI
Cc: Property File

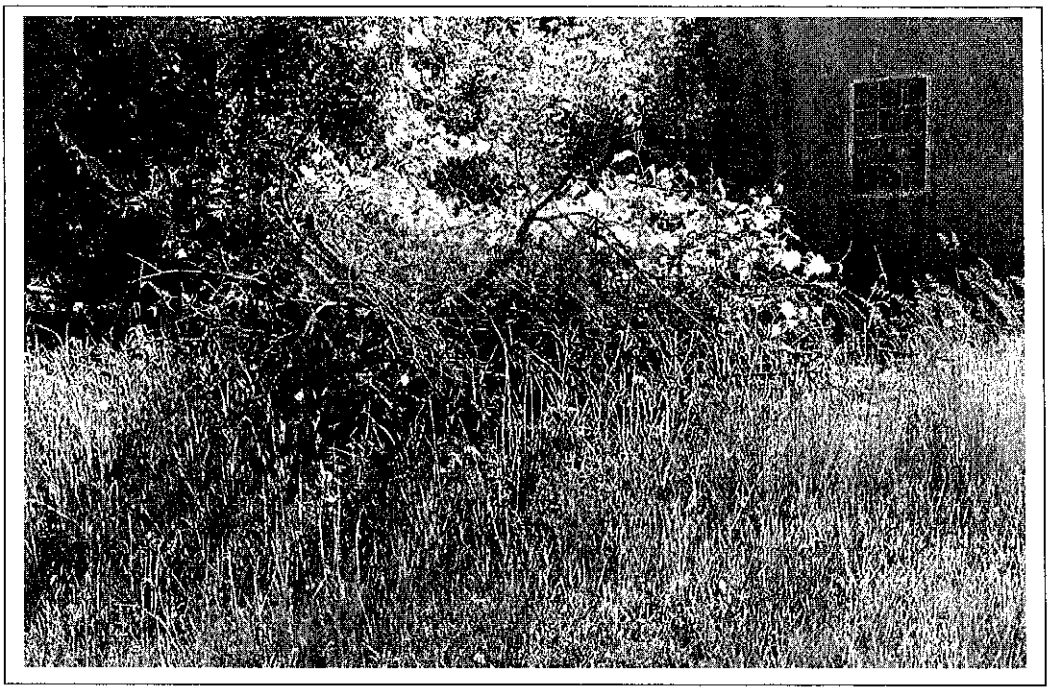
Enclosed: Gen, Legis. 273 Compost materials
Photo(s) of the property

Violation: **Outdoor storage of rubbish, salvage material and junk, Public Nuisances Affecting Health—Weeds and Unmaintained Grass**

Ordinance: *General Legislation Chapter 273*

§ 273-7 Compost materials.

Materials such as grass clippings, leaves, soft-bodied plant materials, straw, sawdust, fruit or vegetable scraps, flowers, lake plants, coffee grounds, pine cones, eggshells, and commercial available compost ingredients may be placed in compost containers. Materials such as meat, bones, fat, oils, grease, dairy products, whole eggs, **brush greater than 1/4 inch in diameter**, weeds heavily loaded with seeds, human or pet waste, plastics, synthetic fibers, or other garbage, recyclables or refuse **shall not be placed in compost areas**. Compost cannot be treated with any kind of herbicide or pesticide



Action must be taken on or before June 20, 2017. Failure to come into compliance prior to the due date will result in an administrative citation from the City of Isanti, which carries a fine of up to $200 per day that the violation continues to exist. A 10% late fee will also be assessed after 10 days of non-payment or non-compliance. City code violations that are not resolved may also be referred to the City Council for abatement which will be done at the homeowner's expense and may result in a lien upon the property. Additionally, the City of Isanti may turn over non-compliant property owners to the Police Department for criminal prosecution. Property owners wishing to appeal an administrative citation may elect to moderate the violation with a neutral 3rd party if they notify the City within 10 calendar days of the issuance of an administrative citation.

A Community For Generations.

Isanti

NOTICE OF PUBLIC HEARING FOR PROPERTY ABATEMENT

The Isanti City Council will hold a public hearing at their regularly scheduled meeting on **Tuesday, July 18th, 2017** to review the violations of City Code that have occurred on this property. Based upon the evidence that will be provided, the City Council will consider authorizing the nuisance abatement for the property at your expense. Your attendance is recommended.

Based upon that authorization, your property shall be re-inspected and if the property is found to be non-compliant, the property will be abated immediately. Items will be removed by the City at that time; and you will be liable for all costs incurred by the City for the abatement, including administrative costs. Upon the provision of City Code 216-7 (Recovery of Cost), Staff has been directed to submit to Council a list of the total unpaid charges along with all other charges as well as other charges for current services to be assessed under Minnesota Statutes, Section 429-101.

If you have any questions or concerns please contact me as soon as possible. I can be reached at (763) 444-5512 or via e-mail at codeandzoning@cityofisanti.us

Matt Lindholm
Code Enforcement & Zoning Department
By Order Of: the City of Isanti

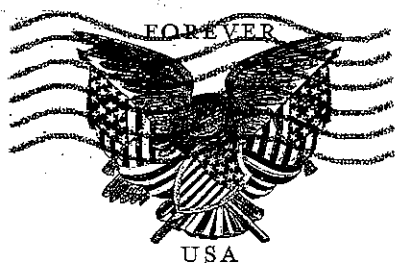
A Community For Generations.

Isanti

City of Isanti
Office of the Clerk
110-1st Avenue NW
P.O. Box 428
Isanti, MN 55040-0428

SAINT PAUL MN 550

23 JUN 2017 PM2 L



Richard Blahe or current occupant
310 1st A
Isanti,

55040373E3 RETURN

553 SE M C22DS/25/17
EXCEPTIONAL ADDRESS FORMAT:
MAIL PIECE TO BE DELIVERED
AS ADDRESSED UNLESS SPECIFIC
REASON FOR NON-DELIVERY EXISTS.

CARRIER: REMOVE LABEL BEFORE DELIVERY

K.1.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events & Parks Coordinator

Date: July 18, 2017

Subject: Resolution Approving a Special Event Permit Application for the BMX State Series Qualifying Race

---

Background

Rum River BMX Association will be hosting the MN State Series qualifying race on August 6, 2017 from 9:00 am to 5:00 pm. The estimated number of individuals in attendance is 800. The Association is requesting that overnight camping be allowed for the event, and expect about 20-25 people to camp. Parking for the event will take place on the grass to the south and east of the Isanti Indoor Arena and at the south Bluebird Park lot. Rum River BMX Association will be responsible for any damages to grass as a result of this event.

Restroom facilities will be provided by the Association for the event through Absolute Portables. The Association will be responsible for upkeep of all restroom facilities over the course of the event, including those on the south end of the Isanti Indoor Arena. The Association will be responsible for clean-up of the outside areas; the $100 clean up deposit is on file, and should Public Works need to clean the grounds for any reason, this check may be cashed. The standard public addressing system will be used throughout the event.

Special Event Permit application materials, including an event map, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the 2017 State Qualifier Race.

Attachments

- Resolution No. 2017-XXX
- Special Event Application Materials
  - Application
  - Departmental Review
  - Site Map
  - Supplemental Event Information form
  - Release and Indemnification

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING A SPECIAL EVENT APPLICATION FOR THE MN STATE SERIES QUALIFYING RACE

WHEREAS, Andy Strom, on behalf of the Rum River BMX Association, submitted a Special Event application on June 14, 2017 requesting approval to host the MN State Series Qualifying Race; and,

WHEREAS, the event is scheduled to take place on Sunday, August 6, 2017 from 9:00 a.m. to 5:00 p.m. at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the estimated number of people to be in attendance is 800; and,

WHEREAS, the applicant would be required to provide additional portable restroom facilities for the event, in which the applicant will be contacting its current supplier to do so prior to the event; and,

WHEREAS, parking for volunteers, spectators, and participants will be at the Isanti Indoor Arena parking lot with overflow at Bluebird Park parking lots and the grass to the south and east of the facility.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to approve the special event request for the August 6, 2017 MN State Series Qualifying Race event with the following conditions:

- No signage shall be posted for the event, unless allowed under Zoning Ordinance section 16, or a Temporary Sign Permit Application and fee are submitted.
- City staff recommend that tent stakes not be allowed in the irrigated area east of the Indoor Arena; if any irrigation lines are used, Rum River BMX Association will be billed for their repair.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 18th day of July, 2017.

Attest:

_____
George A. Wimmer
Mayor

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [x] Cleanup Deposit Fee - $100
- [x] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [ ] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit ~~Application~~ required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [ ] Vendors will be present:
  - [ ] ~~Peddler's Permit~~ (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [x] Event will occur on City Property:
  - [x] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 6-14-17

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX Association

Contact Person: Andy Strom

Address: 101 Isanti Pakway NW

City: Isanti State: MN Zip: 55040

Phone: 612 - 226 - 5737 Fax: ___ - ___ - ____ Cell: 612 - 226 - 5737

E-mail: andy@rumriverbmx.com

Secondary Contact Person: Kevin Riedemann

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 244 - 0314 Cell: ___ - ___ - ____ E-mail: kevin@rumriverbmx.com

EVENT INFORMATION

Event Name: State Series Qualifying race

Date(s) of Event: 08/06/2017

Hours of Event: 9:00 am - 5:00 pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
BMX racing - this event will be a qualifying race for the MN State Series and a large turnout is expected.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
This will be held at the Isanti Indoor Arena - Home of Rum River BMX

Estimated Number of People in Attendance (includes staff, participants, and spectators):
800

Parking Impact – Describe in detail:
We plan to fill the west lot and will direct overflow to lot at the south end of the park as well as in the field to the south of the west lot and in the field on the east side of the bike path - No parking will be allowed between the Isanti Indoor Arena and the bike path.

Tents, equipment, amusement rides, etc.
Type: N/A
Size:
Location:

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Fire prevention on location as STD - EMS is being handled as part of our Normal race operations

Are you requesting any street closures? If yes, list streets:
No

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

We will bring in 4 portable units for this event in addition to the existing fixtures.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
No security is required for this event - police reserves are welcome as available.

Clean-up Plans – Describe in detail:
Throughout the event we will have staff checking trash and removing as needed. Post event cleanup will include a walk through of the surrounding park area to ensure the grounds a free of garbage.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
No live entertainment in addition to racing

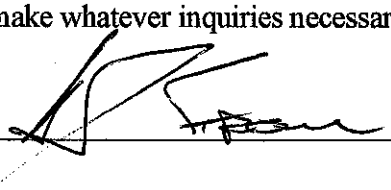
Will any other public addressing system or sound amplification be used? If so, describe:
We will use our PA system as we do at all of our regular events, no additional speakers will be used.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
No tickets are required for this event, no donations are being requested. Race fees will be collected from participants and used to support the operations of Rum River BMX.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: 

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: Jon Wood

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: Katie Gruett

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature:

City Administrator
__X__ Approved _____ Denied _____ N/A Signature:

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Monday, June 19, 2017 7:32 AM
To: Isanti Parks
Subject: RE: Special Event Request

Hi Katie.

Isanti Fire approves the August 6, 2017 BMX track special event permit application as submitted.

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

---

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Thursday, June 15, 2017 9:11 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Request

Good morning,

I have attached a Special Event Permit application from Rum River BMX for their State Qualifier event on August 6. They are asking that overnight camping be allowed for the event and are expecting about 800 people. They have stated that security services are not needed, but police reserves are welcome as available.

Please review the attached application and respond with your approval or comments at your convenience.

Thank you,

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512

Isanti Parks

From: Chief Gene Hill
Sent: Thursday, June 15, 2017 9:40 AM
To: Isanti Parks
Subject: RE: Special Event Request

APPROVED

Respectfully,

Gene C. Hill
Chief of Police
Emergency Management Director
Isanti Police Department
401 1st Ave. NW.
PO BOX 428
Isanti, Mn. 55040-0428

Px# (763) 444-4761
Fax# (763) 444-4868

"Never tell people how to do things…tell them what to do, and they will surprise you with their ingenuity"

"The unauthorized disclosure or interception of e-mail is a federal crime. See 18 U.S.C. SEC 2517(4). This e-mail is intended only for the use of those to whom it is addressed and may contain information which is privileged, confidential and exempt from disclosure under the law. If you have received this e-mail in error, do not distribute or copy it. Return it immediately to the sender with attachments, if any, and notify the sender by telephone."

From: Isanti Parks
Sent: Thursday, June 15, 2017 9:11 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Request

Good morning,

I have attached a Special Event Permit application from Rum River BMX for their State Qualifier event on August 6. They are asking that overnight camping be allowed for the event and are expecting about 800 people. They have stated that security services are not needed, but police reserves are welcome as available.

Please review the attached application and respond with your approval or comments at your convenience.

Thank you,

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Isanti Indoor Arena
Supplemental Special Event Information

Event Name: STATE QUALIFIER

Date(s) of Event: 8-6-17

Contact Person: ANDY STROM

Are you requesting that overnight camping be allowed for this event? YES
How many people do you expect to camp? 20-25

Will additional tents be used outside of the building? NO
(Note: irrigation lines are installed around the perimeter of the building, if any of these lines are damaged due to event/association activities, repairs will be billed to Rum River BMX)

Are additional bleachers being brought into the building for the event? NO
_____Attach proof of state bleacher safety inspections.

List any signs, barricades, or cones requested from Public Works:

NO PARKING BY POLICE ORDER x 15

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
BMX racing

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
BMX Racing

(Special Events Holder Initials Here) _____

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) _____

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Andy Strom

Title President

Signature _____

Date 6-14-17

NO PARKING
Rum River BMX
Bluebird Park
Isanti County Area David

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**

From: Chief Gene C. Hill **MEMO**

Date: July 12, 2017

Subject: **Body Worn Video Cameras**

Background:

In September 2012 the City Council approved the purchase of two body worn cameras through a 50/50 equipment matching grant from the Safe and Sober Grant Program. Since then the body camera program has evolved into four cameras worn by officers and the video is downloaded in house to an external hard drive.

In very recent years, the body worn camera issue has morphed into a very hot topic nationally. In Minnesota, the video date collected was technically public information and would have to be made available upon public request. The Minnesota Data Practices Act did not specifically address body worn video collected by law enforcement where the citizens had expectations of privacy, such as within their homes. This created a significant conflict with US Supreme Court decisions (4th Amendment) where people had these expectations and protections.

The Minnesota Legislature took on this challenge to update the Mn. Date Practices Act; however, put into place several obstacles for law enforcement entities that cost real dollars to maintain. The biggest cost to the body worn camera program are the biennial audits that are required under {§13.825(9) attached}. The audits have to be external and by a third party for transparency purposes and are costing many thousands of dollars for each audit, twice a year to be complaint with the new law.

The other more hidden costs are the extra hours of supervisory review of video footage randomly to make sure the officers are complying with the legislative changes and the requirements of the department's policy.

This issue was discussed at the last DOAC Meeting and they recommended this com to City County for discussion and consideration. The intent of the body worn camera program had

all good intentions; however, with the legislative changes, there is no budgeted money to perform these audits which could reach ten thousand dollars annually.

I have attached the LMCIT new model policy for review as well. Our current department policy would have to be updated to meet these new requirements if we are to continue with the body worn camera program.

At this time I feel that we need to suspend our body worn camera program until financial funding can be obtained for the biennial audits and for video redacting software that would be needed to redact information from the video that is not considered public data. The redacting software is also an expensive purchase.

Action:

I am requesting the City Council review, discuss and consider the suspension of our body worn camera program.

Thank you for your time and consideration,

Chief Gene C. Hill

RESOLUTION 2017-_____

RESOLUTION APPROVING THE SUSPENSION OF THE ISANTI POLICE DEPARTMENTS BODY WORN CAMERA PROGRAM

WHEREAS, in 2012 the Isanti PD body worn camera program was implemented through a 50/50 matching grant to improve law enforcement evidence gathering; and

WHEREAS, in 2015/2016, body worn video became a national topic over what data was public versus private of confidential; and

WHEREAS, the Minnesota Legislature update the Minnesota Data Practices Act to update the concerns of this data, how it was to be retained, length of retention, access requirements and the inclusion of biennial audits; and

WHEREAS, the legislative changes have place a financial burden on agencies not previously experienced; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the suspension of the Isanti Body Worn Camera Program.

This Resolution is approved by the City of Isanti Council this 18th Day of July, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

13.825 PORTABLE RECORDING SYSTEMS.

Subdivision 1. **Application; definition.** (a) This section applies to law enforcement agencies that maintain a portable recording system for use in investigations, or in response to emergencies, incidents, and requests for service.

(b) As used in this section:

(1) "portable recording system" means a device worn by a peace officer that is capable of both video and audio recording of the officer's activities and interactions with others or collecting digital multimedia evidence as part of an investigation;

(2) "portable recording system data" means audio or video data collected by a portable recording system; and

(3) "redact" means to blur video or distort audio so that the identity of the subject in a recording is obscured sufficiently to render the subject unidentifiable.

Subd. 2. **Data classification; court-authorized disclosure.** (a) Data collected by a portable recording system are private data on individuals or nonpublic data, subject to the following:

(1) data that document the discharge of a firearm by a peace officer in the course of duty, if a notice is required under section 626.553, subdivision 2, or the use of force by a peace officer that results in substantial bodily harm, as defined in section 609.02, subdivision 7a, are public;

(2) data are public if a subject of the data requests it be made accessible to the public, except that, if practicable, (i) data on a subject who is not a peace officer and who does not consent to the release must be redacted, and (ii) data on a peace officer whose identity is protected under section 13.82, subdivision 17, clause (a), must be redacted;

(3) portable recording system data that are active criminal investigative data are governed by section 13.82, subdivision 7, and portable recording system data that are inactive criminal investigative data are governed by this section;

(4) portable recording system data that are public personnel data under section 13.43, subdivision 2, clause (5), are public; and

(5) data that are not public data under other provisions of this chapter retain that classification.

(b) A law enforcement agency may redact or withhold access to portions of data that are public under this subdivision if those portions of data are clearly offensive to common sensibilities.

(c) Section 13.04, subdivision 2, does not apply to collection of data classified by this subdivision.

(d) Any person may bring an action in the district court located in the county where portable recording system data are being maintained to authorize disclosure of data that are private or nonpublic under this section or to challenge a determination under paragraph (b) to redact or withhold access to portions of data because the data are clearly offensive to common sensibilities. The person bringing the action must give notice of the action to the law enforcement agency and subjects of the data, if known. The law enforcement agency must give notice to other subjects of the data, if known, who did not receive the notice from the person bringing the action. The court may order that all or part of the data be released to the public or to the person bringing the action. In making this determination, the court shall consider whether the benefit to the person bringing the action or to the public outweighs any harm to the public, to the law enforcement agency,

Copyright © 2016 by the Revisor of Statutes, State of Minnesota. All Rights Reserved.

or to a subject of the data and, if the action is challenging a determination under paragraph (b), whether the data are clearly offensive to common sensibilities. The data in dispute must be examined by the court in camera. This paragraph does not affect the right of a defendant in a criminal proceeding to obtain access to portable recording system data under the Rules of Criminal Procedure.

Subd. 3. **Retention of data.** (a) Portable recording system data that are not active or inactive criminal investigative data and are not described in paragraph (b) must be maintained for at least 90 days and destroyed according to the agency's records retention schedule approved pursuant to section 138.17.

(b) Portable recording system data must be maintained for at least one year and destroyed according to the agency's records retention schedule approved pursuant to section 138.17 if:

(1) the data document (i) the discharge of a firearm by a peace officer in the course of duty if a notice is required under section 626.553, subdivision 2, or (ii) the use of force by a peace officer that results in substantial bodily harm; or

(2) a formal complaint is made against a peace officer related to the incident.

(c) If a subject of the data submits a written request to the law enforcement agency to retain the recording beyond the applicable retention period for possible evidentiary or exculpatory use related to the circumstances under which the data were collected, the law enforcement agency shall retain the recording for an additional time period requested by the subject of up to 180 days and notify the requester that the recording will then be destroyed unless a new request is made under this paragraph.

(d) Notwithstanding paragraph (b) or (c), a government entity may retain a recording for as long as reasonably necessary for possible evidentiary or exculpatory use related to the incident with respect to which the data were collected.

Subd. 4. **Access by data subjects.** (a) For purposes of this chapter, a portable recording system data subject includes the peace officer who collected the data, and any other individual or entity, including any other peace officer, regardless of whether the officer is or can be identified by the recording, whose image or voice is documented in the data.

(b) An individual who is the subject of portable recording system data has access to the data, including data on other individuals who are the subject of the recording. If the individual requests a copy of the recording, data on other individuals who do not consent to its release must be redacted from the copy. The identity and activities of an on-duty peace officer engaged in an investigation or response to an emergency, incident, or request for service may not be redacted, unless the officer's identity is subject to protection under section 13.82, subdivision 17, clause (a).

Subd. 5. **Inventory of portable recording system technology.** A law enforcement agency that uses a portable recording system must maintain the following information, which is public data:

(1) the total number of recording devices owned or maintained by the agency;

(2) a daily record of the total number of recording devices actually deployed and used by officers and, if applicable, the precincts in which they were used;

(3) the policies and procedures for use of portable recording systems required by section 626.8473; and

(4) the total amount of recorded audio and video data collected by the portable recording system and maintained by the agency, the agency's retention schedule for the data, and the agency's procedures for destruction of the data.

Copyright © 2016 by the Revisor of Statutes, State of Minnesota. All Rights Reserved.

Subd. 6. **Use of agency-issued portable recording systems.** While on duty, a peace officer may only use a portable recording system issued and maintained by the officer's agency in documenting the officer's activities.

Subd. 7. **Authorization to access data.** (a) A law enforcement agency must comply with sections 13.05, subdivision 5, and 13.055 in the operation of portable recording systems and in maintaining portable recording system data.

(b) The responsible authority for a law enforcement agency must establish written procedures to ensure that law enforcement personnel have access to the portable recording system data that are not public only if authorized in writing by the chief of police, sheriff, or head of the law enforcement agency, or their designee, to obtain access to the data for a legitimate, specified law enforcement purpose.

Subd. 8. **Sharing among agencies.** (a) Portable recording system data that are not public may only be shared with or disseminated to another law enforcement agency, a government entity, or a federal agency upon meeting the standards for requesting access to data as provided in subdivision 7.

(b) If data collected by a portable recording system are shared with another state or local law enforcement agency under this subdivision, the agency that receives the data must comply with all data classification, destruction, and security requirements of this section.

(c) Portable recording system data may not be shared with, disseminated to, sold to, or traded with any other individual or entity unless explicitly authorized by this section or other applicable law.

Subd. 9. **Biennial audit.** (a) A law enforcement agency must maintain records showing the date and time portable recording system data were collected and the applicable classification of the data. The law enforcement agency shall arrange for an independent, biennial audit of the data to determine whether data are appropriately classified according to this section, how the data are used, and whether the data are destroyed as required under this section, and to verify compliance with subdivisions 7 and 8. If the governing body with jurisdiction over the budget of the agency determines that the agency is not complying with this section or other applicable law, the governing body may order additional independent audits. Data in the records required under this paragraph are classified as provided in subdivision 2.

(b) The results of the audit are public, except for data that are otherwise classified under law. The governing body with jurisdiction over the budget of the law enforcement agency shall review the results of the audit. If the governing body determines that there is a pattern of substantial noncompliance with this section, the governing body must order that operation of all portable recording systems be suspended until the governing body has authorized the agency to reinstate their use. An order of suspension under this paragraph may only be made following review of the results of the audit and review of the applicable provisions of this chapter, and after providing the agency and members of the public a reasonable opportunity to respond to the audit's findings in a public meeting.

(c) A report summarizing the results of each audit must be provided to the governing body with jurisdiction over the budget of the law enforcement agency and to the Legislative Commission on Data Practices and Personal Data Privacy no later than 60 days following completion of the audit.

Subd. 10. **Notification to BCA.** Within ten days of obtaining new surveillance technology that expands the type or scope of surveillance capability of a portable recording system device beyond video or audio recording, a law enforcement agency must notify the Bureau of Criminal Apprehension that it has obtained the new surveillance technology. The notice must include a description of the technology and its surveillance

Copyright © 2016 by the Revisor of Statutes, State of Minnesota. All Rights Reserved.

capability and intended uses. The notices are accessible to the public and must be available on the bureau's Web site.

Subd. 11. **Portable recording system vendor.** (a) For purposes of this subdivision, "portable recording system vendor" means a person who is not a government entity and who provides services for the creation, collection, retention, maintenance, processing, or dissemination of portable recording system data for a law enforcement agency or other government entity. By providing these services to a government entity, a vendor is subject to all of the requirements of this chapter as if it were a government entity.

(b) A portable recording system vendor that stores portable recording system data in the cloud must protect the data in accordance with the security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy 5.4 or its successor version.

(c) Subject to paragraph (d), in an action against a vendor under section 13.08 for a violation of this chapter, the vendor is liable for presumed damages of $2,500 or actual damages, whichever is greater, and reasonable attorney fees.

(d) In an action against a vendor that improperly discloses data made not public by this chapter or any other statute classifying data as not public, the vendor is liable for presumed damages of $10,000 or actual damages, whichever is greater, and reasonable attorney fees.

Subd. 12. **Penalties for violation.** In addition to any other remedies provided by law, in the case of a willful violation of this section a law enforcement agency is subject to exemplary damages of not less than twice the minimum, nor more than twice the maximum allowable for exemplary damages under section 13.08, subdivision 1.

History: *2016 c 171 s 5*

Copyright © 2016 by the Revisor of Statutes, State of Minnesota. All Rights Reserved.

Body-Worn Cameras Policy

League of Minnesota Cities Model Policy

This League model policy was thoughtfully developed by our staff with the guidance of a working group. Models should be customized as appropriate for an individual city's circumstances in consultation with the city's attorney. Helpful background information on this model may be found in "*Use of Body-Worn Cameras*".

Where optional provisions are offered, you must choose one of the options, but choosing "option 1," for example, does not require you to choose "option 1" at every choice point.

Red typeface indicates that the language is included in response to a statutory mandate for guidance on that particular topic. While this language is recommended, agencies may certainly have other options for addressing mandatory policy elements.

This icon marks comments that explain the reasons for inclusion of particular language in the model, or that will help you decide on different possible approaches offered in the policy. Delete them before adopting your customized policy.

[Italic brackets] Text marked this way is a placeholder for agency-specific language.

CITY OF *[CITY NAME]*
USE OF BODY-WORN CAMERAS POLICY

Purpose

The primary purpose of using body-worn-cameras (BWCs) is to capture evidence arising from police-citizen encounters. This policy sets forth guidelines governing the use of BWCs and administering the data that results. Compliance with these guidelines is mandatory, but it is recognized that officers must also attend to other primary duties and the safety of all concerned, sometimes in circumstances that are tense, uncertain, and rapidly evolving.

The reference to tense and uncertain circumstances is derived from the U.S. Supreme Court's decision in *Graham v. Connor*, 490 U.S. 386, 397 (1989).

Policy

It is the policy of this department to authorize and require the use of department-issued BWCs as set forth below, and to administer BWC data as provided by law.

Scope

This policy governs the use of BWCs in the course of official duties. It does not apply to the use of squad-based (dash-cam) recording systems. The chief or chief's designee may supersede this policy by providing specific instructions for BWC use to individual officers, or providing specific instructions pertaining to particular events or classes of events, including but not limited to political rallies and demonstrations. The chief or designee may also provide specific instructions or standard operating procedures for BWC use to officers assigned to specialized

details, such as carrying out duties in courts or guarding prisoners or patients in hospitals and mental health facilities.

Members of the model policy working group expressed that the policy should: (1) allow for the issuance of special instructions on BWC use to officers deemed to be *Giglio*-impaired; and (2) ensure that discretion exists to override normal recording guidelines for events where their use might be perceived as a form of political or viewpoint-based surveillance. In addition, members identified a concern that the "general" guidelines for BWC use could be poorly suited to the activities performed by court bailiffs, and that agencies should therefore have express authority to depart from them for special assignments and duties.

Definitions

The following phrases have special meanings as used in this policy:

A. **MGDPA or Data Practices Act** refers to the Minnesota Government Data Practices Act, Minn. Stat. § 13.01, et seq.

B. **Records Retention Schedule** refers to the General Records Retention Schedule for Minnesota Cities.

County agencies will need to modify the policy to meet their own record retention schedule.

C. **Law enforcement-related information** means information captured or available for capture by use of a BWC that has evidentiary value because it documents events with respect to a stop, arrest, search, citation, or charging decision.

D. **Evidentiary value** means that the information may be useful as proof in a criminal prosecution, related civil or administrative proceeding, further investigation of an actual or suspected criminal act, or in considering an allegation against a law enforcement agency or officer.

"[R]elated civil or administrative proceeding" refers, for example, to implied consent or forfeiture actions arising from an encounter or arrest. The working group sought to clarify that the policy does not obligate officers to collect BWC data solely for use in third-party tort litigation.

E. **General citizen contact** means an informal encounter with a citizen that is not and does not become law enforcement-related or adversarial, and a recording of the event would not yield information relevant to an ongoing investigation. Examples include, but are not limited to, assisting a motorist with directions, summoning a wrecker, or receiving generalized concerns from a citizen about crime trends in his or her neighborhood.

F. **Adversarial** means a law enforcement encounter with a person that becomes confrontational, during which at least one person expresses anger, resentment, or hostility toward the other, or at least one person directs toward the other verbal conduct consisting of arguing, threatening, challenging, swearing, yelling, or shouting. Encounters in which a citizen demands to be recorded or initiates recording on his or her own are deemed adversarial.

This definition is used to identify conflict situations, since they may evolve into more consequential matters or give rise to complaints against officers. Later provisions in this policy require officers to record adversarial encounters. Some working group members disfavored the term "adversarial," and agencies may wish to consider other terminology better suited to their communities.

G. **Unintentionally recorded footage** is a video recording that results from an officer's inadvertence or neglect in operating the officer's BWC, provided that no portion of the resulting recording has evidentiary value. Examples of unintentionally recorded footage include, but are not limited to, recordings made in station house locker rooms, restrooms, and recordings made while officers were engaged in conversations of a non-business, personal nature with the expectation that the conversation was not being recorded.

H. **Official duties,** for purposes of this policy, means that the officer is on duty and performing authorized law enforcement services on behalf of this agency.

Use and Documentation

A. Officers may use only department-issued BWCs in the performance of official duties for this agency or when otherwise performing authorized law enforcement services as an employee of this department.

B. Officers who have been issued BWCs shall operate and use them consistent with this policy. Officers shall conduct a function test of their issued BWCs at the beginning of each shift to make sure the devices are operating properly. Officers noting a malfunction during testing or at any other time shall promptly report the malfunction to the officer's supervisor and shall document the report in writing. Supervisors shall take prompt action to address malfunctions and document the steps taken in writing.

Under Minn. Stat. § 626.8473, subd. 3(b)(2)-(3), policies must contain procedures for identifying and addressing malfunctions, including procedures for officers to test the functioning of their equipment. The actual steps to be used for function testing will likely vary based on the systems and technologies in place. Agencies should consider incorporating device-specific protocols for function testing into this policy. Satisfactory documentation of malfunctions and steps taken to address them could include emails, notes, or memoranda that the agency maintains as part of its BWC program records.

C. Officers should wear their issued BWCs at the location on their body and in the manner specified in training.

D. Officers must document BWC use and non-use as follows:

Agencies may need to conform the requirements and terminology of parts D (1) and (2) to their records management system or existing business practices. These provisions are recommended to assure that agencies document and maintain information about: (1) recordings, so that existing ones can be located, linked to a particular event, and disclosed by the prosecution as may be required by criminal discovery obligations; and (2) instances of non-recording, when it would be reasonable to expect BWC footage to exist in the circumstances.

1. Whenever an officer makes a recording, the existence of the recording shall be documented in an incident report or *[CAD record/other documentation of the event]*.

2. Whenever an officer fails to record an activity that is required to be recorded under this policy or captures only a part of the activity, the officer must document the circumstances and reasons for not recording in an incident report or *[CAD record/other documentation of the event]*. Supervisors shall review these reports and initiate any corrective action deemed necessary.

E. The department will maintain the following records and documents relating to BWC use, which are classified as public data:

1. The total number of BWCs owned or maintained by the agency;

2. A daily record of the total number of BWCs actually deployed and used by officers and, if applicable, the precincts in which they were used;

3. The total amount of recorded BWC data collected and maintained; and

4. This policy, together with the Records Retention Schedule.

General Guidelines for Recording

Choose one:

A. [Option 1] Officers shall activate their BWCs when responding to all calls for service and during all law enforcement-related encounters and activities, including but not limited to pursuits, *Terry* stops of motorists or pedestrians, arrests, searches, suspect interviews and interrogations, and during any police/citizen contacts that becomes adversarial. However, officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be documented as specified in the Use and Documentation guidelines, part (D)(2) (above).

See LMC Information Memo, "*Use of Body-Worn Cameras*," Section IV, Deciding what to record. Option 1 requires the recording of all responses to calls for service and law enforcement-related activities.

Or,

A. [Option 2] Officers shall activate their BWCs when anticipating that they will be involved in, become involved in, or witness other officers of this agency involved in a pursuit, *Terry* stop of a motorist or pedestrian, search, seizure, arrest, use of force, adversarial contact, and during other activities likely to yield information having evidentiary value. However, officers need not activate their cameras when it would be unsafe, impossible, or impractical to do so, but such instances of not recording when otherwise required must be documented as specified in the Use and Documentation guidelines, part (D)(2) (above).

Option 2 more narrowly defines the class of events to be recorded. As compared with Option 1, this language: (1) eliminates the requirement of recording all responses to calls for service; (2) continues to require the recording of contacts and events having constitutional dimensions and those likely to result in complaints against officers and agencies; and (3) leaves it to officers to identify other circumstances "likely to yield information having evidentiary value."

B. Officers have discretion to record or not record general citizen contacts.

C. Officers have no affirmative duty to inform people that a BWC is being operated or that the individuals are being recorded.

Some commentators suggest that an announcement that BWCs are being used might have a civilizing effect in the field, and advocate telling people they are being recorded. However, the working group believed that an announcement requirement would distract officers from their duties and could become a debating point during tense enforcement encounters.

D. Once activated, the BWC should continue recording until the conclusion of the incident or encounter, or until it becomes apparent that additional recording is unlikely to capture information having evidentiary value. The officer having charge of a scene shall likewise direct the discontinuance of recording when further recording is unlikely to capture additional information having evidentiary value. If the recording is discontinued while an investigation, response, or incident is ongoing, officers shall state the reasons for ceasing the recording on camera before deactivating their BWC. If circumstances change, officers shall reactivate their cameras as required by this policy to capture information having evidentiary value.

A statement on camera such as, "Everything has settled down and the action appears to be over" should often suffice as a statement of reasons for stopping to record.

E. Officers shall not intentionally block the BWC's audio or visual recording functionality to defeat the purposes of this policy.

This provision is to be read in conjunction with the statement of "Purpose" set forth above: "The primary purpose of using BWCs is to capture *evidence* arising from police-citizen encounters." The working group considered a variety of scenarios in which it would be appropriate for officers to block the recording functionality of their BWCs, such as to avoid capturing irrelevant images of an undressed bystander within a private home; images of a mobile computer screen displaying private or confidential data; or audio of officers conferring about an arrest decision or tactical situation. Momentary blocking may be administratively preferable to turning the camera off and back on, since doing so would result in multiple data files that would each need to be processed and administered.

F. Notwithstanding any other provision in this policy, officers shall not use their BWCs to record other agency personnel during non-enforcement related activities, such as during pre- and post-shift time in locker rooms, during meal breaks, or during other private conversations, unless recording is authorized as part of an administrative or criminal investigation.

Special Guidelines for Recording

Officers may, in the exercise of sound discretion, determine:

A. To use their BWCs to record any police-citizen encounter if there is reason to believe the recording would potentially yield information having evidentiary value, unless such recording is otherwise expressly prohibited.

This provision is included to ensure that officers are clearly vested with discretion to use their BWCs to capture information having evidentiary value.

B. To use their BWCs to take recorded statements from persons believed to be victims of and witnesses to crimes, and persons suspected of committing crimes, considering the needs of the investigation and the circumstances pertaining to the victim, witness, or suspect.

In addition,

C. Officers need not record persons being provided medical care unless there is reason to believe the recording would document information having evidentiary value. When responding to an apparent mental health crisis or event, BWCs shall be activated as necessary to document any use of force and the basis for it, and any other information having evidentiary value, but need not be activated when doing so would serve only to record symptoms or behaviors believed to be attributable to the mental health issue.

The language in parts B and C is for use with Option 2 under General guidelines for recording. This language is unnecessary and confusing for agencies choosing Option 1, since Option 1 already requires the recording of all responses to calls for service and all law enforcement-related encounters and activities.

D. Officers *[shall] [should]* use their *[BWCs] [BWCs and squad-based audio/video systems]* to record their transportation and the physical transfer of persons in their custody to hospitals, detox and mental health care facilities, juvenile detention centers, and jails, but otherwise should not record in these facilities unless the officer anticipates witnessing a criminal event or being involved in or witnessing an adversarial encounter or use-of-force incident.

Agencies should consider recording all transports of persons in custody as a safeguard against liability and to document any incriminating statements. The best means of accomplishing this may depend on the technologies the agency is using. While squad-based audio/video systems with rear-facing cameras may be better suited for recording a prisoner's behavior during transport, the officer's BWC may capture more of the officer's interaction with the prisoner at the time he or she is removed from the car and transferred to the custody of another.

Downloading and Labeling Data

A. Each officer using a BWC is responsible for transferring or assuring the proper transfer of the data from his or her camera to *[specify data storage location]* by the end of that officer's shift. However, if the officer is involved in a shooting, in-custody death, or other

law enforcement activity resulting in death or great bodily harm, a supervisor or investigator shall take custody of the officer's BWC and assume responsibility for transferring the data from it.

Agencies will need to conform this language to their own technologies and business practices. The central idea is that the responsibility for handling daily transfers of routine BWC data rests with the individual officer unless the process is automated. However, when the officer is involved in a significant event that will result in the agency immediately initiating an investigation, then someone else (an appropriate supervisor or investigator) should take custody of the involved officer's BWC and take care of transferring the data. Doing so will safeguard the integrity of the evidence and protect the officer against allegations of mishandling evidence.

B. Officers shall label the BWC data files at the time of video capture or transfer to storage, and should consult with a supervisor if in doubt as to the appropriate labeling. *[Include any technology-specific instructions for this process; if metadata is not being stored, then the information could be documented in a video log or other record.]* Officers should assign as many of the following labels as are applicable to each file:

See Section V-A, Labeling data for retention purposes, in Information Memo, "*Use of Body-Worn Cameras.*"

1. **Evidence—criminal:** The information has evidentiary value with respect to an actual or suspected criminal incident or charging decision.

The Records Retention Schedule for Minnesota Cities provides that retention periods for cases that have been charged are based on the status of court proceedings. (Code POL 05840.) For uncharged offenses, retention is seven years or permanent in the case of homicides (Code POL 03300 for adults; POL 03400 for juveniles). Counties will need to consult their own records retention schedule for guidance.

2. **Evidence—force:** Whether or not enforcement action was taken or an arrest resulted, the event involved the application of force by a law enforcement officer of this or another agency.

These recordings must be maintained for six years regardless of the disposition of any related criminal case. (Code POL 05920.) Some working group members expressed a desire for use of a term different than "force" to describe this category. Agencies are free to adopt other terminology as they deem appropriate. Counties will need to consult their own records retention schedule for guidance.

3. **Evidence—property:** Whether or not enforcement action was taken or an arrest resulted, an officer seized property from an individual or directed an individual to dispossess property.

Evidence/property logs are subject to a one-year minimal retention period. (Code POL 03740.) Counties will need to consult their own records retention schedule for guidance.

4. **Evidence—administrative:** The incident involved an adversarial encounter or resulted in a complaint against the officer.

   The definition of "adversarial encounter" is intended to trigger the recording of interactions thought likely to result in complaints against an officer or the agency. Video that turns out to have evidentiary value in any internal investigation is subject to a six-year retention period. (Code POL 05880.) A shorter retention period may be utilized if no complaint or investigation arises. Counties will need to consult their own records retention schedule for guidance.

5. **Evidence—other:** The recording has potential evidentiary value for reasons identified by the officer at the time of labeling.

   Retention will depend on the reason stated for maintaining the data. Counties will need to consult their own records retention schedule for guidance.

6. **Training:** The event was such that it may have value for training.

   No minimal retention period exists. Counties will need to consult their own records retention schedule for guidance.

7. **Not evidence:** The recording does not contain any of the foregoing categories of information and has no apparent evidentiary value. Recordings of general citizen contacts and unintentionally recorded footage are not evidence.

   Data not identified as having evidentiary value is subject to a 90-day retention period under Minn. Stat. § 13.825, subd. 3(a).

C. In addition, officers shall flag each file as appropriate to indicate that it contains information about data subjects who may have rights under the MGDPA limiting disclosure of information about them. These individuals include:

   This provision assumes that the software being utilized will allow flagging. *See* Section V-B, Data access issues and flagging, in LMC Information Memo, "*Use of Body-Worn Cameras*."

   1. Victims and alleged victims of criminal sexual conduct and sex trafficking.
   2. Victims of child abuse or neglect.
   3. Vulnerable adults who are victims of maltreatment.
   4. Undercover officers.
   5. Informants.
   6. When the video is clearly offensive to common sensitivities.
   7. Victims of and witnesses to crimes, if the victim or witness has requested not to be identified publicly.

8. Individuals who called 911, and services subscribers whose lines were used to place a call to the 911 system.

9. Mandated reporters.

10. Juvenile witnesses, if the nature of the event or activity justifies protecting the identity of the witness.

11. Juveniles who are or may be delinquent or engaged in criminal acts.

12. Individuals who make complaints about violations with respect to the use of real property.

13. Officers and employees who are the subject of a complaint related to the events captured on video.

14. Other individuals whose identities the officer believes may be legally protected from public disclosure.

D. Labeling and flagging designations may be corrected or amended based on additional information.

Administering Access to BWC Data:

A. **Data subjects.** Under Minnesota law, the following are considered data subjects for purposes of administering access to BWC data:

1. Any person or entity whose image or voice is documented in the data.

2. The officer who collected the data.

3. Any other officer whose voice or image is documented in the data, regardless of whether that officer is or can be identified by the recording.

B. **BWC data is presumptively private.** BWC recordings are classified as private data about the data subjects unless there is a specific law that provides differently. As a result:

1. BWC data pertaining to people is presumed private, as is BWC data pertaining to businesses or other entities.

2. Some BWC data is classified as confidential (see C. below).

3. Some BWC data is classified as public (see D. below).

C. **Confidential data.** BWC data that is collected or created as part of an active criminal investigation is confidential. This classification takes precedence over the "private" classification listed above and the "public" classifications listed below.

D. **Public data.** The following BWC data is public:

1. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous.

2. Data that documents the use of force by a peace officer that results in substantial bodily harm.

3. Data that a data subject requests to be made accessible to the public, subject to redaction. Data on any data subject (other than a peace officer) who has not consented to the public release must be redacted [*if practicable*]. In addition, any data on undercover officers must be redacted.

> The "if practicable" language is noted as optional but recommended because two sections of the law are in disagreement as to the privacy protections given to data subjects who have not consented to the release of data about themselves. Minn. Stat. §13.825, subd. 2(a)(2) provides that when a data subject requests that data be made available to the public, the agency must first, *"if practicable,"* redact data on all other non-officer subjects who have not consented to the public release. However, under subdivision 4(b) of the same statute, there is no "if practicable" qualification on the obligation to redact data on non-consenting data subjects when providing a requestor with a copy of the data. For the sake of affording consistent protection to non-consenting data subjects, agencies may wish to redact information about them in all cases.

4. Data that documents the final disposition of a disciplinary action against a public employee.

However, if another provision of the Data Practices Act classifies data as private or otherwise not public, the data retains that other classification. For instance, data that reveals protected identities under Minn. Stat. § 13.82, subd. 17 (e.g., certain victims, witnesses, and others) should not be released even if it would otherwise fit into one of the public categories listed above.

E. **Access to BWC data by non-employees.** Officers shall refer members of the media or public seeking access to BWC data to *[the responsible authority/data practices designee]*, who shall process the request in accordance with the MGDPA and other governing laws. In particular:

1. An individual shall be allowed to review recorded BWC data about him- or herself and other data subjects in the recording, but access shall not be granted:

    a. If the data was collected or created as part of an active investigation.

b. To portions of the data that the agency would otherwise be prohibited by law from disclosing to the person seeking access, such as portions that would reveal identities protected by Minn. Stat. § 13.82, subd. 17.

2. Unless the data is part of an active investigation, an individual data subject shall be provided with a copy of the recording upon request, but subject to the following guidelines on redaction:

   a. Data on other individuals in the recording who do not consent to the release must be redacted.

   See above note at section D(3) on public data.

   b. Data that would identify undercover officers must be redacted.

   c. Data on other officers who are not undercover, and who are on duty and engaged in the performance of official duties, may not be redacted.

F. **Access by peace officers and law enforcement employees.** No employee may have access to the department's BWC data except for legitimate law enforcement or data administration purposes:

Choose one:

1. [Option 1] Officers may access and view stored BWC video only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement, or providing testimony about the incident.

See Information Memo, "*Use of Body-Worn Cameras*", Section V-C, Officer access to video and critical incidents.

Or,

1. [Option 2] Officers may access and view stored BWC video only when there is a business need for doing so, including the need to defend against an allegation of misconduct or substandard performance. Except as provided in the critical incident response policy, officers may review video footage of an incident in which they were involved prior to preparing a report, giving a statement, or providing testimony about the incident.

2. Agency personnel shall document their reasons for accessing stored BWC data *[in the manner provided within the database] [or, specify manner of documentation]* at the time of each access. Agency personnel are prohibited from accessing BWC data for non-business reasons and from sharing the data for non-law enforcement related

purposes, including but not limited to uploading BWC data recorded or maintained by this agency to public and social media websites.

3. Employees seeking access to BWC data for non-business reasons may make a request for it in the same manner as any member of the public.

G. **Other authorized disclosures of data.** Officers may display portions of BWC footage to witnesses as necessary for purposes of investigation as allowed by Minn. Stat. § 13.82, subd. 15, as may be amended from time to time. Officers should generally limit these displays in order to protect against the incidental disclosure of individuals whose identities are not public. Protecting against incidental disclosure could involve, for instance, showing only a portion of the video, showing only screen shots, muting the audio, or playing the audio but not displaying video. In addition,

1. BWC data may be shared with other law enforcement agencies only for legitimate law enforcement purposes that are documented in writing at the time of the disclosure.

2. BWC data shall be made available to prosecutors, courts, and other criminal justice entities as provided by law.

The documentation requirements in parts F(2) and G(1) are intended to foster accountability with regard to the limitations on access to and dissemination of BWC data applicable to law enforcement employees and to aid the agency in achieving favorable audit results.

Data Security Safeguards

A. *[Specify data security safeguards to be used in your agency and in connection with the particular BWC technologies being employed, including any procedures for making backup copies of the data.]*

Choose one:

B. [Option 1] Personally owned devices, including but not limited to computers and mobile devices, shall not be programmed or used to access or view agency BWC data.

Or,

B. [Option 2] Access to BWC data from city or personally owned and approved devices shall be managed in accordance with established city policy.

C. Officers shall not intentionally edit, alter, or erase any BWC recording unless otherwise expressly authorized by the chief or the chief's designee.

D. As required by Minn. Stat. § 13.825, subd. 9, as may be amended from time to time, this agency shall obtain an independent biennial audit of its BWC program.

Agency Use of Data

A. At least once a month, supervisors will randomly review BWC usage by each officer to ensure compliance with this policy *[and to identify any performance areas in which additional training or guidance is required.]*

See Information Memo, "*Use of Body-Worn Cameras*", Section V-D, Supervisory review, for policy considerations pertaining to supervisory review of data for performance assessment.

B. In addition, supervisors and other assigned personnel may access BWC data for the purposes of reviewing or investigating a specific incident that has given rise to a complaint or concern about officer misconduct or performance.

C. Nothing in this policy limits or prohibits the use of BWC data as evidence of misconduct or as a basis for discipline.

This language is based on the Peace Officer Discipline Procedures Act, Minn. Stat. § 626.89, subd. 10.

D. Officers should contact their supervisors to discuss retaining and using BWC footage for training purposes. Officer objections to preserving or using certain footage for training will be considered on a case-by-case basis. Field training officers may utilize BWC data with trainees for the purpose of providing coaching and feedback on the trainees' performance.

Data Retention

A. All BWC data shall be retained for a minimum period of 90 days. There are no exceptions for erroneously recorded or non-evidentiary data.

B. Data documenting the discharge of a firearm by a peace officer in the course of duty, other than for training or the killing of an animal that is sick, injured, or dangerous, must be maintained for a minimum period of one year.

C. Certain kinds of BWC data must be retained for six years:

1. Data that documents the use of deadly force by a peace officer, or force of a sufficient type or degree to require a use of force report or supervisory review.

2. Data documenting circumstances that have given rise to a formal complaint against an officer.

Minn. Stat. § 13.825, subd. 3(b) provides for the data referenced in Parts C(1) and C(2) to be maintained for a minimum of one year and then destroyed according to the agency's retention schedule. However, the General Records Retention Schedule for Minnesota Cities establishes

six-year retention periods for force incidents where a supervisory review is completed (Code POL 05929), and also for data that has evidentiary value in any internal investigation. (Code POL 05880.) Counties will need to consult their own records retention schedule for guidance.

D. Other data having evidentiary value shall be retained for the period specified in the Records Retention Schedule. When a particular recording is subject to multiple retention periods, it shall be maintained for the longest applicable period.

County agencies will need to consult their own records retention schedule for guidance.

E. Subject to Part F (below), all other BWC footage that is classified as non-evidentiary, becomes classified as non-evidentiary, or is not maintained for training shall be destroyed after 90 days.

F. Upon written request by a BWC data subject, the agency shall retain a recording pertaining to that subject for an additional time period requested by the subject of up to 180 days. The agency will notify the requestor at the time of the request that the data will then be destroyed unless a new written request is received.

G. The department shall maintain an inventory of BWC recordings having evidentiary value.

The General Records Retention Schedule for Minnesota Cities indicates that agencies shall permanently maintain an inventory of evidentiary audio and video recordings. (POL 05810.) Counties will need to consult their own records retention schedule for guidance.

H. The department will post this policy, together with *[a link to]* its Records Retention Schedule, on its website.

Compliance

Supervisors shall monitor for compliance with this policy. The unauthorized access to or disclosure of BWC data may constitute misconduct and subject individuals to disciplinary action and criminal penalties pursuant to Minn. Stat. § 13.09.

K.3.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor Wimmer
Members of the City Council

FROM: Ryan Kernosky, Community Development Director

DATE: July 18, 2017

SUBJECT: Agenda Request from New Hope Community Church to allow the Arts & Science Academy to utilize their space from August 1, 2017 to November 20, 2017 for up to 200 students

Background

New Hope Community Church (applicant), located at 114 Dahlin Ave NE, has submitted an Agenda Request Form for the Council. The applicant, along with the Arts & Science Academy is seeking permission to utilize the church as an education institution for a short period of time.

As you may recall, the Arts & Science Academy has recently begun construction on their middle school. Recognizing that the middle school will not be completed in time for the start of the school year, the Arts & Science Academy has partnered with New Hope Community Church to utilize their space from August 1, 2017 to November 30, 2017 to house their students while the new middle school is being constructed. Per the application, they are not intending to exceed 200 students.

Because educational institutions are not a permitted nor a conditional use in the B-1 zoning district, this request is being taken directly to the City Council for discussion and/or consideration.

Existing Zoning

The church is currently zoned B-1 "Central Business District." The purpose of the "B-1" Central Business District (CBD) is to promote mutually compatible business activities in downtown Isanti. What makes the Central Business District unique from the General Business District is that it is a commercial area that serves as a focal point both culturally and historically for the City of Isanti. Commercial uses, to include but are not limited to retail, office, and service uses; encourage and support pedestrian movement and activity within the Central Business District.

Religious Institutions are a conditional use in the B-1 zoning district and are defined as "A place of worship or religious assembly, where people regularly assemble for religious purposes and

related social events with related accessory uses and facilities such as the following: rectory or convent; private school, meeting hall, offices for administration, or licensed child or adult day care; and which is maintained and controlled by a religious body organized to sustain public worship and religious ceremonies."

Staff Comments

Traffic Flow and Parking: The plans New Hope/ASA submitted are in this packet, along with a recommend plan put together by City staff. Staff is concerned about the use of the unimproved alley for traffic as well as safety issues with the bus exiting onto Heritage Blvd. We recommend that, because there's only one bus, both parent and bus drop off and pick up is done within the parking lot area of facility.

Addressing Fire Marshal Requirements: The Deputy State Fire Marshal and the City Building Official did a walkthrough of the church and listed items that would need to be addressed prior to the school utilizing space in the church. On July 13, 2017, the Deputy State Fire Marshal signed off that the corrections have been made. The City has asked for a formal letter for the property file.

City Staff Request

Staff is requesting action on this item.

Attachments

- Resolution 2017-XXX Approving a Temporary Use Permit for New Hope Community Church
- Agenda Request Form
- Traffic Flow Narrative
- New Hope/ASA Proposed Traffic Flow
- City Staff Traffic Flow Recommendation
- Deputy State Fire Marshal Report
- Memo tabled from City Council meeting 7.5.2017

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING A TEMPORARY USE PERMIT FOR NEW HOPE COMMUNITY CHURCH TO TEMPORARILY USE A PORTION OF THE CHURCH FACILITY TO ALLOW FOR UP TO 200 ENROLLED STUDENTS FOR THE ARTS & SCIENCE ACADEMY AT 114 DAHLIN AVE, CITY OF ISANTI

WHEREAS, New Hope Community Church submitted an Agenda Request Form; and,

WHEREAS, said submitted Agenda Request Form proposed a temporary use to allow a maximum of 200 students enrolled at the Arts & Science Academy; and,

WHEREAS, the proposed temporary use permit would begin on August 1st, 2017 and end on November 30th, 2017; and,

WHEREAS, the City of Isanti City Council reviewed the requested temporary use permit at its regularly scheduled meeting on July 18th, 2017;

NOW, THEREFORE, BE IT RESOLVED, that the City of Isanti hereby grant a TEMPORARY USE PERMIT to NEW HOPE CHURCH to ALLOW A MAXIMUM OF 200 STUDENTS FROM THE ARTS & SCIENCE ACADEMY TO UTILIZE 114 DAHLIN AVENUE AS AN EDUCATIONAL INSTIUTION FOR A PERIOD OF TIME BEGINNING ON AUGUST 1ST, 2017 AND ENDING ON NOVEMBER 30TH, 2017 SUBJECT TO THE FOLLOWING CONDITIONS:

1) Bus and Parent Drop off and Pick up for students is done within the parking lot of New Hope Community Church

Adopted by the City of Isanti City Council on this 18th day of July, 2017.

_____

Mayor George A. Wimmer

ATTEST:

_____

Katie Brooks
City Clerk/ Human Resources

A Community For Generations.

Isanti

CITY OF ISANTI

110 First Avenue NW, P.O. Box 428, Isanti, MN 55040-0428

AGENDA REQUEST FORM

Instructions: If you want official action on an item **not on the agenda**, please complete this form and return it to the office of the City Clerk at City Hall. **All applicable areas must be completed or the form will not be accepted.** Your completed request will be placed on a regular Council meeting agenda. Thank you.

1. Name (please print): Brian Larson

Organization (Required if Applicable): New Hope Community Church - Isanti

2. Address (please print): 114 Dahlin Avenue, Isanti, MN. 55040

3. Telephone No.: (763) 291-8630 (cell)

4. Agenda item subject: A temporary Conditional Use Permit for maximum number of 200 students from August 1, 2017 until November 30, 2017 for 114 Dahlin Avenue NE, Isanti, MN. 55040

5. Action requested: Approve a temporary Conditional Use Permit for maximum number of 200 students from August 1, 2017 until November 30, 2017 for 114 Dahlin Avenue NE, Isanti, MN. 55040

6. Reasons for requested action: Provide the Arts & Science Academy the temporary capacity needed to serve their students while the new middle school building is under contruction.

7. Signature (Required): Brian Larson

CITY USE ONLY:

Date/Time Received: _____ / _____ am / pm

Received by: _____

Traffic Flow & Safety
One bus will be used to drop off and pick up students. The bus will require approximately 5 minutes to safely unload students in the morning. The school staff will take every precaution necessary to ensure complete safety of students. These steps include:

Positioning staff at specific locations
Each day during the morning drop off and after school pick up of students (see diagram). The staff will wear reflective outerwear and will direct all traffic through the parking lot areas. School staff will ensure that all students are fully aware of procedures for exiting the busses, such as remaining on the sidewalk areas at all times and proceeding directly into the school building upon arrival. Staff will direct students and traffic at all times to ensure student safety.

There will be two drop off and pick up locations:

1. The school bus drop off area and
2. The parent pick up/drop off location. Both locations will be clearly marked.

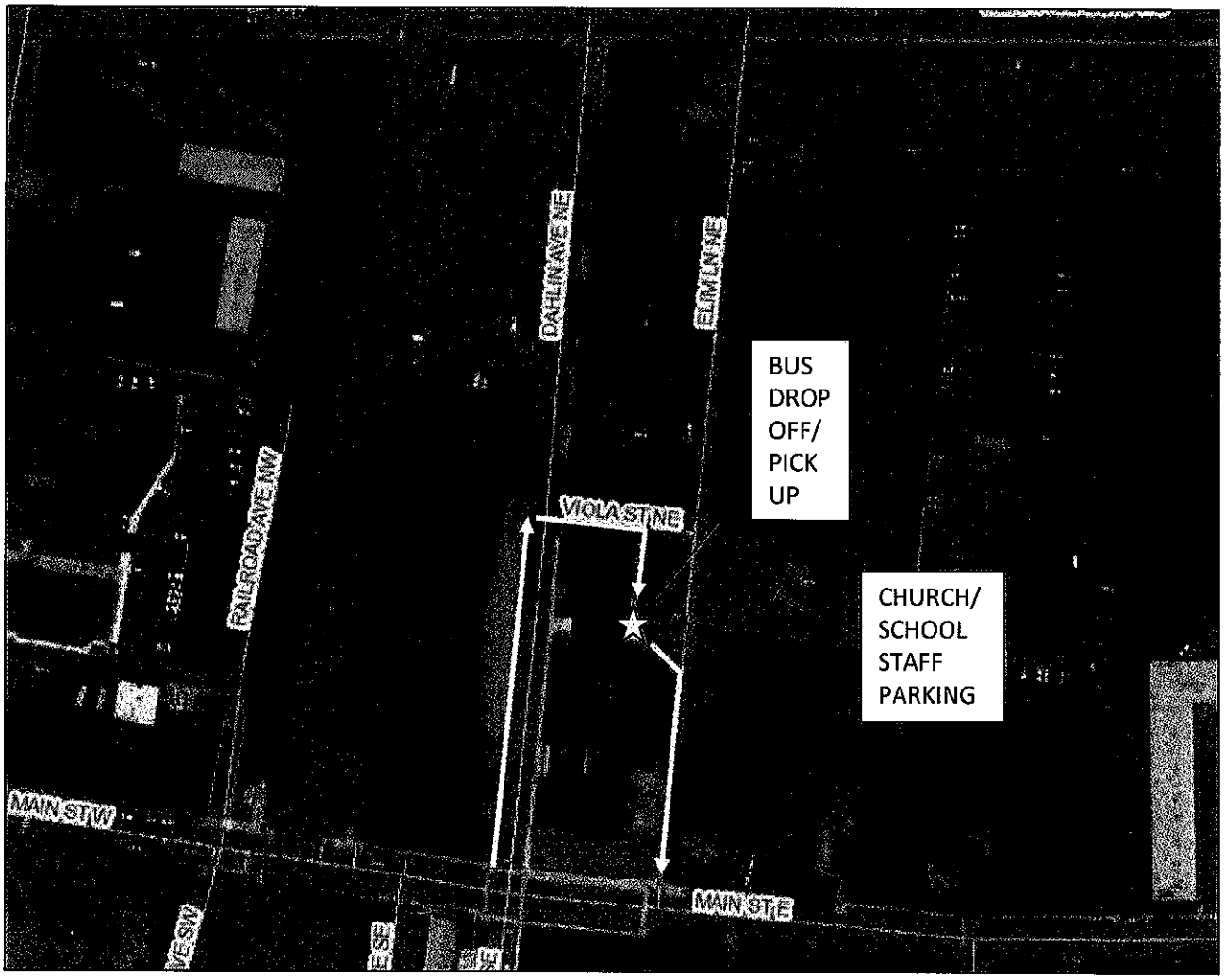
The bus pick up/drop off area will be located at the rear of the building. As students are released from the busses, they will be directed to enter the school promptly.

The parent drop off area will be located at the front of the building. Staff will direct traffic to ensure that all traffic is flowing at a safe pace and that all vehicles continue to move after students are dropped off.

New Hope Church Proposal

Drop off/Pick Up

Parking Plans



State Fire Marshal

445 Minnesota Street • Suite 145 • Saint Paul, Minnesota 55101-5145
Phone: 651-201-7200 • Fax: 651-215-0525 • TTY: 651-282-6555
www.dps.state.mn.us

Alcohol and Gambling Enforcement

Bureau of Criminal Apprehension

Driver and Vehicle Services

Emergency Communication Networks

Homeland Security and Emergency Management

Minnesota State Patrol

Office of Communications

Office of Justice Programs

Office of Pipeline Safety

Office of Traffic Safety

State Fire Marshal

MEMORANDUM

DATE: July 13, 2017

TO: Ryan Kernosky, Community Development Director
City of Isanti

FROM: Kevin McGinty, Deputy State Fire Marshal

SUBJECT: Arts & Science Academy-New Hope Community Church

The Arts and Science Academy charter school had proposed to lease space from the New Hope Community Church, 114 Dahlin Ave NE. Isanti MN. 55040, for educational purposed consisting of approximately 100 students in grades 7-9.

On June 14, 2017 I conducted an initial fire inspection of the church property. A fire report was generated that consisted of 7 general areas that needed correction.

On July 13, 2017 I conducted a follow-up inspection. All items found on the initial inspection have been corrected.

There are no apparent fire code violations and the property is approved for use by the charter school.

If there are any questions or concerns please feel free to contact me at 651-888-9119.

Attachment: 7/13/17 follow-up inspection # 50756

Insp. No.:	50756	Followup:	1
File No.:	ED-4227-2		
Orig. Insp. Date:	6/14/2017		
Previous Insp. Date:	6/14/2017		
Insp. Date:	7/13/2017		
Insp. Time:			
Travel:			
Inspector:	McGinty, Kevin		

State Fire Marshal Division
Minnesota Department of Public Safety
445 Minnesota St., Suite 145
St. Paul, MN 55101-5145

Order

Property: Art & Science Academy
Building:
Section:
Address: 114 Dahlin Ave NE
Isanti, MN 55040
Contact: Contact Name/Phone: Carlo Galeazzi
Contact E-mail: carlo.galeazzi@artsandscienceacademy.k12.mn.us
Property Phone: 763-444-0342

Owner: New Hope Community Church
114 Dahlin Ave NE
Isanti, MN 55040
Contact: Contact Name/Phone:
Contact E-mail:
Owner Phone:

Item #	Ref #	Code	Section	Days to Correct	Violation	Remarks	Corrected/Days to Correct
1	1310	MSFC 2015	605.3	7	Provide a working space of not less than 30 inches in width, 36 inches in depth and 78 inches in height in front of electrical service equipment.	Maintain unobstructed access and proper working clearances around electrical panels, transformers and control equipment; including but not limited to: mechanical room (36" in front of main distribution equipment)	OK
2	1228	MSFC 2015	315.3.3.1	7	Arrange the storage of combustible materials in mechanical equipment rooms to comply with the following: 1) all storage to be neat and orderly, 2) no storage within 3 feet of fuel-fired equipment.	Maintain proper clearances between combustibles and heat-producing appliances; including but not limited to: mechanical room boilers and water heater in rear stairway by kitchen.	OK
3	1227	MSFC 2015	315.3.2	7	Remove and discontinue the storage of combustible materials in exits and exit enclosures.	Ensure that all portions of the means of egress are maintained free of storage and obstructions	OK
4	1594	MSFC 2015	1104.17.1 .3	60	Provide approved one-hour fire resistance-rated construction for exit corridors -OR- provide an automatic fire sprinkler system throughout the building -OR- provide an approved and monitored automatic fire alarm system having smoke detection throughout the exiting system and approved detection in all rooms or areas other than classrooms and offices.	Provide fire alarm detectors in the following locations: air handling room, mechanical room, north lower level exit through room, kitchen, lunch room storage room and rear exit/storage area. NOTE: smoke detection must be used in exit corridors and mechanical room where alarm panel is located, all others may be heat detection.	OK

Item #	Ref #	Code	Section	Days to Correct	Violation	Remarks	Corrected/Days to Correct
5	1574	MSFC 2015	1104.5.3	60	Ensure that the means of egress illumination is equipped and maintained with an emergency power system capable of providing 30 minutes of illumination in the event of primary power loss.	Provide battery back up emergency lighting in lunch room/common room. NOTE: may be combination exit sign/emergency lighting unit	OK
6	1551	MSFC 2015	1103.7.2	60	Install a fire alarm system in the educational occupancy in accordance with Section 1103.7.2.	Provide a manual fire alarm pull station near the office or other location constantly attended during school hours.	OK
7	1272	MSFC 2015	509.1	60	Provide approved signage for rooms containing fire protection equipment, controls for air-conditioning systems, sprinkler risers and valves and other fire detection, suppression or control elements.	Affix a readily visible sign or label on or adjacent to the entrance of the room containing the main fire alarm system control panel that reads: FIRE ALARM CONTROL PANEL, or similar approved wording.	OK

Follow-up Inspection Remarks:

Initial Inspection Remarks:

This is an inspection of a church educational area being leased temporarily by a charter school. The charter school only expects to be in this location until November 1, 2017. The charter school will use the space for about 100 students in grades 7-9. Areas to be used are lower level classrooms, lunch room/common area and kitchen (serving only) on level one. Facility has a monitored alarm system with addressable corridor smoke detection. The fire alarm system was recently ungraded. City of Isanti will provide final inspection report. All corrections to be completed prior to student occupancy. Please contact the inspector with any questions and once the above items have been completed. Please contact the City of Isanti for any permits that may be required.

Previous Follow-up Inspection Remarks:

☑ Appears to meet minimum requirements.

Date: 7/13/17

Owner/Representative:	
Inspector:	DSFM Kevin J. McGinty - 651.888.9119 - kevin.mcginty@state.mn.us

A variance procedure is available. Please contact the inspector named for further assistance with this or any other matter.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor Wimmer
Members of the City Council

FROM: Ryan Kernosky, Community Development Director

DATE: July 5, 2017

SUBJECT: Agenda Request from New Hope Community Church to allow the Arts & Science Academy to utilize their space from August 1, 2017 to November 20, 2017 for up to 200 students

---

Background

New Hope Community Church (applicant), located at 114 Dahlin Ave NE, has submitted an Agenda Request Form for the Council. The applicant, along with the Arts & Science Academy is seeking permission to utilize the church as an education institution for a short period of time.

As you may recall, the Arts & Science Academy has recently begun construction on their middle school. Recognizing that the middle school will not be completed in time for the start of the school year, the Arts & Science Academy has partnered with New Hope Community Church to utilize their space from August 1, 2017 to November 30, 2017 to house their students while the new middle school is being constructed. Per the application, they are not intending to exceed 200 students.

Because educational institutions are not a permitted nor a conditional use in the B-1 zoning district, this request is being taken directly to the City Council for discussion and/or consideration.

Existing Zoning

The church is currently zoned B-1 "Central Business District." The purpose of the "B-1" Central Business District (CBD) is to promote mutually compatible business activities in downtown Isanti. What makes the Central Business District unique from the General Business District is that it is a commercial area that serves as a focal point both culturally and historically for the City of Isanti. Commercial uses, to include but are not limited to retail, office, and service uses; encourage and support pedestrian movement and activity within the Central Business District.

Religious Institutions are a conditional use in the B-1 zoning district and are defined as "A place of worship or religious assembly, where people regularly assemble for religious purposes and related social events with related accessory uses and facilities such as the following: rectory or

convent; private school, meeting hall, offices for administration, or licensed child or adult day care; and which is maintained and controlled by a religious body organized to sustain public worship and religious ceremonies."

Other Considerations

Traffic Flow and Parking: There are several questions raised regarding the flow of traffic (including bus and parent drop off), and parking.

Addressing Fire Marshal Requirements: The Deputy State Fire Marshal and the City Building Official did a walkthrough of the church and listed items that would need to be addressed prior to the school utilizing space in the church.

City Staff Request

Staff has prepared this memo to provide information on the City Council Agenda Request. If there is consensus to allow this temporary use, staff would then prepare and present a resolution to the City Council for consideration at the July 18th City Council meeting.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the City Council

FROM: Ryan Kernosky, Community Development Director

DATE: July 5, 2017

SUBJECT: Conditional Use Permit Amendment – Art & Science Academy

Background

CSDCPC ASA, LLC on behalf of the Art & Science Academy (applicant) has submitted a Conditional Use Permit (CUP) Amendment to amend Resolution 2014-074. Resolution 2014-074 established the Art & Science Academy's original CUP. In that Resolution, a condition capped the number of students at 260. The applicant, through the amended CUP application, wishes to increase the student enrollment from 260 students to 300 students.

The City has been working with the applicant to build a new park facility adjacent to their property. Once the applicant is finished building the park to the specifications of the City, the applicant will convey the property to the City. As part of the Conveyance Agreement (approved through Resolution 2017-097), there was a mutual understanding that the applicant intended to increase the enrollment at the Art & Science Academy through an Amended Conditional Use Permit.

Zoning Ordinance Requirements

Zoning: The subject property is located on 6th Ave Ct NE and is 2.71 acres in size. The property is zoned 'B-2' *General Business District* and falls within the 'H65' *Highway 65 Corridor Overlay District.* At the time of the 2014 CUP, 'educational institutions' were a conditional use in the B-2 zoning district. Since that time, that use has been removed from the B-2 zoning district entirely. It is appropriate to amend the existing CUP to reflect proposed changes for this use.

Parking and Traffic: The applicant states in the application that they will not be increasing the number of staff, and therefore will not be looking to increase the number of parking stalls. Currently the school has 43 stalls of off-street parking. Within our municipal code, the school is required to have one stall per 20 students and one stall per classroom; the existing number of off-street parking stalls well exceeds our minimums. The applicant also states that the current pick up/ drop off area works well, with staff providing safety for the students as the load and unload the bus.

Site Plan Review: Because the proposed amendment does not impact the physical layout nor the aesthetics of the existing property, there is no need to pursue a site plan review. The potential building addition will need to go through the proper steps and receive the proper approvals if it is ever built.

Comprehensive Plan
Educational Institutions are neither fitting nor unfitting within the "B-2" and "H65" zoning districts of the Comprehensive Plan. The typical increase in the morning and afternoon traffic flow are a result of the educational institution make this use more of a destination, and not convenience based used that would typically be allowed in commercial zoning. However, the City amended the code in 2014 to make Education Institutions a conditional use in this zoning district, and has since amended the code again to remove it as a conditional use. It's appropriate to take that into consideration when making a recommendation to the City Council.

Other Considerations
The City has approved an agreement with the applicant to construct a park adjacent to the subject property, and the City has received the Final Plat (Fairway Greens Phase 10). The final plat has been recorded, and construction on the park has commenced.

Public Notice
Notice of the proposed CUP Amendment was published in the official City newspaper, *Isanti County News,* on Wednesday June 7, 2017. Mailed notices were provided to property owners within 350' of the subject property.

Public Comment
At the time of this memo being published, staff had received no comment from the public.

Development and Operations Advisory Committee Comments
The Development and Operations Advisory Committee met on Thursday June 8, 2017 and expressed the following comments:

1) The proposed park needs to be completed and conveyed to the City prior to increasing enrollment from 260 to 300.

Staff Request
City staff is requesting action on this item.

City Planning Commission Recommendation
The City Planning Commission reviewed this matter at the June 20th, 2017 meeting. It was moved by Lorinser, second by Collison to approve the proposal as presented by staff. Motion carried unanimously.

Options and Proposed Motion Language
1. Approval with No Conditions: Motion to approve the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from 260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota.

2. Approval with Conditions: Motion to approve the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from 260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota with the following conditions...

3. Denial: Motion to deny the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from

260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota for the following reasons…

4. Table Request: Motion to table approval of the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from 260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

Attachments:

- Applicant Narrative
- Resolution 2014-074
- Site Map
- Findings of Fact and Conclusion
- Resolution 2017-XXX

Conditional Use Permit Modification Narrative

Reason for Modifying the CUP:

The Art and Science Academy would like to increase its enrollment from 260 to 300 students to meet additional demand in the community by filling out existing classes to capacity. Currently, the Art and Science Academy is not able to enroll any students next year even though they still have room in many of the classrooms to accommodate more students. Increasing student enrollment would allow them to better meet existing demand and provide educational choice for more families. For example, they currently have only 8 students enrolled in 7th grade and have additional openings ranging from 2 or 3 in some classes to 10 in kindergarten.

Traffic and Parking:

To date, the school's student drop off and pick up procedures have been successful and no unusual incidents have occurred. The school has 5-6 staff assigned to coordinate parent pick up. Students arrive and leave safely and parents are generally satisfied with the time it takes to enter and exit the parking lot. The pick-up times at the school are staggered, due to the after school enrichment programs, resulting in families picking up students at 3pm and 4pm rather than all at once. At this point there are quite a few empty parking spots in the driveway. If the student enrollment was increased to 300 students, there would still be ample parking spaces to accommodate any new staff. However, since the increased enrollment is targeting the filling out of existing classes rather than adding additional classes, the school expects there to be very little increase in staff parking.

RESOLUTION NO. 2014-074

A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT (CUP) AND SITE PLAN/BUILDING APPEARANCE FOR THE ART AND SCIENCE ACADEMY TO BE LOCATED ON THE PROPERTY AT 903 6TH AVENUE COURT NE

WHEREAS, Shade Tree Center LLC currently owns the property at 903 6th Avenue Court NE; and,

WHEREAS, the petitioner has requested a Conditional Use Permit (CUP) to allow for educational institutions on the property at 903 6th Avenue Court NE; and,

WHEREAS, the property is located within the "B-2" General Business District, which requires a Conditional Use Permit (CUP) for educational institutions; and,

WHEREAS, following publication, posted and mailed notice thereof, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on April 8th, 2014; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the proposed Conditional Use Permit subject to the conditions as listed below based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on April 15th, 2014; and,

WHEREAS, the City Council of the City of Isanti has determined that the Conditional Use Permit and Site Plan / Building Appearance with conditions, meets the ordinance requirements necessary for granting approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit and Site Plan/building Appearance for the Art and Science Academy and **BE IT FURTHER RESOLVED** that the requested Conditional Use Permit and Site Plan/Building Appearance to be located on the property at 903 6th Avenue NE, be hereby approved subject to the following conditions:

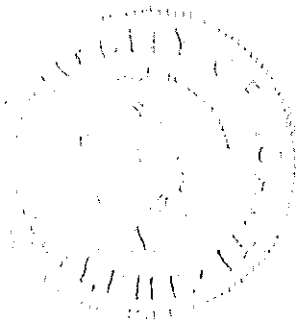
1. The maximum number of students enrolled at the Art and Science Academy shall be 260.
2. Changes in traffic flow shall be reviewed and approved by the City Engineer.
3. The City of Isanti shall be notified if the number of buses servicing the Academy is greater than three (3).
4. The building plans must be submitted to and approved by the Building Official prior to renovations of the building.
5. The striped pedestrian crosswalk across the vehicle drive lane does not line up with the existing pedestrian ramp located north of the main entrance. The crosswalk should either line up with the existing pedestrian ramp or a new pedestrian ramp meeting all ADA requirements should be built in line with the proposed crosswalk.
6. A paved walk across the center island in line with the proposed crosswalk is also required. This would need to be designed with proper drainage to maintain the existing rain garden hydraulics.
7. Once the electrical contractor has designed the lighting layout submit layout, style, and photometrics stating it meets lighting level requirements to the City for review.
8. Plantings are shown in the "proof of parking" area. Should additional parking be needed in the future these planting and irrigation would need to be relocated. Verify this is the intent or revise the proposed planting locations on the plan.

Adopted by the Isanti City Council on this 15th day of April 2014.

Attest:

Donald C. Lorsung
City Administrator/City Clerk

(SEAL)



Mayor George A. Wimmer

A Community For Generations
Isanti

Legend

- City Limits
- Parcels (3-10-2017)
- Non Parcel Items
- Protected Waters - Watercou
- Protected Waters - Basin
- Public Water Basin
- Public Water Wetland

Location Map - ASA CUP Amendment

0 263 Feet

© Bolton & Menk, Inc - Web GIS 6/14/2017 2:47 PM

BOLTON & MENK
Real People. Real Solutions.

Disclaimer

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained

FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit Amendment
CSDCPC ASA, LLC on behalf of the Arts & Science Academy

June 20, 2017
Prepared by Ryan Kernosky, Community Development Director

Request

Request from CSDCPC ASA, LLC, on behalf of the Arts & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, that would allow an increase in the number of students from 260 to 300, located at 903 6th Ave Ct NE, legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant is requesting to amend Resolution 2014-074 to allow an increase in the number of students permitted from 260 to 300, located at 903 6th Ave Ct NE, legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Isanti, Minnesota.

2. The property is zoned "B-2" General Business District and is a part of the "H65" Highway 65 Overlay Zoning District.

3. The applicant has submitted a Conditional Use Permit Amendment Application, the required application fee and associated materials on February 13, 2017. The received materials were deemed complete on March 3, 2017.

4. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on June 20, 2017 at 7:00 p.m. at City Hall within the City Council Chambers.

5. Notice of the Conditional Use Permit Amendment Application was published with the *Isanti County News* on June 7, 2017. Notices were sent to all property owners located within 350 feet of the aforementioned legally described parcel.

6. The City and applicant have interest in construction of a safe and usable park facility to be used by students and the public.

7. The City, through Resolution 2017-097, has agreed to accept ownership of the park facility located on a property legally described as Lot 2, Block 1, Fairway Greens Phase 10 after the applicant has completed construction on a safe and usable park facility.

8. Section 21, Article 2: Conditional Use Permits, Subdivision 3 (D) of the Zoning Ordinance establishes factors that the judgment of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed conditional use permit request.

Conclusions

1. In review of the standards established in Section 21, Article 2 Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

   The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

   A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.

      The proposed uses for the site would be consistent with the goals and objectives of the comprehensive plan.

   B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

      The proposed uses fit the intent of the ordinance and underlying zoning district ("B-2" General Business District and "HWY 65" Overlay District). The overall site layout of uses is complementary of each of the uses.

   C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.

      The establishment of the conditional use does not appear to endanger the public health, safety, morals and comfort of the surrounding area or the community. The proposed use increases the quality of life in Isanti by offering more students the opportunity to attend alternative schooling.

   D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.

      The conditional use does not appear to diminish or impair surrounding property values.

   E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

      The conditional uses on this lot will likely enhance future development in this area.

   F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

      As part of the development agreement, the applicant is to construct a park facility adjacent to the subject parcel. After the park facility is constructed, the applicant will be conveying the property to the City for public use. This condition is met.

   G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

      The requested conditional use permit appears to conform to the applicable regulations required for the district and the performance standards outlined within the zoning

ordinance. Conditions will be placed on any approval to ensure that the property is developed in accordance to ordinance requirements and the proposed plan provided by the applicant.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.

These have been evaluated as part of the findings of fact; and can be found within this document.

3. In review of the standards established in Section 21, Article 2 Conditional Use, Subdivision 4 General Performance Standards; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.

This site is currently served by a street of sufficient capacity. The proposed conditional use will not change the type of traffic flow that 6th Ave Ct NE was designed to accommodate. The amendment may slightly increase the amount of traffic as compared to the plan approved through resolution 2014-074.

B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.

Sufficient access points have been provided for this site. Parking meets the standards outlined in Section 17 of this Ordinance.

C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.

Existing parking lot crosswalks and pedestrian infrastructure is sufficient.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

Adequate off-street parking and school bus loading/ unloading is provided on site.

E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.

Not applicable to the amendment.

F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.

Not applicable.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

No additional landscaping is required nor needed.

H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.

Lighting meets the requirements of Section 14 of this Ordinance.

I. The site drainage system shall be subject to the review and approval of the City Engineer.

Site drainage was addressed and approved with the original plans.

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.

The building meets the exterior material requirements outlined in code.

K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.

Not applicable to the amendment.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

Existing signage appears to meet our sign code.

M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.

The applicant may need to pull permits related to school operations, that is typically handled through the State.

N. Any applicable business licenses mandated by City Code are approved and obtained.

Not applicable.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

Not applicable.

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformity shall be eliminated.

The use complies with the applicable performance standards as further outlined in Section 13 Use Regulations of this Ordinance.

Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the

general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

Decision

The Planning Commission reviewed the request in a public hearing on June 20, 2017. The meeting minutes, staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Lorinser, second by Collison to approve the request from CSDCPC ASA, LLC on behalf of the Art & Science Academy, for approval of an Amendment to the Conditional Use Permit approved through Resolution 2014-074, to allow for an increase in the maximum number of students allowed from 260 to 300, at the property legally described as Lot 2, Block1 of Fairway Greens, Isanti County, Isanti, Minnesota with the following condition:

1) Final conveyance from CSDCPC ASA, LLC to the City of Isanti of the park facility legally described as Lot 2, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota, is to be completed.

RESOLUTION NO. 2017-XXX

A RESOLUTION AMENDING THE CONDITIONAL USE PERMIT (CUP) APPROVED THROUGH RESOLUTION 2014-074 FOR THE ART AND SCIENCE ACADEMY LOCATED ON THE PROPERTY AT 903 6TH AVENUE COURT NE MORE LEGALLY DESCRIBED AS LOT 1, BLOCK 1, FAIRWAY GREENS PHASE 10, ISANTI COUNTY, MINNESOTA

WHEREAS, CSDCPC ASA, LLC currently owns the property legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota; and,

WHEREAS, the applicant, Art & Science Academy, has requested an Amendment to the Conditional Use Permit originally approved through Resolution 2014-074; and,

WHEREAS, the Amendment to the Conditional Use Permit would increase the maximum number of students enrolled at the Art and Science Academy from 260 to 300; and,

WHEREAS, the City of Isanti and the owner of the property legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota, have entered into a mutually agreed upon Conveyance Agreement approved through Resolution 2017-097; and,

WHEREAS, the Planning Commission has recommended approval of the request Amendment based upon the Findings of Fact and Conclusion as presented with conditions; and,

WHEREAS, the City Council reviewed the requested Amendment to the Site Plan and Conditional Use Permit at its regularly scheduled meeting on _____, 2017; and,

WHEREAS, the City Council of the City of Isanti has determined that the Conditional Use Permit meets the ordinance requirements necessary for granting approval;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Amendment to Resolution 2014-074 and **BE IT FURTHER RESOLVED** that the requested Amendment on the property legally described as Lot 1, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota, be hereby approved subject to the following conditions:

1. Final acceptance of park improvements and conveyance of property from CSDCPC ASA, LLC to the City of Isanti of the park facility legally described as Lot 2, Block 1, Fairway Greens Phase 10, Isanti County, Minnesota.

2. The permanent maximum number of students enrolled in the Arts and Science Academy is 300 students.

Adopted by the City of Isanti City Council on this ____ day of _____, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

K.5.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: July 7, 2017

Subject: Resolution Adopting Ordinance Notification Policy

Legislation was enacted this Session to require that Cities provide a 10 day notification and posting requirement for new ordinances before the City Council can consider them. If a city uses it's website to post its ordinances (or code) it has to use that website for the posting of new proposed ordinances, and if the City has an "electronic notification system", that will need to be used to distribute those ordinances. Below are the steps staff is proposing to meet these new law requirements.

Posting and Notification Requirements– We are proposing that Posting would be achieved by creating a drop down on our City Website. The new section would be titled "Pending and Proposed Ordinances". As far as notification, we would distribute those to the same recipients of the electronic City Council Agendas (as they now get pending ordinances in the agenda packets). Copies of proposed ordinances would be posted on the Official City Bulletin Board at City Hall.

Development of Amended or New Ordinances – We are proposing that responsibility would be placed in the City Development and Operations Advisory Committee for development of new pending ordinances. It will now take longer to get the ordinances to the City Council Agenda, as such legislation will not be able to be considered at the next regular City Council meeting, but at the 2nd meeting after Committee meetings. The law change will affect any new ordinances recommended from the July 20, 2017 Committee Meetings forward.

This matter has been reviewed by DOAC and City Attorney Joslin. Attached is a draft Resolution for your consideration that addresses this matter outlines the proposed process.

RESOLUTION NO. 2017 –

RESOLUTION ADOPTING ORDINANCE NOTIFICATION POLICY

WHEREAS, the Minnesota Legislature had adopted Chapter 77, requiring a ten (10) day notification of non- interim proposed ordinances, and

WHEREAS, in order to comply with the new legislation, the City Council recognizes that a policy is necessary to provide a process of notification that is in compliance for non-interim proposed ordinances;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the policy that provides for the procedures and steps necessary for the notification of non-interim ordinances, with said process and steps that are hereby listed below and made a part of this resolution.

1. Proposed Ordinances shall be reviewed by the Development and Operations Advisory Committee of the City Council prior to electronic posting and transmission.
2. Proposed Ordinances shall be placed on the City Website and posted a minimum of ten (10) days prior to date of the City Council Meeting where a final vote on the ordinance is scheduled.
3. The proposed non-interim ordinances shall be electronically sent out to all parties that have signed up for electronic notification by the City. This notification shall take place a minimum of ten (10) days prior to the date of the City Council Meeting where a final vote shall be taken.
4. Failure of a party to receive notification under this process shall not invalidate an approved ordinance.

This resolution was duly adopted by the Isanti City Council this 18th day of July, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

L.1.

City of Isanti

Gross Payroll	88,914.73
Social Security & Medicare	4,652.76
Public Employees Retirement	8,918.03
Total City Expense	102,485.52

Pay Date 7/14/2017

Pay Period 14 (6/25-7/8/17)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/17	07/12/2017	46737	1503	7-UP BOTTLING	609-20200	259.56
07/17	07/12/2017	46738	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,455.00
07/17	07/12/2017	46739	2343	ADVANTAGE SIGNS	101-20200	66.15
07/17	07/12/2017	46740	2030	ARTISAN BEER COMPANY	609-20200	143.50
07/17	07/12/2017	46741	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	526.55
07/17	07/12/2017	46742	2335	BCBSM	101-20200	19.80
07/17	07/12/2017	46743	9	BERNICKS PEPSI-COLA	609-20200	622.40
07/17	07/12/2017	46744	1500	BOLTON & MENK INC	101-20200	46,434.27
07/17	07/12/2017	46745	2319	BREAKTHRU BEVERAGE	609-20200	6,153.24
07/17	07/12/2017	46746	851	CASH	101-20200	114.94
07/17	07/12/2017	46747	1198	CENTER POINT ENERGY	601-20200	525.46
07/17	07/12/2017	46748	120	CONNEXUS ENERGY	101-20200	19,639.55
07/17	07/12/2017	46749	1472	CRAWFORDS EQUIPMENT INC	101-20200	17,906.00
07/17	07/12/2017	46750	918	CRYSTAL SPRINGS ICE	609-20200	499.94
07/17	07/12/2017	46751	8	DAHLHEIMER DISTRIBUTING CO	609-20200	10,018.35
07/17	07/12/2017	46752	833	DIAMOND VOGEL PAINT	101-20200	163.26
07/17	07/12/2017	46753	55	ECM PUBLISHERS INC	101-20200	641.72
07/17	07/12/2017	46754	912	FASTENAL COMPANY	101-20200	87.67
07/17	07/12/2017	46755	385	FEDERATED CO-OPS INC	101-20200	74.97
07/17	07/12/2017	46756	134	GOPHER STATE ONE-CALL INC	601-20200	178.20
07/17	07/12/2017	46757	2433	GRIDOR CONSTR INC	439-20200	77,070.00
07/17	07/12/2017	46758	160	HAWKINS INC	601-20200	7,146.38
07/17	07/12/2017	46759	2503	HEADWATER HOMES LLC	505-20200	8,000.00
07/17	07/12/2017	46760	1048	HENRYS WATERWORKS,INC.	601-20200	660.65
07/17	07/12/2017	46761	2209	INNOVATIVE OFFICE	101-20200	215.61
07/17	07/12/2017	46762	1563	ISANTI ELECTRIC INC	101-20200	694.00
07/17	07/12/2017	46763	270	ISANTI READY-MIX INC	603-20200	227.00
07/17	07/12/2017	46764	162	ISANTI RENTAL	101-20200	129.38
07/17	07/12/2017	46765	1534	J. J. TAYLOR	609-20200	881.65
07/17	07/12/2017	46766	7	JOHNSON BROTHERS LIQUOR CO	609-20200	10,538.22
07/17	07/12/2017	46767	5	KAWALEK TRUCKING	609-20200	280.00
07/17	07/12/2017	46768	394	LMCIT	603-20200	710.00
07/17	07/12/2017	46769	131	MACQUEEN EQUIPMENT INC	603-20200	89.80
07/17	07/12/2017	46770	17	MCDONALD DISTRIBUTING CO	609-20200	28,005.15
07/17	07/12/2017	46771	616	MENARDS - CAMBRIDGE	601-20200	102.16
07/17	07/12/2017	46772	281	MINNCO CREDIT UNION	101-20200	1,565.23
07/17	07/12/2017	46773	2208	MINNESOTA EQUIPMENT	101-20200	7.32
07/17	07/12/2017	46774	1945	MN DEPT OF LABOR	101-20200	2,724.36
07/17	07/12/2017	46775	2080	MVTL LABORATORIES INC	602-20200	395.60
07/17	07/12/2017	46776	1290	NAPA AUTO PARTS	101-20200	274.40
07/17	07/12/2017	46777	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,140.40
07/17	07/12/2017	46778	2406	QUALITY FLOW SYSTEMS INC	602-20200	1,021.50
07/17	07/12/2017	46779	1414	READY WATT ELECTRIC	101-20200	2,140.00
07/17	07/12/2017	46780	682	RIVERSIDE MARKET	101-20200	79.77
07/17	07/12/2017	46781	1113	RJM DISTRIBUTING INC	609-20200	219.80
07/17	07/12/2017	46782	2361	SEMLER HOMES	505-20200	6,000.00
07/17	07/12/2017	46783	1361	STAPLES ADVANTAGE	101-20200	51.41
07/17	07/12/2017	46784	2156	SUMMIT COMPANIES	101-20200	7.00
07/17	07/12/2017	46785	1820	URBANS HARDWARE	101-20200	202.57
07/17	07/12/2017	46786	686	VERIZON WIRELESS	101-20200	625.41
07/17	07/12/2017	46787	427	VESSCO INC	601-20200	197.62
07/17	07/12/2017	46788	42	VIKING COCA-COLA BOTTLING CO	609-20200	300.14
07/17	07/12/2017	46789	874	WASTE MANAGEMENT -	101-20200	386.98

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/17	07/12/2017	46790	4	WATSON CO INC	609-20200	3,811.56
07/17	07/12/2017	46791	1922	WEX BANK	101-20200	1,917.87
07/17	07/12/2017	46792	2475	White Bear IT Solutions, LLC	603-20200	2,847.70
07/17	07/12/2017	46793	780	WINE MERCHANTS	609-20200	192.00
Grand Totals:						273,389.17

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 7/13/2017 - 7/13/2017 | Jul 13, 2017 04:25PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/17	07/13/2017	46799	1882	AEM FINANCIAL SOLUTIONS, LLC	609-20200	2,775.00
07/17	07/13/2017	46800	953	ALL AMERICAN TITLE CO,INC.	601-20200	64.55
07/17	07/13/2017	46801	2504	ANCONA TITLE & ESCROW	601-20200	37.23
07/17	07/13/2017	46802	395	BCA	101-20200	180.00
07/17	07/13/2017	46803	53	BELLBOY CORPORATION	609-20200	7,986.88
07/17	07/13/2017	46804	9	BERNICKS PEPSI-COLA	609-20200	1,099.00
07/17	07/13/2017	46805	368	BILLS QUALITY CLEANING	609-20200	521.00
07/17	07/13/2017	46806	1474	CDW GOVERNMENT INC	101-20200	1,599.17
07/17	07/13/2017	46807	1822	CENTURYLINK BUSINESS SERVICES	101-20200	40.80
07/17	07/13/2017	46808	2369	CHOICE HOMES INC	603-20200	48.80
07/17	07/13/2017	46809	1736	COMM OF MMB, TREAS DIV	101-20200	940.00
07/17	07/13/2017	46810	2428	CONCIERGE TITLE INC	601-20200	104.03
07/17	07/13/2017	46811	918	CRYSTAL SPRINGS ICE	609-20200	413.26
07/17	07/13/2017	46812	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,212.75
07/17	07/13/2017	46813	55	ECM PUBLISHERS INC	101-20200	21.45
07/17	07/13/2017	46814	16	ELECTRO WATCHMAN INC	609-20200	26.72
07/17	07/13/2017	46815	2505	ELWOOD, JODI	601-20200	32.56
07/17	07/13/2017	46816	2391	FAMILY PATHWAYS	108-20200	100.00
07/17	07/13/2017	46817	912	FASTENAL COMPANY	101-20200	35.28
07/17	07/13/2017	46818	2506	FIRST FRUIT LAND DEVELOPMENT	603-20200	29.02
07/17	07/13/2017	46819	142	G & K SERVICES	609-20200	533.95
07/17	07/13/2017	46820	2507	GARDNER, CYNTHIA	601-20200	20.64
07/17	07/13/2017	46821	2508	GRIBALTAR TITLE AGENCY, LLC	601-20200	16.47
07/17	07/13/2017	46822	1048	HENRYS WATERWORKS,INC.	601-20200	1,972.26
07/17	07/13/2017	46823	428	HERMANS BAKERY	101-20200	50.00
07/17	07/13/2017	46824	1786	HOME TITLE INC	601-20200	120.97
07/17	07/13/2017	46825	2209	INNOVATIVE OFFICE	609-20200	20.99
07/17	07/13/2017	46826	162	ISANTI RENTAL	101-20200	80.70
07/17	07/13/2017	46827	113	ISANTI TIRE & AUTO CARE	101-20200	165.39
07/17	07/13/2017	46828	2509	JARVI, HEATHER	601-20200	3.67
07/17	07/13/2017	46829	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,039.08
07/17	07/13/2017	46830	1857	JOSLIN & MOORE	101-20200	5,645.40
07/17	07/13/2017	46831	5	KAWALEK TRUCKING	609-20200	177.80
07/17	07/13/2017	46832	1975	LIBERTY TITLE	601-20200	152.94
07/17	07/13/2017	46833	2510	LIVINGSTON, CYNTHIA	601-20200	71.39
07/17	07/13/2017	46834	2208	MINNESOTA EQUIPMENT	101-20200	14.28
07/17	07/13/2017	46835	1604	MINNESOTA UI FUND	609-20200	394.53
07/17	07/13/2017	46836	176	MN DEPT OF REVENUE	101-20200	24,314.00
07/17	07/13/2017	46837	2080	MVTL LABORATORIES INC	602-20200	120.00
07/17	07/13/2017	46838	1290	NAPA AUTO PARTS	101-20200	74.56
07/17	07/13/2017	46839	2511	NATZEL, JENNIFER	601-20200	30.38
07/17	07/13/2017	46840	2231	NORTH 65 CHAMBER OF COMMERCE	108-20200	75.00
07/17	07/13/2017	46841	2450	NORTHERN HOLLOW WINERY	609-20200	119.88
07/17	07/13/2017	46842	2512	OTTE, BARBARA	601-20200	61.84
07/17	07/13/2017	46843	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,397.05
07/17	07/13/2017	46844	1747	PHOENIX TAPE & SUPPLY CO	602-20200	550.64
07/17	07/13/2017	46845	2031	RESOURCE TRAINING	602-20200	32,808.00
07/17	07/13/2017	46846	2028	SELECTACCOUNT	861-20200	6.50
07/17	07/13/2017	46847	1361	STAPLES ADVANTAGE	101-20200	173.78
07/17	07/13/2017	46848	2513	STELLA, JENNIFER	601-20200	44.70
07/17	07/13/2017	46849	554	STEVES TIRE SERVICE	101-20200	737.30
07/17	07/13/2017	46850	96	STREICHERS	101-20200	79.96
07/17	07/13/2017	46851	1762	THE TITLE GROUP	601-20200	47.31

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/17	07/13/2017	46852	2076	TITLE SPECIALIST INC	601-20200	14.67
07/17	07/13/2017	46853	2514	TOP QUALITY HOMES	601-20200	40.41
07/17	07/13/2017	46854	2027	US INTERNET	603-20200	57.80
07/17	07/13/2017	46855	686	VERIZON WIRELESS	101-20200	503.55
07/17	07/13/2017	46856	42	VIKING COCA-COLA BOTTLING CO	609-20200	252.33
07/17	07/13/2017	46857	2067	ZABINSKI BUSINESS	609-20200	235.13
Grand Totals:						101,492.75

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
May 16, 2017

L.2.

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:11 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: None

Staff Present: Alex Conzemius, Planner with Bolton & Menk
Lindsey Giese, City Clerk

Others Present:

D. Agenda Modifications.

Giese stated there were none.

Motion by Lundeen second by Lorinser to approve the agenda. Motion carried unanimously.

2. Approval of Minutes from April 18, 2017 and May 9, 2017 Planning Commission Meetings

Chairman Wimmer questioned if there were any comments or changes to the minutes.

Motion by Lundeen, second by Collison to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing Final Plat Approval

A. Arts and Science Academy: Chairman Wimmer provided background on the Arts and Science Academy and the pursuit to operate a grades 5-8 middle school at a 13 acre site within the City of Isanti

One comment was received as part of the public hearing requesting information on the developer Charter School Development Corporation Property Corporation Arts and Science Academy Limited Liability Corporation (CSDCPC ASA, LLC).. Motion by Lundeen second by Bergley to approve the final plat. Motion carried unanimously.

4. Other Communications.

A. None.

5. Adjournment

Motion by Bergley second by to Lundeen to adjourn the May 16th, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:12 p.m.

Dated at Isanti, Minnesota this 16th day of May 2017.

Respectfully submitted,

p.p.

Alex Conzemius, AICP
Interim City Planner

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
June 6, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:17 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer, Tara Hallberg, and Steve Lundeen
Commissioners Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

None. Motion by Lundeen second by Collison to adopt Agenda as presented. Motion passed unanimously.

2. Approve Minutes of May 2, 2017 Regular Economic Development Meeting

Motion by Collison second by Lundeen to approve the minutes for May 2, 2017. Motion carried unanimously.

3. Isanti Hotel Update

President Wimmer updated the EDA as to the status of the project. He stated that the City Council has secured the site and that the Development Team was working with legal counsel to finalize the financing structure of the deal and partnership agreement.

Item was informational, no action requested,

4. Other Business / Updates

Sullivan read a statement from the Ownership Group for Whiskey Road Pub and Grub. The ownership group is still interested in doing a project in Isanti. There are issues with the Condo Association that need to be worked out.

President Wimmer indicated that Coborn's was doing very well which was echoed by Economic Development Director Sullivan.

Commissioner Collison stated people are coming from East Bethel to shop at Coborn's

President Wimmer stated that Allina was looking to expand in the next few years due to success.

Economic Development Director introduced Shaun Gilyard as the new Economic Development / Marketing Intern.

Sullivan stated the Promo Bags were popular at BMX event. Surveys were conducted that were very supportive of a Hotel in Isanti.

President Wimmer stated 33 single housing permits have been pulled and 4 more are waiting to be picked up.

a. Business Prospects
b. GPS 45:93
c. 10th Annual Mayor's Employer Celebration Day
d. City Promotional Bag Update
e. Marketing Materials
f. EDAM – Summer Conference
g. 5th Avenue Extension
h. Logo Use
i. Housing Starts in 2017
j. Business Arrivals and Departures in Isanti 2017

5. Adjournment

Lundeen motioned, seconded by Bergley to adjourn at 7:30 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 6th day of June, 2017.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

A Community For Generations.

Isanti

L.4.

Request for City Council Action

To: Mayor Wimmer and Members of the City Council

From: Josi Wood, Public Services Director/ Assist. City Admin.

Date: July 18, 2017

Subject: Consider Resolution Authorizing Payment of Services for Water Tower Cleaning

---

Background

April 18, 2017 Council approved cleaning of the interior and exterior water tower through Midco Diving & Marine Services in the amount of $9,575.00 plus 5% continency. Upon cleaning the water tank, it was determined that the amount of sediment exceeded the three inches that was included in the agreement with the contractor. In many areas, the sediment reached 20 inches. Removal of the sediment was tracked and billed at an hourly rate.

The total amount owed for the interior and exterior water tower cleaning is $11,175.00.

Finance Committee Recommendation

The Finance Committee discussed this item July 6 and recommends approval of full payment to Midco Diving & Marine Services, Inc. in the amount of $11,175.00.

Request

Staff is requesting action on this item

Attachments

- Resolution 2017-XXX
- Midco Diving & Marine Services, Inc. Invoice

RESOLUTION NO. 2017-XXX

A RESOLUTION AUTHORIZING PAYMENT FOR SERVICES FOR WATER TOWER INTERIOR AND EXTERIOR CLEANING

WHEREAS, April 18, 2017 Council approved the bid from Midco Diving & Marine Services, Inc. in the amount of $9,575.00 plus 5% contingency for interior and exterior cleaning of the City water tower; and,

WHEREAS, Midco Diving & Marine Services, Inc.'s bid stated that removal of sediment on the interior of the tank would be included in their bid should the amount not exceed three (3) inches; and,

WHEREAS, upon cleaning, it was determined that the sediment exceeded the three (3) inches and the City would be billed on an hourly basis to remove all sediment; and,

WHEREAS, the final bill for services by Midco Diving & Marine Services, Inc. is $11,175.00; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize payment in the amount of $11,175.00 to Midco Diving & Marine Services, Inc. for services of interior and exterior water tower cleaning. The funding source is identified as Water Fund (500).

Adopted by the Isanti City Council this 18th day of July, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

Midco Diving & Marine Services, Inc.
P.O. Box 513
Rapid City, SD 57709-0513
(800)479-1558
info@midcodiving.com
http://www.midcodiving.com

Midco Diving & Marine Services, Inc.

INVOICE 2756

DATE 07/03/2017 TERMS Net 10 Days

DUE DATE 07/13/2017

PURCHASE ORDER
Isanti, MN

JOB ID
P2017109

DATE	ACTIVITY	AMOUNT
06/29/2017	Tank Interior / Exterior Cleaning and Inspection x 1	
06/29/2017	Crew Rate	2,675.00
06/29/2017	Written Reports	200.00
06/29/2017	Additional Work: Hand Nozzle - 4 Hours	1,400.00
06/29/2017	Exterior Cleaning	6,900.00

Thank you for your business!

TOTAL DUE $11,175.00

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council

From: Sean M. Sullivan, Economic Development Director

Date: July 18, 2017

Subject: **Consider Resolution Authorizing Purchase of T930 Postscript Printer**

Background:

Economic Development Director Sullivan and Isanti Events and Parks Coordinator Katie Everett have been researching printers. Based on office needs we have decided that a Large Format Color Printer – HP T930 without scanning capability is the best value. The Technology Fund has approved an expenditure up to $6000 for this large format printer. Staff has researched prices and different vendors and has found a local vendor that is the cheapest and has the most flexibility. See the pricing below:

Tierney	$3,345
IT Supplies	$4,995
CDW	$5,795

Staff has demoed the printer in the office and it has met staff needs. Tierney has provided some training and to date software has been installed on the computers for Community Events and Parks Coordinator Everett, ED Director Sullivan, CD Director Kernosky and it will be installed on Public Services/Assistant City Administrator Wood and City Administrator Lorsung's computers and others that have a need for this type of printer.

Potential Funding Source:

Technology Fund. Printer will be used by primarily by Park and Rec, Economic Development, Planning and Public Services.

Finance Committee Recommendation:

Finance committee has met and recommended purchase of the T930 printer to be funded out of the Technology Fund for an amount of $3,345.

Staff Recommendation:

Staff recommends purchase of the T-930 Printer and replacement ink cartridges in an amount not to exceed $3,600. This recommendation is $255 more than the Finance Committee recommendation but falls well within the allowance of $6000 that was established for this purpose.

Requested Action:

Consider Adoption of Resolution 2017- ___ Authorizing Purchase of T930 Postscript Printer

Attachment:

1) Resolution 2017- ___ Authorizing Purchase of T930 Postscript Printer

RESOLUTION 2017-___

Authorization the Purchase of T930 Postscript Printer

WHEREAS, the City of Isanti EDA has identified improving marketing as a priority; and

WHEREAS, the City of Isanti does not have the in house capability to print large color maps and marketing materials for use in presentations or other mediums; and

WHEREAS, the City of Isanti got three quotes for the T930 Printer and the quote of $3,345.00 provided by Tierney was the best quote and the Finance Committee recommended its purchase; and

WHEREAS, In addition the purchase of the printer City Staff has included an additional $255.00 for the purchase of addition printing cartridges.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorize the purchase of the HP Designjet T930 Postscript printer and printing cartridges in an amount not to exceed $3,600 as identified on the attached invoice # 505961-1. The purchase will be from the Technology Fund.

This Resolution hereby approved by the Isanti City Council this 18th day of July 2017.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

TIERNEY

Invoice

Serving the States of: IL | IN | IA | KY | MI | MN | OH | WI
Remit To: 1771 Energy Park Drive, Suite 100 St. Paul, MN 55108
(612) 331-5500 | (800) 933-7337 | Fax (612) 331-3424
www.tierneybrothers.com

Invoice No.: **505961-1**

Date: **7/13/2017**

Bill To
Accounts Payable
City of Isanti
110 1st Avenue NW
PO Box 428
Isanti MN 55040

Ship To
Sean Sullivan
City of Isanti
110 1st Ave NW
Isanti MN 55040

Due Date:	Sales Person	PO #	Ship Via
8/12/2017	255 Jeff Dennehy	PENDING	Best Way

Qty Ord	Item	Description	Price	Ext. Price
1	L2Y22AB1K	HP Designjet T930 36" Postscript Printer	3,095.00	3,095.00
1	TBISETUP	Tierney Brothers Tech Service Assembly, Installation and User Training for Large Format HP Printer	250.00	250.00
1	CR357-67093	HP T930 36" Media Spindle * Value $75.00 *	0.00	0.00
1	C1Q12A	HP 727 300 ml Matte Black Ink Cartridge * Ink Value $125.00 *	0.00	0.00
1	400A36150	Vitaliti 24# Ultra Brite Paper 36" X 150'	0.00	0.00
1	B3P19A	HP727 130ml Cyan Designjet Ink Cartridge for T1500 & T920	51.00	51.00
1	B3P20A	HP727 130ml Magenta Designjet Ink Cartridge for T1500 & T920	51.00	51.00
1	B3P21A	HP727 130ml Yellow Designjet Ink Cartridge for T1500 & T920	51.00	51.00
1	B3P23A	HP727 130ml Photo Black Designjet Ink Cartridge for T1500 & T920	51.00	51.00
1	B3P24A	HP727 130ml Gray Designjet Ink Cartridge for T1500 & T920	51.00	51.00

Subtotal	3,600.00
Shipping Cost (Best Way)	0.00
Total	$3,600.00

Thank you for your order.

For questions on this invoice, please reference the number in the upper right corner of this document.

505961

RESOLUTION NO. 2017-XXX **L.6.**

RESOLUTION OFFERING THE POSITION OF ASSISTANT LIQUOR STORE MANAGER TO KEITH LUSK

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City advertised and accepted applications for the Assistant Liquor Store Manager position; and

WHEREAS, the Personnel Committee has selected Mr. Keith Lusk as the most qualified candidate for the position; and

WHEREAS, references and a successful background check has been completed on the candidate.

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

1. That Human Resources is hereby directed to offer the Assistant Liquor Store Manager position to Mr. Keith Lusk for the City of Isanti with a start date of July 19, 2017
2. Mr. Lusk shall start at Step 1 of the City's pay scale for the Assistant Liquor Store Manager at $20.19 /hour.
3. That the Mayor and City Administrator are authorized to sign said contract upon approval of the City Council.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer upon approval of the City Council.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 18th day of July, 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

L.7.

RESOLUTION NO. 2017-XXX

RESOLUTION OFFERING THE POSITION OF PART TIME CUSTODIAN TO DONALD HANSON

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill a paid part-time Custodian position; and

WHEREAS, the Personnel Committee selected Mr. Donald Hanson as the most qualified candidate for the position.

WHEREAS, references and a successful background check has been completed on the candidate.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL of the City of Isanti, Minnesota as follows:

1. That Human Resources is hereby directed to offer the Part Time Custodian position to Mr. Donald Hanson for the City of Isanti and that he shall start in that position effective July 19, 2017.
2. That Mr. Hanson shall begin at Step 1 of the pay scale, $10.88/hour.
3. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
4. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This resolution was duly adopted by the Isanti City Council this 18th day of July, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

L.8.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events and Parks Coordinator

Date: July 18, 2017

Subject: Amendment to Rum River Rods Car Show Special Event Permit

---

Background:
City staff have received a letter from Joshua Stumne who is interested in becoming a vendor at the regular summer car shows with Rum River Rods. The Rum River Rods discussed the addition and have accepted the request. Stumne will provide and sell pin striping and lettering for vehicles.

Staff Request:
Staff are requesting City Council approve an amendment to the Special Event Permit (Resolution 2017 – 136) to include Krazy S Customz as a vendor at the regular events.

Attachments:
- Resolution 2017- XXX

RESOLUTION 2017-XXX

RESOLUTION TO AMEND RESOLUTION 2017-136 APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE RUM RIVER RODS REGULAR AND SUMMER SPECTACULAR CAR SHOWS

WHEREAS, on May 2, 2017 the City Council approved Resolution 2017-136 approving the Special Event Permit for Rum River Rods' regular and Summer Spectacular Car Shows; and,

WHEREAS, City Staff have received a request for Krazy S Customz pin striping to be added to the special event permit as a vendor at regular events; and,

WHEREAS, City Staff have received approval from Rum River Rods to include the vendor on their permit; and,

WHEREAS, the Special Event Permit for the Rum River Rods Car Shows will need to be amended to include this vendor;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that Resolution 2017-136 shall be amended to include Krazy S Customz as a vendor at weekly shows with the following condition:

- The vendor's set up location and operations will not further impact businesses in Downtown Isanti.

This resolution was duly adopted by the Isanti City Council this 18th day of July, 2017.

Attest:

George A. Wimmer
Mayor

Katie Brooks
Human Resources/City Clerk

(SEAL)

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
July 5, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:21 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer, and Steve Lundeen
Commissioners Absent:	Tara Hallberg (excused)
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

None. Motion by Collison second by Lorinser to adopt Agenda as presented. Motion passed unanimously.

2. Approve Minutes of June 6, 2017 Regular Economic Development Meeting

Motion by Bergley second by Lundeen to approve the minutes as presented for June 6, 2017. Motion carried unanimously.

3. Isanti Hotel Update

President Wimmer updated the EDA as to the status of the project. The Development Team was working with legal counsel, financial advisors and a lending institution to finalize the financing structure of the deal. The discussion centered on not being a limited partner but only providing financing with a combination of internal and external sources. The reason for the change in ownership is based upon the delay it would put in place for this construction season. Tax abatement applications are being presented to the School Board and Isanti County for consideration. The applicant will be the developer. The advantage of tax abatement vs. TIF for the participating jurisdictions was explained. Tax abatement would be Pay-as-you-go.

Item was informational, no action requested

4. Isanti Welcome Brochure Update

Economic Development Director Sullivan provided the EDA with a draft brochure with updates. He asked for comments and feedback.

President Wimmer indicated he has some changes and would work with Staff to get them implemented.

Motion by Lundeen second by Bergley to direct Economic Development Director Sullivan, President Wimmer and ED Intern Gilyard to work on edits for document and bring back to City Council with printing costs for final approval. Motion carried unanimously.

5. Other Business / Updates

Sullivan stated 42 single housing permits have been pulled and 1 more are waiting to be picked up. It is about the same pace as last year.

Commissioner Lundeen indicated we had hit our mark for the year.

Sullivan stated he had read an article that supported the economy being in a much more stable position and that if a recession were to occur it would not be as bad as the Great Recession.

Commissioner Collison asked if there were bags available for the Summer Spectacular on August 12.

President Wimmer stated they had chosen three events and this was not one of them.

Commissioner Lundeen stated he saw people stopping at the City of Cambridge sign and taking pictures.

President Wimmer indicated that signs were expensive.

ED Director Sullivan stated that the Lodging tax could help with this item in the future. He supported the idea of a sign on Highway 65.

Commissioner Lorinser stated that the development at the intersection of Hwy 65 and Heritage Blvd is lit up at night and that a visible corridor is being defined.

a. Business Prospects
b. GPS 45:93
c. City Promotional Bag Update
d. Marketing Materials
e. EDAM – Summer Conference
f. 5th Avenue Extension
g. Housing Starts in 2017
h. Business Arrivals and Departures in Isanti 2017

6. Adjournment

Lundeen motioned, seconded by Bergley to adjourn at 7:30 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 6th day of June, 2017.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

A Community For Generations.

Isanti

Isanti Police Department Monthly Report

June 2016

Reported Crime	Month to Date	Year to Date
Theft	13	69
Assault	1	20
Vandalism/Damage to Property	17	38
Narcotics	5	18
Burglary	0	3
Domestics	6	39
Crim Sex	1	4
Robbery	0	0
Loud Party/Disturbance	16	62
Medical	21	158
Permit to Purchase (Eff 3/1/2016)	5	55

Traffic Offenses	Month to Date	Year to Date
No Insurance	4	39
DUI	1	7
Accidents	6	35
Hit & Run	2	4
Warrant P/U	6	30
Speed	10	91
DAR/DAS	5	37
Administrative Citations (Including Speed)	7	66

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	48,364	1,715	9,410
Dodge 222	121,272	1,097	10,053
Ford Explorer 224	24,820	1,321	7,764
Dodge 225 - Out of Service	157,293		409
Chevy Silverado 220	105,102	175	3,878
Chevy Impala 223	83,393	261	2,720
Ford F150 225	1,105	795	1,105

CEZT REPORT

June 2017

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**373**	**256**	**162**	**121**	**78**	**38**	**711**
TOTAL OPEN CASES	**71**	**53**	**37**	**34**	**37**	**23**	**36**
VIOLATIONS CLOSED THIS PERIOD	**79**	**75**	**32**	**40**	**29**	**41**	**46**
NEW ISSUES THIS PERIOD	**117**	**94**	**41**	**43**	**40**	**38**	**48**
CAN-Proh Animals							
CCV-Comm Vehicle Storage						1	
CDO--Dogs					1	1	
CPA-Park & Store	22	9	17	13	22	15	27
CSN-Snow Removal							
CSP-Solicitors/Peddlers							
CST--Fish Houses, PODS, Rolloffs							
NEX-Exterior Structure, Paint/Repair		1	1			1	
NGA-Garbage Service & Storage							
NGR--Grass Length	74	62					
NJU--Junk/Brush	2	11	5	7	5	5	6
NOX-Noxious Weeds	1	3					
NUV-Unlicensed vehicle or missing plates	1	1	6	14	5	14	11
RNT-Unlicensed rental	10	3				1	
SGN-Signs	6	4	13	6	6		4
ZAC-Accessory Building					1		
ZFE-Fence	1			3			
ZTD--Temporary Dwelling							
New Resident Letters Mailed							
Compliance Letters Mailed this period			44	48			49
Administrative Citations Issues/period			1	1	3		2
Criminal Citations Issued/period							
Abated Properties/Period							0
Admin Hearings Requested							0
Admin Hearings Held w positive judgement							
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**18**	**10**	**19**	**15**	**16**	**17**	**18**

M.3.

CITY OF ISANTI MONTHLY REPORT

June 2017

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	19	56	$0.00	$0.00	$19.00	$48.00	$1,600.00	$4,560.00		
Decks	7	18	$20,468.00	$55,544.00	$11.65	$26.93	$1,127.75	$2,881.05		
Basement Finish	1	15	$15,000.00	$151,618.00	$7.50	$60.60	$450.45	$5,347.60		
Addtns. Remodel	1	1	$0.00	$0.00	$1.00	$1.00	$80.00	$80.00		
Garages	0	1	$0.00	$50,000.00	$0.00	$25.00	$0.00	$1,155.00		
Miscellaneous	11	70	$0.00	$20,000.00	$11.00	$43.00	$1,334.00	$8,943.00		
Single dwellings	9	42	$1,531,532.50	$7,012,145.00	$765.69	$2,120.98	$21,140.17	$97,926.64		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	12	52			$12.00	$29.00	$900.00	$3,900.00		
Plumbing	11	65			$11.00	$40.00	$914.00	$5,296.00		
									$49,332.00	
Resid. Totals	71	**320**	**$1,567,000.50**	**$7,289,307.00**	**$838.84**	**$2,394.51**	**$27,546.37**	**$130,089.29**	**$49,332.00**	**$304,213.20**
Commercial										
New Buildings	0	1	$0.00	$849,642.00	$0.00	$0.00	$0.00	$5,206.75		
Addtns./Remodel	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Plumbing	0	1	$0.00	$12,000.00	$0.00	$0.00	$0.00	$180.00		
Mechanical	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$75.00		
Roofing	1	1	$0.00	$0.00	$1.00	$0.00	$80.00	$80.00		
Tenant Change/Fill	3	20	$0.00	$0.00	$3.00	$0.00	$805.00	$2,752.00	**$0.00**	**$12,772.80**
Comm. Totals	**4**	**25**	**$0.00**	**$861,642.00**	**$4.00**	**$0.00**	**$885.00**	**$8,373.75**		
Resid. Plus Comm. Totals	75	**345**	**$1,567,000.50**	**$8,150,949.00**	**$842.84**	**$2,394.51**	**$28,431.37**	**$138,463.04**	**$49,332.00**	**$316,986.00**

YEARLY BUILDING PERMIT COMPARISONS

M.4.

YTD June 2017

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	127	3	0	1	$1,477,506.00	$27,665.98	$36,722.00
2014	253	24	0	0	$9,363,165.00	$114,326.74	$186,024.00
2015	227	19	0	0	$4,272,248.06	$77,172.07	$143,694.00
2016	310	44	0	3	$14,495,416.44	$198,486.50	$505,802.88
2017	345	43	0	1	$8,150,949.00	$138,463.04	$316,986.80

Total permit fees do not include Sac / Wac or State Surcharge fees

COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$716,154.00	$13,362.40
February	31	$1,014,368.00	$17,395.55
March	46	$1,098,291.50	$20,525.25
April	78	$2,738,163.00	$37,233.45
May	77	$1,016,972.00	$21,515.02
June	75	$1,567,000.50	$28,431.37
July	0	$0.00	$0.00
August	0	$0.00	$0.00
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	345	$8,150,949.00	$138,463.04

BOLTON & MENK

Real People. Real Solutions.

M.5.

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: July 12, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E

Subject: Project Status Report
Isanti, MN
Project No.: R13.113062

Please find listed below a status report of the current projects in the City of Isanti:

1) **2017 Palomino Road Improvements**

We will schedule a preconstruction meeting in the coming weeks.

2) **2017 Pavement Maintenance Project**

We will schedule a preconstruction meeting in the coming weeks.

3) **1st Avenue Sidewalk & Curb Replacement**

A preconstruction meeting was held July 11, 2017. Construction is scheduled to begin the first week of August.

4) **Arts & Science Addition**

Work has begun on the Arts & Science sites. We will provide inspection on the public improvements.

5) **Water Tower Cleaning Evaluation**

The contractor has completed this work. We will provide a summary report with recommendations.

6) **MS4 Phase 2 & 3 Implementation**

We will continue to assemble documents to assist the City in meeting the requirements of the MS4 permit for Phase 2 and Phase 3 of the implementation schedule.

7) **Wastewater Treatment Improvements**

Demolition, grading and paving is planned to be completed at the main lift station site.

8) **Cajima Street/TH 65 Signal Study**

We will complete the Intersection Control Evaluation (ICE) report this month.

9) **GIS Implementation**

We will complete the GIS mapping conversion this month.

In addition to the current projects listed above we have completed and accepted 44 private developments and 48 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: July 18, 2017

SUBJECT: ASA Park Updates – July 18, 2017

Background

Per the Development Agreement between CDSCPC ASA, LLC and the City of Isanti (approved through Resolution 2017-163), CDSCPC ASA, LLC is in the process of constructing a park/playground facility that will be transferred to the City once substantial completion has taken place. This transfer of park/playground facility will allow the Arts & Science Academy to *permanently* increase their enrollment from 260 to 300 students. This Conditional Use Permit Amendment has been tabled, and the applicant has waived the 60-day rule put in place by Minnesota Statutes.

As you may recall, the City Council approved a *temporary* increase in enrollment for the Arts & Science Academy from 260 to 350 students beginning August 1st, 2017 and ending November 30th, 2017. This was done to accommodate students enrolled at the Arts & Science Academy Middle School, which will not be completed until November 2017.

Once the park is substantially completed and ready to be transferred to City ownership, the City Council will vote on the proposed Conditional Use Permit Amendment.

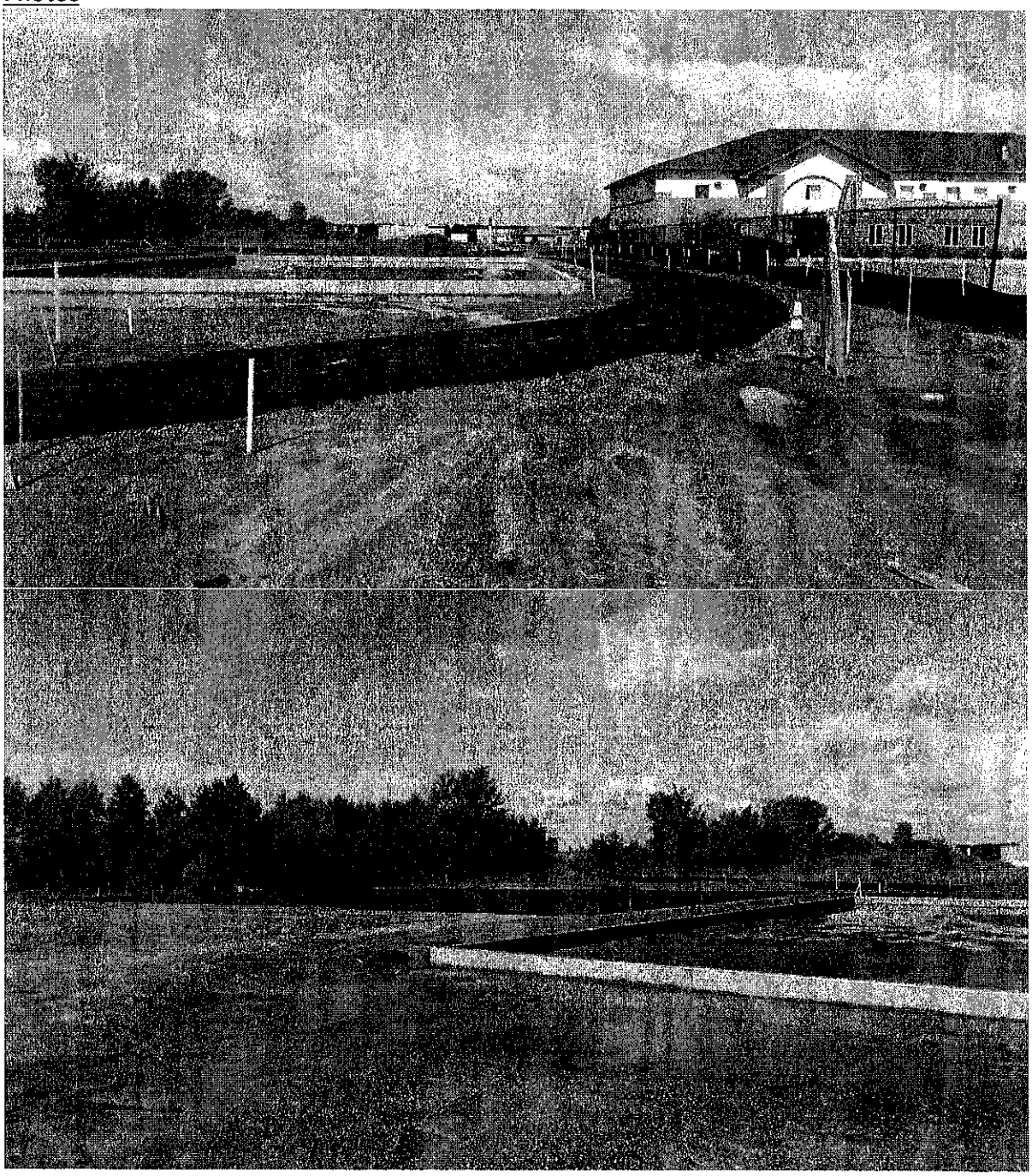
In an attempt to keep the City Council updated on the park/playground facility construction, staff will be preparing updates for the City Council. This is one of those updates.

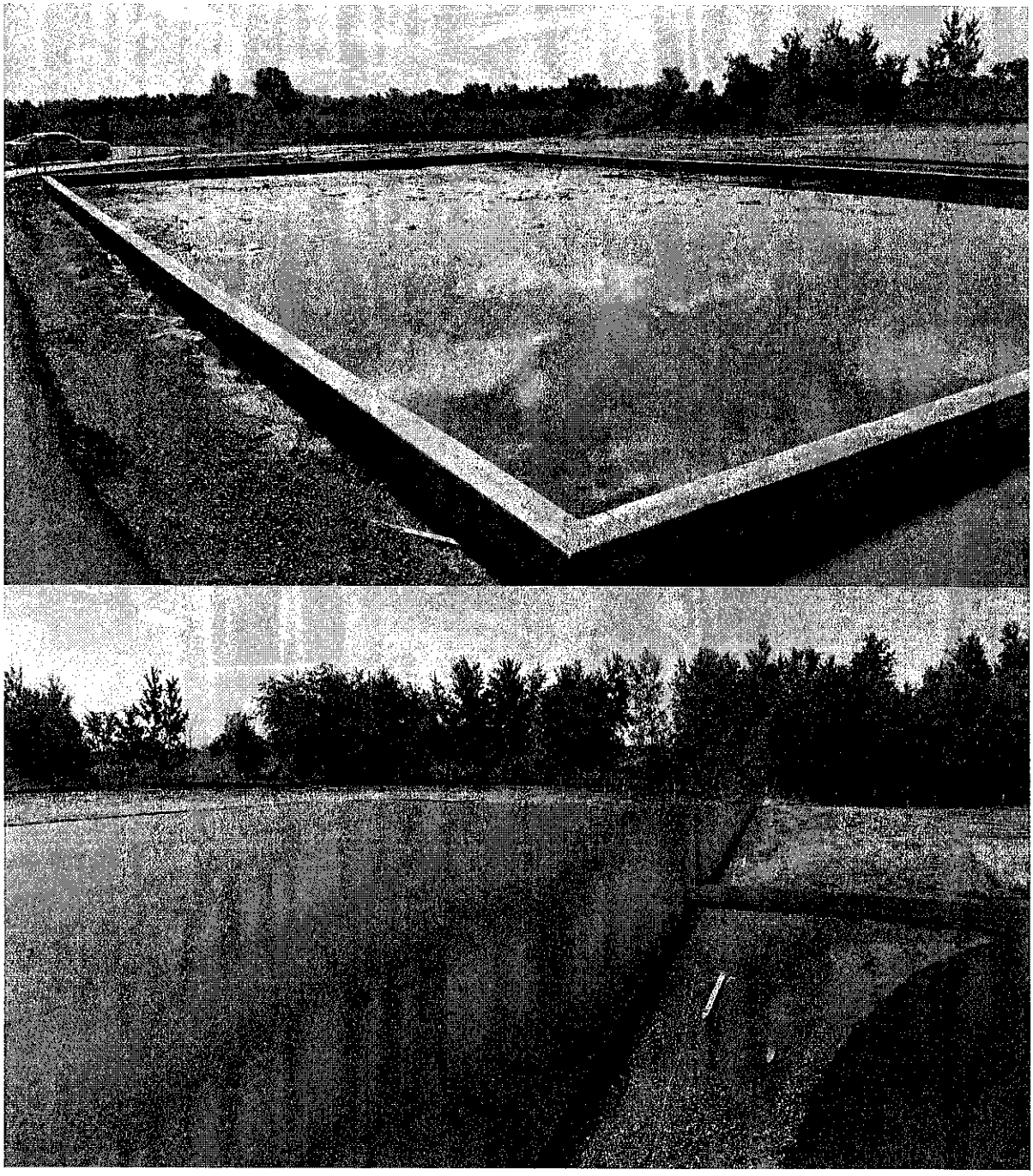
Update on Park/Playground Facility Construction

As of July 12, 2017:

- Irrigation system installed
- 8' wide bituminous path installed
- Tennis court pavement installed
- 8" x 12" concrete border for playground has been installed

Photos





AGENDA

CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
TUESDAY, JULY 18, 2017
(Immediately following the 7:00 p.m. City Council Meeting)
CITY HALL

A. Call to Order
B. Roll Call

C. Work Session Items
1. **2018 Budget Review Schedule**
2. **Review 2018 General Fund Revenue Projections**
3. **Review 2018 Preliminary Department Budget Expenditures**
   a. **Mayor and City Council, Elections, Finance/Administration, Municipal Building, Animal Control, Parks/Rec/Culture, Planning/Zoning, Building Inspection, EDA, Police, Code Enforcement, Civil Defense, General Maintenance, Streets, Street Lighting, Sanitation, Fire Protection, Misc/Transfers, Tax Abatements, and Debt Service**

Adjournment

2018 Budget Review Schedule

C.1.

Tuesday, July 18, 2017 *(Immediately following the City Council Meeting)*

General Fund Revenue Projections
Preliminary Budget Expenditures – General Fund
- Mayor and City Council
- Elections
- Finance/Administration
- Municipal Building
- Animal Control
- Parks, Rec & Culture
- Planning/Zoning
- Building Inspection
- EDA
- Police Department
- Code Enforcement
- Civil Defense
- General Maintenance
- Streets
- Street Lighting
- Sanitation
- Fire Protection
- Miscellaneous and Transfers
- Tax Abatements
- Debt Service

Wednesday, August 2, 2017 *(Immediately following the City Council Meeting)*

General Fund Revenue Projections – Updates
Preliminary Budget Expenditures – General Fund Updates
Preliminary Budget Expenditures – Enterprise Funds
- Water
- Sewer
- Storm Water
- Liquor
- Capital Outlay and Reserve for Replacement

Tuesday, August 15, 2017 *(Immediately following the City Council Meeting)*

Review prior to preliminary levy adoption at September 5, 2017 City Council Meeting, only if deemed necessary.

C.2.

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer & City Council Members**

From: Mike Betker, Finance Director

Date: July 18, 2017

Subject: Review 2018 General Fund Revenue Projections

General Fund Revenue

- The Property Tax Levy (includes Debt Service Levy and EDA Levy) amount has been increased to $2,759,314 to reflect an increase in preliminary taxable market values for 2018 of 11.1%. The effective preliminary tax rate for 2018 is estimated to decrease from 85.933% in 2017 to 82.928% in 2018.
- Business Licenses, Police State Aid, Fines & Forfeits, Grants & Aids, Municipal State Aid – Streets, Charges for Services, Community Center Charges, Rental Fees, School District Resource Officer, and Lease Revenue has been adjusted to reflect prior year trends, rates per the fee schedule and known agreements and trends.
- The transfer from the Liquor Store has been budgeted at $350,000.
- Interest on Investments has increased and is based on 2016 actuals and 2017 projections.
- LGA will increase 46,490 from 585,318 in 2017 to 631,808 in 2018.
- The proposed 2018 budget would add 226,547 to fund balance in the General Fund. Leaving fund balance at a projected 56.71% of 2018 budgeted expenditures at the end of 2018.
- Total Preliminary 2018 Budgeted Revenues, including Debt Service, are $4,302,034. This represents a $220,650 increase over 2017, or 5.13%.

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer & City Council Members**

CC: Donald Lorsung, City Administrator

From: Mike Betker, Finance Director

Date: July 18, 2017

Subject: Property Taxes Received for 1st Half Pay 2017

On July 7th the City received the tax settlement from Isanti County representing property taxes paid from January 1 through May 20, 2017. The following compares tax levy and tax receipts for pay 2017 to pay 2016:

	Pay 2017 Taxes	Pay 2016 Taxes
Net Levy (Paid to County from Property Owners)	$ 2,587,561	$ 2,540,561
Tax Settlement		
Current Year Taxes - 1st Half	$ 1,278,603	$ 1,314,162
Current Year Taxes - 2nd Half	$ -	$ -
Total Current Year Taxes Collected	$ 1,278,603	$ 1,314,162
% of Current Year Taxes Received to Net Levy	49.41%	51.73%

Delinquent Tax Balance		
12/31/2016	$ 75,744	
12/31/2015		$ 63,701
Delinquent Taxes Collected 1st Half	$ 22,943	$ 30,805
Delinquent Taxes Collected 2nd Half	$ -	$ -
Total Delinquest Taxes Collected	$ 22,943	$ 30,805
% of Delinquent Taxes Collected	30.29%	48.36%

C.3.

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer & City Council Members**

From: Mike Betker, Finance Director

Date: July 18, 2017

Subject: Review 2018 Preliminary Department Budget Expenditures

---

Expenditures – All Departments

- All wages include a 3% COLA for 2018 and include the necessary step increases, where applicable. A COLA of 3% results in an estimated $45,300 impact to the general fund.
- Health Insurance is based on 2018 premiums plus 10%. An increase of 10% results in an estimated $21,800 impact to the general fund.
- Worker's compensation rates are based on 2017 rates and include a 7% inflationary factor. An increase of 7% results in a $3,200 impact to the general fund.
- Property, liability, and volunteer insurance premiums are based on 2017 rates and include a 7% inflationary factor. An increase of 7% results in a $3,800 impact to the general fund.
- Dental Insurance is based on 2017 premiums, plus 5%.
- Life/AD&D Insurance is based on 2017 rates plus 10%.
- Managed expenses throughout the general fund budget have been adjusted based on prior year actual costs, current year expenditures through June, actual maintenance agreements and contracted costs.
- Total Preliminary 2018 Budgeted Expenditures, including Debt Service, are $4,075,487. This represents an $18,467 increase over 2017, or 0.45%.

Mayor and Council

- Budgeted expenditures have decreased 1,229 from 42,553 in 2017 to 41,323

Elections

- Total budgeted Election expenditures has increased 8,210 due largely to the budgeted expenditure of $6,000 for 2 new voting machines.

Finance and Administration

- Auditing and Accounting Services (301) no longer includes interim services provided by AEM Financial Services.
- Professional Services (300) increased by $12,986 to cover a 3% increase as well as a FMLA provision of 9,638.

Building Inspection

- Technology (305) has increased $1,786 to cover all annual support fees for the Building Permit module within the accounting software as well as a portion of the annual support fees for other related accounting software modules.
- Contracted Services (112) includes $9,600 to accommodate electrical inspections

EDA

- Total Budgeted EDA Expenditures for 2018 are $177,002. The total budgeted transfer from the General Fund is $89,733 reflecting the addition of an EDA levy in the amount of 56,327. The EDA Levy is limited at .01813% of the estimated market value.

Police

- Auto Expense (335) is $11,600 below 2017 levels to account for the low cost of fuel, which is expected to continue.

.

Parks, Rec & Culture

- PT Wages & Salaries (101) includes $4,500 for an intern 15 weeks at 30 hours per week.
- Operating Supplies (210) has been decreased as observed actuals have consistently outpaced budgeted amounts for several years
- Small Tools & Minor Equipment (240) includes $1,500 for a weed sprayer and $700 for a push mower.
- Ground Maintenance (400) has increased by $6,000 to allow for base mulch at various parks.
- Maint & Repairs – Bldgs (401) includes a budget of $4,400 to replace the north exterior doors of the community center.
- Repairs/Maint Mach/Equip (404) includes $6,500 to cover the cost associated with repair and replacement of park structures/equipment.

Streets

- Engineering Fees (303) includes an additional $20,000 over 2017 as observed actuals have consistently outpaced budgeted amounts for several years.
- Maint. & Repairs (401) includes $900 (20% of the cost of the project) for shop remodel.

Sanitation

- Ground Maintenance (400) includes $3,500 for compost screening.

Fire Protection

- The preliminary budget is unchanged from 2017. However the budgeted amount is sufficient to allow for an 11.74% increase over observed 2017 actuals.

Miscellaneous and Transfers

- Operating transfers for Deer Haven and 3rd Avenue Projects.

Debt Service

- Only General Obligation bonds are included.
- The 2018 bond payments are in accordance with the bond schedules.
- The 2018 debt service levy is proposed at $530,936

City of Isanti
2018 Draft Budget

July 18, 2017 Budget Work Session

Revenues

REVENUES	2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
Property Taxes (Less MVHC Reduction)	$ 2,172,051	$ 2,009,086	$ 1,624,000	$ 1,921,733	$ 1,357,265	$ 1,425,810	$ 1,449,770	$ 1,340,110
Property Taxes (Fire District Budget)	-	-	110,000	-	-		-	-
Property Taxes (Pavement Management)	-	-	100,000	-	-	-	-	-
Property Taxes (Court Ordered Abatements)	-	-	75,000	-	-	-	-	-
Propert Taxes (Compost Site)	-	-	25,000	-	-	-	-	-
Property Taxes (Debt Service Levy)	530,936	578,475	451,561	620,000	-	314,943	426,104	360,178
Property Taxes (Abatement Levy)	-	-	155,000	-	-	-	-	-
Special Assessments	-	-	-	-	-	-	-	-
PERA Rebate	1,205	1,205	1,205	1,205	1,205	1,205	1,205	1,205
Business Licenses	13,000	13,000	13,000	13,350	12,675	11,975	12,200	15,350
Non Business Licenses and Permits	200,000	120,000	87,500	355,975	178,442	203,568	80,507	81,523
Local Government Aid	631,808	585,318	-	581,099	571,231	545,485	313,359	313,359
Police State Aid	62,500	60,000	60,000	66,150	55,829	60,928	57,908	48,005
Post Training	3,000	3,000	3,000	2,839	3,286	3,218	3,076	2,989
County-State Highway Aid	-	-	-	-	-	-	-	-
Fines & Forfeits	25,400	25,300	25,000	31,609	26,006	28,407	22,916	27,457
Grants & Aids	5,000	9,000	8,000	9,071	22,301	60,460	50,382	88,045
Municipal State Aid - Streets	58,734	60,000	58,000	59,117	58,266	54,494	52,167	54,172
Administrative Citations	7,000	7,000	5,000	9,150	11,303	5,365	4,700	5,650
Charges for Services	-	-	-	-	-	-	-	-
General Government	3,000	3,000	3,000	5,853	6,172	3,678	5,860	5,095
Planning & Zoning	8,000	7,500	7,500	12,190	8,025	8,331	6,767	4,341
Snow Removal	-	-	-	406	673	1,071	4,785	5,662
Weed & Grass	-	-	-	436	89	(1,401)	470	(2,879)
Park & Recreation	1,850	1,850	1,500	1,864	2,102	1,678	1,980	20
Public Works-Other	2,450	4,650	1,000	5,215	2,127	5,403	5,350	1,590
Police Department	2,450	3,250	3,500	2,070	3,425	3,178	4,379	7,247
Community Center Charges	11,000	10,500	10,500	11,233	11,763	12,713	8,010	7,896
Rental Fees	1,400	9,000	8,500	7,329	16,058	4,393	9,140	8,296
School District Resource Officer	29,300	27,000	27,711	27,738	27,037	20,496	20,496	20,496
Lease Revenue	124,800	123,100	122,173	123,741	81,729	20,668	19,593	17,693
Transfer of Liquor Store Profits	350,000	350,000	330,360	330,360	300,000	200,000	150,000	150,000
Transfer of P&R Dedication Interest	-	-	-	-	-		-	130,111
Transfer from EDA to Parks, Rec & Culture	19,150	19,150	16,150	16,150	16,150	16,150	-	-
Transfer from Technology Fund	-	-	-	-	-	-	-	-
Transfer from Capital Replacement	-	-	-	-	-	-	-	-
Transfer From Railroad Ave Imp Fund	-	-	-	-	-	-	-	-
Transfers to Close Funds	-	-	-	-	-	-	-	-
Transfer from Community Involvement Fund	-	-	-	-	-	-	-	-
Miscellaneous	26,000	26,000	25,000	39,002	77,958	30,347	27,292	31,446
Interest on Investments	12,000	25,000	25,000	11,858	16,766	38,426	(13,765)	24,728
Reserved Fund Balance - Fee Study	-	-	-	-	-	-	-	-
C/O 2008 Budget - Council Training	-	-	-	-	-	-	-	-
C/O 2009 Budget - Elections, Sealcoating	-	-	-	-	-	-	-	-
C/O 2011 Budget - Elections	-	-	-	-	-	-	-	-
Fund Balance Loan (3yr 0%)	-	-	-	-	-	-	-	-
C/O Prior Year LGA Collections	-	-	-	-	-	-	-	-
Gap Funding Sources	-	-	-	-	-	-	-	-
General Fund Fund Balance	-	-	-	-	-	-	-	-
Total	$ 4,302,034	$ 4,081,384	$ 3,383,160	$ 4,266,743	$ 2,867,882	$ 3,080,988	$ 2,724,650	$ 2,749,785

BLANK PAGE

Exp Summary

	2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
Mayor & Council	$ 41,323	$ 42,553	$ 42,672	$ 26,901	$ 39,314	$ 25,533	$ 29,304	$ 22,281
Elections	15,560	7,350	16,709	7,788	1,078	4,172	1,128	4,472
Financial Administration	475,388	444,551	423,709	483,428	364,956	361,628	381,531	356,613
Municipal Building	37,636	34,927	31,841	37,184	52,354	31,127	23,159	19,778
Animal Control	5,309	5,721	5,896	4,705	4,903	4,665	4,007	5,069
Parks, Rec & Culture	425,819	395,626	320,165	281,854	259,868	311,818	176,905	186,674
Planning & Zoning	103,589	111,557	100,467	101,457	84,495	72,202	89,975	82,255
Building Inspections	154,729	162,392	160,659	185,276	151,435	123,354	122,344	129,052
Economic Development Authority	89,733	144,405	146,563	146,563	92,767	98,140	117,775	85,479
Police	1,340,752	1,300,339	1,288,476	1,246,995	1,128,273	1,036,830	969,531	930,661
Code Enforcement	38,613	37,962	46,193	39,456	28,634	26,138	18,903	19,004
Civil Defense	2,300	2,500	2,500	2,140	2,140	1,386	1,386	1,386
General City Maintenance	53,374	54,912	52,172	45,465	129,553	230,060	45,943	42,456
Streets	387,169	367,282	350,457	346,287	300,022	373,452	293,871	320,010
Street Lighting	80,000	83,125	77,662	71,766	86,329	58,818	59,873	59,738
Sanitation	18,230	18,649	43,627	32,983	6,426	6,714	6,468	6,288
Fire Protection	233,593	233,593	196,479	203,125	180,256	187,697	151,688	142,376
Miscellaneous	-	-	-	1,232	2,027	21,400	1,644	4,871
Txfr to City Hall (Bldg Loan) 2006-2015	-	-	-	-	49,252	49,255	49,255	49,255
Txfr to Sewer (3rd Ave Loan) P&I	9,525	10,502	10,502	10,502	10,502	10,502	10,502	10,502
Txfr to Water/Sewer (Deer Haven)	3,179	3,180	3,180	3,179	3,180	3,179	3,179	3,179
Txfr to Park Dedication Fund	-	-	-	-	-	-	-	-
Txfr to Forfeiture Fund	-	-	-	-	-	-	-	-
Txfr to Capital Projects	-	-	-	-	257,798	-	-	-
Fund Balance 3 Year Loan	-	-	-	-	-	-	-	-
Fund Balance - Replenish	-	-	-	-	-	-	-	-
Tax Abatements (101-49110-604)	1,231	9,920	10,399	10,399	10,877	11,630	12,349	12,948
Capital Replacement	27,500	7,500	7,500	7,500	-	-	-	-
G.O. Debt Service	530,936	578,475	606,561	620,000	-	314,943	426,104	360,178
Total Expenditures	4,075,487	4,057,020	3,944,388	3,916,185	3,246,439	3,364,643	2,996,824	2,854,528
Estimated Revenues	4,302,034	4,081,384	3,383,160	4,266,743	2,867,882	3,080,988	2,724,650	2,749,785
Surplus/(Deficit)	226,547	24,364	(561,228)	350,558	(378,558)	(283,655)	(272,174)	(104,742)

BLANK PAGE

Debt Service

Bond	Project Name	Original Amount	12/31/2017 Bond Payable Balance	Final Maturity	3/31/2017 Cash Balance	Required Levy Amt	2017 Special Assessments	2018 Debt Payment
2006 GO Improvement (Streets)	Dahlin, Richard, Candy, Shawn, Main & Broadway (Fund 918)	$ 2,355,000	$ -	1-Jan-17	$ 30,977	$ -	$ -	$ -
2008 GO Improvement (Streets)	1st & 2nd Ave, Broadway St., Elizabeth St., Alley NNSF; 2007 SE Quadrant Hwy 65 (Fund 919)	1,275,000	90,000	1-Dec-18	183,029	-	21,703	93,825
2009A GO Crossover Refunding	Refunded 2001A GO Imp Bonds (Fund 928 was 914)	610,000	-	1-Dec-17	111,862	-	20,293	-
2010B GO Improvement Refunding	Refunded 2003 and 2004 GO Impr Bonds (Fund 929 was 915 and 916)	1,825,000	1,225,000	1-Dec-21	558,420	250,000	9,752	231,090
2011A GO Improvement (Streets & Utilities)	Broadway St SW, Elizabeth St SW, 2nd Ave SW, 3rd Ave SW, 4th Ave SW, 5th Ave SW (Fund 930)	790,000	420,000	1-Feb-22	124,965	7,061	26,194	89,138
2014A GO Tax Abatement Bonds	BMX Facility and Related Site Improvements (Fund 931)	2,560,000	2,275,000	1-Feb-30	21,457	221,616	-	212,613
2014B General Obligation Bonds (Equipment Portion)	Capital Equipment (Fund 932)	390,000	310,000	1-Feb-24	5,011	52,259	-	44,960
Total			$ 4,320,000		$ 1,035,721	$ 530,936	$ 77,942	$ 671,625

2018 Debt Service	Required Levy Amt
2006 Street Improvement (Fund 918)	$ -
GO 2008 Improvement (Fund 919)	$ -
2009A GO Crossover Refunding (Fund 928)	$ -
2010B GO Improvement Refunding (Fund 929)	$ 250,000
2011A GO Improvement (Fund 930)	$ 7,061
2014A GO Tax Abatement Bonds (Fund 931)	$ 221,616
2014B General Obligation Bonds (Fund 932)	$ 52,259
Total Debt Service	**$ 530,936**

JOB CLASSIFICATION	POINTS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
		0.895	0.930	0.965	1.000	1.035	1.070	1.105
City Administrator	864	$7,889.53	$8,198.06	$8,506.59	$8,815.12	$9,123.65	$9,432.18	$9,740.71
per hour		$45.52	$47.30	$49.08	$50.86	$52.64	$54.42	$56.20
per year		$94,674.40	$98,376.73	$102,079.10	$105,781.45	$109,483.80	$113,186.15	$116,888.51
Finance Director	665	$6,893.32	$7,162.89	$7,432.46	$7,702.03	$7,971.60	$8,241.17	$8,510.74
per hour		$39.77	$41.32	$42.88	$44.43	$45.99	$47.55	$49.10
per year		$82,719.81	$85,954.67	$89,189.52	$92,424.37	$95,659.23	$98,894.08	$102,128.93
Public Services Director/Asst. City Administrator	650	$6,645.34	$6,905.21	$7,165.09	$7,424.96	$7,684.83	$7,944.71	$8,204.58
per hour		$38.34	$39.84	$41.34	$42.84	$44.34	$45.83	$47.33
per year		$79,744.08	$82,862.56	$85,981.05	$89,099.53	$92,218.02	$95,336.50	$98,454.98
Police Chief	643	$6,466.36	$6,719.24	$6,972.11	$7,224.99	$7,477.86	$7,730.74	$7,983.61
per hour		$37.31	$38.76	$40.22	$41.68	$43.14	$44.60	$46.06
per year		$77,596.36	$80,630.85	$83,665.34	$86,699.84	$89,734.33	$92,768.83	$95,803.32
Community Development Director	511	$5,842.55	$6,071.03	$6,299.51	$6,527.99	$6,756.46	$6,984.94	$7,213.42
per hour		$33.71	$35.03	$36.34	$37.66	$38.98	$40.30	$41.62
per year		$70,110.56	$72,852.32	$75,594.07	$78,335.83	$81,077.58	$83,819.34	$86,561.09
Economic Development Director	417	$5,782.13	$6,008.25	$6,234.36	$6,460.48	$6,686.60	$6,912.71	$7,138.83
per hour		$33.36	$34.66	$35.97	$37.27	$38.58	$39.88	$41.19
per year		$69,385.55	$72,098.95	$74,812.35	$77,525.75	$80,239.15	$82,952.55	$85,665.96
Police Lieutenant	394	$5,053.46	$5,251.08	$5,448.70	$5,646.33	$5,843.95	$6,041.57	$6,239.19
per hour		$29.15	$30.29	$31.43	$32.57	$33.72	$34.86	$36.00
per year		$60,641.54	$63,013.00	$65,384.46	$67,755.91	$70,127.37	$72,498.83	$74,870.28
Liquor Store Manager	358	$5,008.88	$5,204.76	$5,400.64	$5,596.52	$5,792.39	$5,988.27	$6,184.15
per hour		$28.90	$30.03	$31.16	$32.29	$33.42	$34.55	$35.68
per year		$60,106.57	$62,457.11	$64,807.65	$67,158.18	$69,508.72	$71,859.26	$74,209.79
Police Investigator	297	$4,834.68	$5,013.22	$5,191.75	$5,368.50	$5,545.25	$5,723.78	$5,902.31
per hour		$27.89	$28.92	$29.95	$30.97	$31.99	$33.02	$34.05
per year		$58,016.19	$60,158.59	$62,300.99	$64,421.97	$66,542.94	$68,685.34	$70,827.74
Human Resources/City Clerk	280	$4,915.65	$5,107.88	$5,300.13	$5,492.38	$5,684.57	$5,876.80	$6,069.04
per hour		$28.36	$29.47	$30.58	$31.69	$32.80	$33.90	$35.01
per year		$58,987.74	$61,294.53	$63,601.31	$65,908.09	$68,214.88	$70,521.66	$72,828.44
Building Official	280BO	$4,473.60	$4,648.55	$4,823.49	$4,998.44	$5,173.38	$5,348.33	$5,523.27
per hour		$25.81	$26.82	$27.83	$28.84	$29.85	$30.86	$31.87
per year		$53,683.20	$55,782.54	$57,881.88	$59,981.23	$62,080.57	$64,179.91	$66,279.25
Assistant Finance Director	233	$4,071.07	$4,230.28	$4,389.48	$4,548.69	$4,707.89	$4,867.09	$5,026.30
per hour		$23.49	$24.41	$25.32	$26.24	$27.16	$28.08	$29.00
per year		$48,852.89	$50,763.34	$52,673.78	$54,584.23	$56,494.68	$58,405.13	$60,315.58
Community Events/Parks Coordinator	220	$3,837.36	$3,987.42	$4,137.49	$4,287.55	$4,437.61	$4,587.68	$4,737.74
per hour		$22.14	$23.00	$23.87	$24.74	$25.60	$26.47	$27.33
per year		$46,048.29	$47,849.06	$49,649.83	$51,450.60	$53,251.37	$55,052.14	$56,852.91
Asst. Liquor Store Manager	195	$3,604.80	$3,745.77	$3,886.74	$4,027.71	$4,168.68	$4,309.65	$4,450.62
per hour		$20.80	$21.61	$22.42	$23.24	$24.05	$24.86	$25.68
per year		$43,257.63	$44,949.27	$46,640.90	$48,332.54	$50,024.18	$51,715.82	$53,407.46
Police Secretary/Administrative Assist.	183	$3,526.00	$3,663.89	$3,801.78	$3,939.67	$4,077.56	$4,215.44	$4,353.33
per hour		$20.34	$21.14	$21.93	$22.73	$23.52	$24.32	$25.12
per year		$42,312.03	$43,966.69	$45,621.35	$47,276.01	$48,930.67	$50,585.33	$52,239.99
Utility Billing Clerk/Accounting Clerk	173	$3,331.24	$3,461.52	$3,591.79	$3,722.06	$3,852.33	$3,982.60	$4,112.88
per hour		$19.22	$19.97	$20.72	$21.47	$22.22	$22.98	$23.73
per year		$39,974.92	$41,538.18	$43,101.45	$44,664.71	$46,227.98	$47,791.24	$49,354.51
Receptionist/Utility Billing Clerk	150	$3,065.28	$3,185.15	$3,305.02	$3,424.89	$3,544.77	$3,664.64	$3,784.51
per hour		$17.68	$18.38	$19.07	$19.76	$20.45	$21.14	$21.83
per year		$36,783.36	$38,221.82	$39,660.27	$41,098.73	$42,537.19	$43,975.64	$45,414.10
Receptionist/Secretary/Data Entry	144	$2,947.38	$3,062.64	$3,177.90	$3,293.16	$3,408.42	$3,523.68	$3,638.94
per hour		$17.00	$17.67	$18.33	$19.00	$19.66	$20.33	$20.99
per year		$35,368.51	$36,751.63	$38,134.76	$39,517.89	$40,901.01	$42,284.14	$43,667.26
Code Enforcement/Zoning Technician	142	$2,880.92	$2,993.58	$3,106.24	$3,218.90	$3,331.57	$3,444.23	$3,556.89
per hour		$16.62	$17.27	$17.92	$18.57	$19.22	$19.87	$20.52
Administrative Data Clerk	125	$2,616.64	$2,718.76	$2,821.08	$2,923.20	$3,025.72	$3,128.04	$3,230.35
per hour		$15.09	$15.69	$16.28	$16.87	$17.46	$18.05	$18.64
Liquor Store Clerk II	125	$2,616.64	$2,718.76	$2,821.08	$2,923.20	$3,025.72	$3,128.04	$3,230.35
per hour		$15.09	$15.69	$16.28	$16.87	$17.46	$18.05	$18.64
Liquor Store Clerk III	125	$2,386.01	$2,479.31	$2,572.62	$2,665.93	$2,759.24	$2,852.54	$2,945.85
per hour		$13.77	$14.30	$14.84	$15.38	$15.92	$16.46	$17.00
Liq. Store Clerk less than 20	125	$1,943.32	$2,019.32	$2,095.32	$2,171.31	$2,247.31	$2,323.30	$2,399.30
per hour		$11.21	$11.65	$12.09	$12.53	$12.97	$13.40	$13.84
PT Custodian	125	$1,941.99	$2,017.93	$2,093.87	$2,169.80	$2,245.76	$2,321.71	$2,397.65
per hour		$11.20	$11.64	$12.08	$12.52	$12.96	$13.39	$13.83
		Start	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Police Officer (Union)	280	$4,768.63	$4,929.31	$5,098.91	$5,275.66	$5,457.76	$5,638.08	$5,821.97
per hour		$ 27.51	$ 28.44	$ 29.42	$ 30.44	$ 31.49	$ 32.53	$ 33.59
per year		$ 57,223.50	$ 59,151.66	$ 61,186.94	$ 63,307.92	$ 65,493.17	$ 67,656.99	$ 69,863.66
Police Officer (Non-Union)	280	$4,681.96	$4,842.64	$5,012.25	$5,188.99	$5,371.10	$5,551.42	$5,735.31
per hour		$ 27.01	$ 27.94	$ 28.92	$ 29.94	$ 30.99	$ 32.03	$ 33.09
per year		$ 56,183.50	$ 58,131.66	$ 60,146.94	$ 62,267.92	$ 64,453.17	$ 66,616.99	$ 68,823.66
		Start	6 Months	1 Year	2 Year	3 Year	4 Year	5 Year
Maintenance Tech I (Union)		$2,886.88	$2,992.57	$3,108.27	$3,220.74	$3,333.22	$3,445.69	$3,561.74
per hour		$ 16.66	$ 17.27	$ 17.94	$ 18.58	$ 19.23	$ 19.88	$ 20.55
per year		$ 34,642.61	$ 35,970.90	$ 37,299.18	$ 38,648.90	$ 39,998.61	$ 41,348.32	$ 42,740.88
Maintenance Tech II (Union)	188	$3,576.02	$3,715.28	$3,852.75	$3,993.79	$4,131.26	$4,274.09	$4,415.13
per hour		$ 20.63	$ 21.43	$ 22.23	$ 23.04	$ 23.83	$ 24.66	$ 25.47
per year		$ 42,912.27	$ 44,583.34	$ 46,232.99	$ 47,925.49	$ 49,575.14	$ 51,289.06	$ 52,981.55
Equipment Mechanic (Union)		$3,917.02	$4,066.99	$4,218.74	$4,372.28	$4,525.82	$4,679.36	$4,836.47
per hour		$ 22.60	$ 23.46	$ 24.34	$ 25.23	$ 26.11	$ 27.00	$ 27.90
per year		$ 47,004.26	$ 48,803.87	$ 50,624.91	$ 52,467.38	$ 54,309.84	$ 56,152.30	$ 58,037.62
Working Foreman/Leadman (Union)	280	$4,545.46	$4,568.67	$4,740.06	$4,915.02	$5,088.20	$5,256.02	$5,430.98

NOTE: 1st step is after 6 months

Wage & Benefit

	By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1.000 $.030 per $1.000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp	2018 Stipend	Stipend FICA Medicare
Mayor and City Council																	
Mayor				$ 5,225.00					$ 5,225.00	$ 399.71							
4 City Council				$ 16,552.00					$ 16,552.00	$ 1,266.23							
	100% Council			$ 21,777.00					$ 21,777.00	$ 1,665.94	$ -	$ -	$ -	$ -	$ -	$ -	$ -
EDA Board																	
5 City Council Members				$ 3,000.00					$ 3,000.00	$ 229.50							
2 Members				$ 600.00					$ 600.00	$ 45.90							
	100% EDA			$ 3,600.00					$ 3,600.00	$ 275.40	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Parks Rec & Culture Board																	
1 City Council Member				$ 600.00					$ 600.00	$ 45.90							
4 Members				$ 1,200.00					$ 1,200.00	$ 91.80							
	100% Parks/Rec/Cult			$ 1,800.00					$ 1,800.00	$ 137.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Planning Commission																	
2 City Council Members				$ 1,200.00					$ 1,200.00	$ 91.80							
5 Members				$ 1,500.00					$ 1,500.00	$ 114.75							
	100% Plan/Zone			$ 2,700.00					$ 2,700.00	$ 206.55	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Finance Committee																	
2 City Council Members				$ 2,400.00					$ 2,400.00	$ 183.60							
									$ -	$ -							
	100% Admin			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Personnel Committee																	
2 City Council Members				$ 2,400.00					$ 2,400.00	$ 183.60							
									$ -	$ -							
	100% Admin			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Development & Operations Advisory Committee																	
2 City Council Members				$ 2,400.00					$ 2,400.00	$ 183.60							
	50% EDA								$ -	$ -							
	50% Plan/Zone			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Police Committee																	
2 City Council Members				$ 400.00					$ 400.00	$ 30.60							
									$ -	$ -							
	100% Police			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Public Works Committee	25% Streets																
2 City Council Members	25% Water			$ 400.00					$ 400.00	$ 30.60							
	25% Sewer								$ -	$ -							
	25% Storm Water			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Liquor Committee																	
2 City Council Members				$ 1,200.00					$ 1,200.00	$ 91.80							
									$ -	$ -							
	100% Liquor			$ 1,200.00					$ 1,200.00	$ 91.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Bldg & Grounds Committee																	
2 City Council Members	50% Muni Bldg			$ 400.00					$ 400.00	$ 30.60							
	25% Police								$ -	$ -							
	25% Parks/Rec/Cult			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other Commissions, Boards and Advisory Committees																	
1 City Council Member				$ 3,150.00					$ 3,150.00	$ 240.98							
									$ -	$ -							
	100% Council			$ 3,150.00					$ 3,150.00	$ 240.98	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Wage & Benefit

		By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp	2018 Stipend	Stipend FICA Medicare
Administration Department																		
Administrator	8810	69.0% Admin								$ 119,164.46	$ 9,116.08	$ 8,937.33	$ 17,602.87	$ 1,608.39	$ 75.90	$ 1,020.05	$ -	$ -
1/1/18	Step 7	5.2% Bldg Insp	2,080	$56.20	$116,888.51	$ 2,275.95												
		10.0% Liquor																
		9.0% Sewer																
		6.8% Water																
Finance Director	8810	71.7% Admin								$ 91,030.90	$ 6,963.86	$ 6,827.32	$ 17,602.87	$ 1,608.39	$ 75.90	$ 779.22	$ -	$ -
1/1/18	Step 3	2.5% Bldg Insp	896	$42.88	$ 38,420.10													
6/5/18	Step 4	10.0% Liquor	1,184	$44.43	$ 52,610.80													
		9.0% Sewer																
		6.8% Water																
HR/City Clerk	8810	74.2% Admin								$ 69,696.54	$ 5,331.79	$ 5,227.24	$ 8,016.00	$ 1,127.07	$ 75.90	$ 596.60	$ -	$ -
1/1/18	Step 5	0.0% Bldg Insp	744	$32.80	$ 24,399.94													
5/9/18	Step 6	10.0% Liquor	1,336	$33.90	$ 45,296.60													
		9.0% Sewer			$ 69,696.54													
		6.8% Water																
Administrative Data Cler	8810	74.2% Admin								$ 21,158.09	$ 1,618.59	$ 1,586.86	$ -	$ -	$ -	$ 181.11	$ -	$ -
1/1/18	Step 3	10.0% Liquor	1,300	$16.28	$ 21,158.09													
		9.0% Sewer																
		6.8% Water																
Economic Dev Director	8810	100.0% EDA	2,080	$41.19	$ 85,665.96					$ 85,665.96	$ 6,553.45	$ 6,424.95	$ 17,602.87	$ 1,608.39	$ 75.90	$ 733.30	$ -	$ -
1/1/18	Step 7																	
Asst. Finance Director	8810	69.0% Admin								$ 60,315.58	$ 4,614.14	$ 4,523.67	$ 8,016.00	$ 529.20	$ 75.90	$ 516.30	$ -	$ -
1/1/18	Step 7	5.2% Bldg Insp	2,080	$29.00	$ 60,315.58													
		10.0% Liquor																
		9.0% Sewer																
		6.8% Water																
Recept/Utility Billing	8810	5% Liquor								$ 45,414.10	$ 3,474.18	$ 3,406.06	$ 17,602.87	$ 1,608.39	$ 75.90	$ 388.74	$ -	$ -
		25% Sewer																
1/1/18	Step 7	25% Water	2,080	$21.83	$ 45,414.10													
		25% Admin																
		10% Bldg Insp																
		3.5% Plan/Zone																
		3.0% EDA																
		3.5% Parks/Rec/Cult																
Utility Billing Clerk	8810	45.0% Water							WAIVE	$ 41,285.66	$ 3,464.96	$ 3,096.42	$ 4,008.00	$ 1,608.39	$ 75.90	$ 353.41	$ -	$ -
1/1/18	Step 1	45.0% Sewer	336	$19.22	$ 6,457.49													
2/27/18	Step 2	10.0% Storm Water	1,744	$19.97	$ 34,828.17													
TOTAL ADMINISTRATION DEPARTMENT										$ 533,731.27	$ 41,137.05	$ 40,029.85	$ 90,451.49	$ 9,698.22	$ 531.30	$ 4,568.74	$ -	$ -

Wage & Benefit

		By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp	2018 Stipend	Stipend FICA Medicare
Community Development Department																		
Community Dev Director	9410	80% Plan/Zone								$ 74,455.19	$ 5,695.82	$ 5,584.14	$ 8,016.00	$ 529.20	$ 75.90	$ 613.44	$ -	$ -
1/1/18	Step 2	10% Bldg Insp	864	$35.03	$ 30,261.73													
5/30/18	Step 3	0% Parks/Rec/Cult	1,216	$36.34	$ 44,193.46													
		10% Code Enforce																
Building Official	9410	100% Bldg Insp								$ 60,775.98	$ 4,649.36	$ 4,558.20	$ 17,602.87	$ 1,127.07	$ 75.90	$ 500.73	$ -	$ -
1/1/18	Step 3		2,080	$29.22	$ 60,775.98													
Code Enforce/Zoning Tec	9410	100% Code Enforce								$ 17,982.29	$ 1,375.64	$ 1,348.67	$ -	$ -	$ -	$ 148.16	$ -	$ -
1/1/18	Step 2		1,008	$17.27	$ 17,408.83													
12/18/18	Step 3		32	$17.92	$ 573.46													
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT										$ 153,213.45	$ 11,720.83	$ 11,491.01	$ 25,618.87	$ 1,656.27	$ 151.80	$ 1,262.33	$ -	$ -
Police Department	7720																	
1/1/18	Step 7	100% Police	2,080	$46.06	$ 95,803.32	$ 2,210.85				$ 98,014.17	$ 1,421.21	$ 15,878.30	$ 17,602.87	$ 1,608.39	$ 75.90	$ 4,331.34	$ -	$ -
Lieutenant	7720	100% Police								$ 82,090.95	$ 1,190.32	$ 13,298.73	$ 17,602.87	$ 1,608.39	$ 75.90	$ 3,627.68	$ -	$ -
1/1/18	Step 7		2,080	$37.80	$ 78,613.80		$ 3,477.15											
Investigator	7720	100% Police							WAIVE	$ 76,164.72	$ 1,162.50	$ 12,338.68	$ 4,008.00	$ 1,608.39	$ 75.90	$ 3,365.80	$ -	$ -
1/1/18	Step 7		2,080	$34.73	$ 72,244.30		$ 3,195.42	$ 725.00										
Officer	7720	100% Police								$ 64,070.33	$ 929.02	$ 10,379.39	$ 8,016.00	$ 529.20	$ 75.90	$ 2,831.33	$ -	$ -
1/1/18	Step 1		560	$ 28.44	$ 15,925.45													
4/7/18	Step 2		1,520	$ 29.42	$ 44,713.54		$ 2,706.35	$ 725.00										
Officer	7720	100% Police							WAIVE	$ 79,408.95	$ 1,209.55	$ 12,864.25	$ 4,008.00	$ 1,608.39	$ 75.90	$ 3,509.16	$ -	$ -
1/1/18	Step 6		2,080	$ 35.60	$ 74,055.48	$ 1,352.94	$ 3,275.53	$ 725.00										
Officer	7720	100% Police								$ 78,797.64	$ 1,142.57	$ 12,765.22	$ 17,602.87	$ 1,608.39	$ 75.90	$ 3,482.15	$ -	$ -
1/1/18	Step 6		1,040	$ 34.93	$ 36,329.11	$ 1,502.07	$ 3,213.73	$ 725.00										
7/1/18			1,040	$ 35.60	$ 37,027.74													
Officer	7720	100% Police							WAIVE	$ 78,273.67	$ 1,193.08	$ 12,680.33	$ 4,008.00	$ 1,608.39	$ 75.90	$ 3,458.99	$ -	$ -
1/1/18	Step 6		2,080	$ 34.93	$ 72,658.21	$ 1,676.73	$ 3,213.73	$ 725.00										
Officer	7720	100% Police								$ 76,454.52	$ 1,108.59	$ 12,385.63	$ 17,602.87	$ 1,608.39	$ 75.90	$ 3,378.60	$ -	$ -
1/1/18	Step 6		120	$ 34.26	$ 4,111.21	$ -	$ 3,151.93	$ 725.00										
1/21/18			1,960	$ 34.93	$ 68,466.39													
Officer	7720	100% Police								$ 76,516.33	$ 1,109.49	$ 12,395.65	$ 17,602.87	$ 1,608.39	$ 75.90	$ 3,381.33	$ -	$ -
1/1/18	Step 6		256	$ 33.59	$ 8,598.60	$ 1,612.24	$ 3,090.12	$ 725.00										
2/13/18			1,824	$ 34.26	$ 62,490.36													
Police Secretary	8810	100% Police								$ 52,943.22	$ 4,050.16	$ 3,970.74	$ 17,602.87	$ 1,127.07	$ 75.90	$ 436.20	$ -	$ -
1/1/18	Step 7		2,080	$25.12	$ 52,239.99	$ 703.23												
PT Data Entry Clerk	8810	100% Police								$ 21,142.07	$ 1,617.37	$ 1,585.66	$ -	$ -	$ -	$ 174.19	$ -	$ -
1/1/18	Step 6		1,040	$20.33	$ 21,142.07													
TOTAL POLICE DEPARTMENT										$ 783,876.57	$ 16,133.85	$ 120,542.58	$ 125,657.23	$ 14,523.39	$ 759.00	$ 31,976.78	$ -	$ -

Wage & Benefit

		By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp	2018 Stipend	Stipend FICA Medicare
Public Services Department		21.2% Streets														$ 5,192.38		
Director/Asst City Mgr	5506	4.1% Gen Maint								$ 93,681.30	$ 7,166.62	$ 7,026.10	$ 17,602.87	$ 1,608.39	$ 75.90		$ -	$ -
1/1/18	Step 5	1.0% Sanitation	1,104	$44.34	$ 48,946.49													
7/11/18	Step 6	25.0% Parks/Rec/Cult	976	$45.83	$ 44,734.82													
		4.3% Storm Water																
		18.6% Water																
		25.8% Sewer																
Mntc Tech II	5506	24.6% Streets								$ 57,416.27	$ 4,392.34	$ 4,306.22	$ 17,602.87	$ 1,608.39	$ 75.90	$ 1,420.63	$ -	$ -
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55											$ 140.07		
	C/D Licenses	1.1% Sanitation	2,080	$ 2.00	$ 4,160.00											$ 32.10		
		13.1% Parks/Rec/Cult			$ 57,141.55	$ 274.72										$ 348.48		
		5.0% Storm Water														$ 159.12		
		21.5% Water														$ 632.69		
		29.9% Sewer														$ 951.52		
Mntc Tech II	5506	24.6% Streets								$ 57,557.55	$ 4,403.15	$ 4,316.82	$ 17,602.87	$ 1,127.07	$ 75.90	$ 1,424.13	$ -	$ -
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55											$ 140.42		
	C/D, Pest Licenses	1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 32.18		
		13.1% Parks/Rec/Cult			$ 57,557.55											$ 349.34		
		5.0% Storm Water														$ 159.51		
		21.5% Water														$ 634.25		
		29.9% Sewer														$ 953.87		
Foreman	5506	24.6% Streets							WAIVE	$ 64,235.66	$ 5,220.64	$ 4,817.67	$ 4,008.00	$ 1,608.39	$ 75.90	$ 1,589.36	$ -	$ -
1/1/18	Year 2	4.8% Gen Maint	1,400	$ 28.36	$ 39,698.26											$ 156.71		
9/2/18	Year 3	1.1% Sanitation	680	$ 29.36	$ 19,961.40											$ 35.91		
	C/D, Mech, Pest Licenses	13.1% Parks/Rec/Cult	2,080	$ 2.20	$ 4,576.00											$ 389.87		
		5.0% Storm Water			$ 64,235.66											$ 178.02		
		21.5% Water														$ 707.84		
		29.9% Sewer														$ 1,064.54		
Mntc Tech II	5506	24.6% Streets								$ 58,185.48	$ 4,451.19	$ 4,363.91	$ 17,602.87	$ 1,608.39	$ 75.90	$ 1,439.66	$ -	$ -
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55											$ 141.95		
	C/D Licenses	1.1% Sanitation	2,080	$ 2.00	$ 4,160.00											$ 32.53		
		13.1% Parks/Rec/Cult			$ 57,141.55	$ 1,043.93										$ 353.15		
		5.0% Storm Water														$ 161.25		
		21.5% Water														$ 641.17		
		29.9% Sewer														$ 964.27		
Mntc Tech II	5506	24.6% Streets								$ 57,557.55	$ 4,403.15	$ 4,316.82	$ 17,602.87	$ 1,608.39	$ 75.90	$ 1,424.13	$ -	$ -
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55											$ 140.42		
	C/D, Pest Licenses	1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 32.18		
		13.1% Parks/Rec/Cult			$ 57,557.55											$ 349.34		
		5.0% Storm Water														$ 159.51		
		21.5% Water														$ 634.25		
		29.9% Sewer														$ 953.87		
Equipment Mechanic	7520	50.0% Water								$ 55,592.48	$ 4,252.82	$ 4,169.44	$ 17,602.87	$ 1,127.07	$ 75.90	$ 1,424.64	$ -	$ -
1/1/18	Year 3	50.0% Sewer	632	$ 26.11	$ 16,501.84											$ 1,540.63		
4/19/18	Year 4		1,448	$ 27.00	$ 39,090.64													
					$ 55,592.48													
Mntc Tech II	5506	50.0% Streets							WAIVE	$ 56,851.55	$ 4,655.76	$ 4,263.87	$ 4,008.00	$ 1,608.39	$ 75.90	$ 5,718.13	$ -	$ -
1/1/18	Year 3	25.0% Parks/Rec/Cult	696	$ 23.83	$ 16,588.60													
5/1/18	Year 4	25.0% Storm Water	1,384	$ 24.66	$ 34,126.95													
	C/D, Pest Licenses, Utility Lead		2,080	$ 2.95	$ 6,136.00													
					$ 56,851.55													
Comm Events & Parks C	9102	100.0% Parks/Rec/Cult								$ 50,965.78	$ 3,898.88	$ 3,822.43	$ 8,016.00	$ 529.20	$ 75.90	$ 2,361.30	$ -	$ -
1/1/18	Step 3		560	$23.87	$ 13,367.26													
4/6/18	Step 4		1,520	$24.74	$ 37,598.52													
Custodian	9102	100.0% Parks/Rec/Cult								$ 7,264.55	$ 555.74	$ 544.84	$ -	$ -	$ -	$ 336.57	$ -	$ -
1/1/18	Step 2		624	$11.64	$ 7,264.55													
MS4 TECH		100.0% Storm Water								$ 14,967.33	$ 1,145.00	$ 1,122.55	$ -	$ -	$ -	$ 693.45		
8/1/18			867	$17.27	$ 14,967.33													
TOTAL PUBLIC SERVICES DEPARTMENT										$ 574,275.52	$ 44,545.30	$ 43,070.66	$ 121,649.23	$ 12,433.68	$ 683.10	$ 36,195.32	$ -	$ -

Wage & Benefit

			By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp	2018 Stipend	Stipend FICA Medicare
Liquor Store																			
Manager		8017	100% Liquor								$ 74,209.79	$ 5,677.05	$ 5,565.73	$ 17,602.87	$ 1,608.39	$ 75.90	$ 2,461.54	$ -	$ -
	1/1/18	Step 7		2,080	$35.68	$ 74,209.79													
Asst. Manger			100% Liquor								$ 43,257.63	$ 3,309.21	$ 3,244.32	$ 17,602.87	$ 1,608.39	$ 75.90	$ 1,434.86	$ -	$ -
	1/1/18	Step 1		2,080	$20.80	$ 43,257.63													
Clerk II		8017	100% Liquor								$ 29,073.19	$ 2,224.10	$ 2,180.49	$ 13,202.15	$ 1,206.20	$ 56.93	$ 964.36	$ -	$ -
	1/1/18	Step 7		1,560	$18.64	$ 29,073.19													
Clerk III		8017	100% Liquor								$ 12,301.21	$ 941.04	$ 922.59	$ -	$ -	$ -	$ 408.03	$ -	$ -
	1/1/18	Step 2		860	$14.30	$ 12,301.21													
Clerk III		8017	100% Liquor								$ 11,729.06	$ 897.27	$ 879.68	$ -	$ -	$ -	$ 389.05	$ -	$ -
	1/1/18	Step 2		820	$14.30	$ 11,729.06													
		8017	100% Liquor								$ 36,029.08	$ 2,756.22	$ 2,702.18	$ -	$ -	$ -	$ 1,195.08	$ -	$ -
PT Clerk		Step 1		680	$11.21	$ 7,623.81													
PT Clerk		Step 1		480	$11.21	$ 5,381.51													
PT Clerk		Step 1		408	$11.21	$ 4,574.29													
PT Clerk		Step 4		580	$12.53	$ 7,265.54													
PT Clerk		Step 2		480	$11.65	$ 5,591.96													
PT Clerk		Step 2		480	$11.65	$ 5,591.96													
Total Part Time Clerks						$ 36,029.08													
TOTAL LIQUOR STORE											$ 206,599.96	$ 15,804.90	$ 15,495.00	$ 48,407.90	$ 4,422.98	$ 208.73	$ 6,852.92	$ -	$ -
TOTAL ALL DEPARTMENTS											$ 2,294,323.77	$ 132,602.89	$ 230,629.10	$ 411,784.72	$ 42,734.54	$ 2,333.93	$ 80,856.09	$ -	$ -

Council

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 24,927	$ 24,927	$ 25,177	$ 22,141	$ 23,027	$ 15,277	$ 15,277	$ 15,159
	Mayor	5,225								
	City Council Members	16,552								
	Other Commissions, Boards & Advisory Comm	3,150								
120	**Employer Contrib Ret General**		1,907	1,907	1,926	1,694	1,761	1,169	1,169	1,160
	FICA/Medicare - 7.65%									
151	**Worker's Comp Benefit**			-	-	88				
200	**Office Supplies (GENERAL)**		125	150	150	16	124	96	136	45
	Water/Name Plates									
208	**Training and Instruction**		4,750	4,750	4,750	400	2,294	610	1,163	1,113
	5 Members @ $750 Each	3,750								
	Goal Setting/Strategic Planning	1,000								
303	**Engineering Fees**		150	150	150	-	-	-	-	90
305	**Technology**		1,000	1,535	1,535	498	481	1,080	1,460	
	Council Chambers Equip Maint & Support	1,000								
	Switch Sound Convertor Software									
351	**Legal Notices Publishing**		2,500	3,000	3,000	1,833	2,370	1,991	4,468	2,934
361	**General Liability Insurance**		144	139	176	138	170	126	112	139
	Property/Liability/Volunteer Insurance	144								
433	**Dues and Subscriptions**		5,820	5,994	5,808	-	9,088	5,185	5,519	1,630
	League of MN Cities	5,790								
	MN Mayors Association	30								
437	**Other Miscellaneous**		-	-	-	94	-	-	-	13
439	**Election Expenses**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			$ 41,323	$ 42,553	$ 42,672	$ 26,901	$ 39,314	$ 25,533	$ 29,304	$ 22,281

Elections

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 5,560	$ -	$ 5,400	$ 4,863	$ -	$ 2,690	$ -	$ 2,214
200	Office Supplies (GENERAL)		100	100	200	5	-	72	-	-
208	Training and Instruction		1,300	-	1,270	1,126	-	601	-	1,094
	Election Judge Training	1,000								
	Mileage	300								
303	Engineering Fees		-	-		-	94			
351	Legal Notices Publishing		200	250	250	111	-	164	-	425
361	General Liability Insurance		-	-	200	-	13	2	23	5
	Property/Liability/Volunteer Insurance	-								
439	Election Expenses		8,400	7,000	9,389	1,683	971	643	1,105	735
	Election Prep	200								
	Primary/General Meals	200								
	Misc Tabulator Costs	1,000								
	1 Automark machine (50% - split w/county)	-								
	2 DS200 voting machines (50% - split w/Cty)	6,000								
	Ballot Cost	1,000								
	Voting Stands	-								
	Voting Signs	-								
TOTAL BUDGET/EXPENDITURES			$ 15,560	$ 7,350	$ 16,709	$ 7,788	$ 1,078	$ 4,172	$ 1,128	$ 4,472

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 272,678	$ 261,615	$ 265,375	$ 248,171	$ 220,807	$ 212,634	$ 206,347	$ 189,741
	City Administrator	82,223								
	Finance Director/Asst City Administrator	65,269								
	HR/City Clerk	51,715								
	Administrative Data Clerk	15,699								
	Asst Finance Director	41,618								
	Receptionist/Data Entry/Utility Clerk	11,354								
	Finance Committee	2,400								
	Personnel Committee	2,400								
102	FT Employees OT					1,236	333	889		
103	Health Stipend (HRA)		-	-	-	-	-	686	55	-
112	Contracted Services		12,420	12,420	12,420	11,144	10,988	13,263	10,284	10,415
	Codification Maintenance Fee	1,000								
	Isanti an Newsletter	7,420								
	Code Update	4,000								
120	Employer Contrib Ret General		40,951	39,467	39,844	36,673	31,970	31,188	29,718	27,221
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	Employer Paid Ins General		44,748	41,517	26,459	30,348	25,053	39,544	34,603	31,234
142	Unemployment Comp Benefit		-	-	-	184	-	-	-	-
151	Worker's Comp Benefit		2,293	2,095	2,087	2,323	2,650	1,554	1,693	1,874
200	Office Supplies (GENERAL)		3,500	3,250	3,250	3,838	3,736	2,992	2,174	1,761
	Misc (Envelopes, Letterhead, Toner, Supplies, Etc)	7,000								
	12.5% to EDA, PRC, P/Z, Bldg Insp	(3,500)								
202	Duplicating and Copying Supply		2,440	2,240	2,240	2,011	2,176	1,960	1,988	1,874
	Paper & Supplies	2,500								
	Copy Machine Annual Lease Agreement	3,600								
	15% to EDA, PRC, P/Z, Bldg Insp	(3,660)								
207	Computer Supplies		-	-	1,200	-	-	-	-	-
		-								
208	Training and Instruction		6,885	8,870	8,035	5,228	10,002	6,767	5,517	3,971
	MCFOA Conference - C Clerk	500								
	Clerk's Orientation - C Clerk	245								
	MN Municipal Clerk Institute	600								
	General HR training	1,240								
	ICMA Conference - C Mgr	2,200								
	MCMA Conference - C Mgr	600								
	League Conference - C Mgr	800								
	MNGFOA Conference - Fin Dir	700								
	OSA Training - Fin Dir									
	GFOA training									
	CPE for CPA (40 Hrs) - Fin Dir									
220	General Supplies					-	958			
300	Professional Srvs (GENERAL)		51,385	38,398	28,652	51,084	22,597	24,433	61,297	51,169
	36 Meetings @ $212 + 3% Increase	7,861								
	165 Hrs @ $127 + 3% Increase	21,584								
	12.5% to Bldg Insp	(2,698)								
	Mediation/arbitration	10,000								
	FMLA/Personnel Policy (6 mos. Benefits)	9,638								
	Labor attorney	5,000								

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
301	Auditing and Acctg Services		14,425	16,150	15,445	56,896	16,395	10,415	14,677	23,784
	AEM Annual Audit	28,850								
	Interim Services/AUP Engagements									
	10% to Liquor, Water, Sewer, Storm Water, Bldg Insp	(14,425)								
303	Engineering Fees		90	900	900	63	-	54	429	-
	General Consulting Services	100								
	10% to Bldg Insp	(10)								
305	Technology		5,056	3,292	2,220	4,900	3,105	1,577	1,808	
	US Internet Anti-Spam Software	245								
	IT Solutions	26,300								
	Split IT solutions to other departments (85%)	(22,355)								
	Civic System support (8.27%)	866								
320	Communications (GENERAL)		4,750							
	Midco fiber internet (375 per mth + 250 hookup)	4,750								
322	Postage		5,385	5,605	5,697	3,884	4,724	4,956	3,258	3,612
	Bulk Mailing - issuntion	2,000								
	PO Box Fee	120								
	Postage (6,000*$.49)	2,940								
	Certified Letters	325								
335	Auto Expense		2,953	2,953	2,973	2,719	2,847	2,916	2,983	2,956
	Mileage Allowance - $350/mth - Lorsung %	2,898								
	City Car (Fuel, Oil, Etc)	550								
	10% to P/Z	(55)								
	20% to Water, Sewer, Liquor, Bldg Insp	(440)								
351	Legal Notices Publishing		600	200	100	579	582	57	106	50
361	General Liability Insurance		2,561	2,609	3,868	2,577	3,726	3,526	3,359	4,100
	Property/Liability/Volunteer Insurance	2,561								
366	Bonds/Life Insurance		-	-	-	-	-	-	-	-
404	Repairs/Maint Machinery/Equip		-	-	-	-	-	-	-	-
433	Dues and Subscriptions		2,269	2,969	2,944	2,047	2,137	2,213	2,339	1,601
	MN City/City Management Assoc	130								
	MN Clerks & Finance Officers Assoc	35								
	SHRM Membership	185								
	ICMA	800								
	MN GFOA	60								
	Int'l Institute of Municipal Clerks	255								
	American Planning Association	360								
	IPMA HR	149								
	MPERLA	200								
	MN Society of CPAs	0								
	AICPA	0								
	MN Board of Accountancy	0								
	TCHRA	95								
	National GFOA	0								
437	Other Miscellaneous		-	-	-	25	19	4	148	-
	Employee wellness	-								
500	Capital Outlay (GENERAL)		-	-	-	17,498	150	-	-	-
511	Land Acquisition		-	-	-	-	-	-	(1,250)	1,250
TOTAL BUDGET/EXPENDITURES			$ 475,388	$ 444,551	$ 423,709	$ 483,428	$ 364,956	$ 361,628	$ 381,531	$ 356,613

Municipal Building

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 200	$ 200	$ 200	$ -	$ -	$ -	$ -	$ -
	Bldg & Grounds Committee (50%)	200								
112	Contracted Services		1,350	1,161	1,134	1,393	1,035	711	547	486
	Alarm Monitoring (Simplex Grinnell)	600								
	Shred N Go	900								
	10% to Bldg Insp	(150)								
120	Employer Contrib Ret General		15	15	15	-	-	-	-	-
	FICA/Medicare - 7.65%									
210	Operating Supplies (GENERAL)		2,565	1,575	1,575	2,635	2,295	979	1,214	404
	Supplies	1,800								
	Flags	350								
	Furnace Filters	250								
	Ice Melt	200								
	Flourescent Bulb Replacement	250								
	10% to Bldg Insp	(285)								
300	Professional Srvs (GENERAL)					-	-	98		
303	Engineering Fees					-	(231)	4,402		
305	Technology		6,800	5,237	5,227	12,897	6,351	3,205	537	
	Panic Button Monitoring	225								
	IT Solutions (25%)	6,575								
320	Communications (GENERAL)		3,642	3,720	3,720	4,824	3,511	3,836	3,329	3,403
	Long Distance ($20 per mth)	240								
	Monthly Billing ($285 per mth)	3,420								
	Maintenance Agreement (Marco)	2,250								
	10% to EDA, PRC, P/Z, Bldg Insp	(2,268)								
361	General Liability Insurance		2,054	2,009	2,460	1,986	2,367	2,175	1,514	1,674
	Property/Liability/Volunteer Insurance	2,054								
380	Utilities		9,018	9,018	9,018	8,181	8,019	8,963	8,397	6,891
	Connexus	7,200								
	Centerpoint	2,280								
	City of Isanti - Storm Water Utility	540								
	10% to Bldg Insp	(1,002)								
401	Maint & Repairs - Bldgs		8,492	8,492	8,492	5,268	16,639	6,758	7,620	6,871
	Disposal Service $9/Mth	108								
	Equipment Service	1,250								
	Janitorial Service $290/Mth	3,480								
	Window Washing - 7 mths	530								
	Annual Sprinkler Inspection	465								
	Rug Service	1,152								
	Annual Carpet Cleaning	450								
	Audio, Video, Wiring - Maint & Repair Est	2,000								
	10% to Bldg Insp	(944)								
410	Rentals		-	-	-	-	-	-	-	50
500	Capital Outlay (GENERAL)		3,500	3,500	-	-	12,367	-	-	-
	Landscaping - city hall south side	3,500								
	North City Hall doors	-								
	Electronic door locks	-								
700	Transfers (GENERAL)		-	-	-	-	-	-	-	-
	TOTAL BUDGET/EXPENDITURES		$ 37,636	$ 34,927	$ 31,841	$ 37,184	$ 52,354	$ 31,127	$ 23,159	$ 19,778

Animal Control

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
112	Contracted Services		$ 5,000	$ 5,200	$ 5,200	$ 4,590	$ 4,631	$ 4,384	$ 3,635	$ 4,920
	Animal Control/Kennel Services	5,000								
210	Operating Supplies (GENERAL)		200	200	150	96	247	182	183	68
	Misc Supplies	200								
219	Disposal-Animal		90	300	300	-	-	-	163	-
	3@$30	90								
300	Professional Srvs (GENERAL)		-	-	-	-	-	-	-	49
322	Postage		-	-	220	-	-	-	-	-
	Misc Mailings	0								
361	General Liability Insurance		19	21	26	19	25	25	26	33
	Property/Liability/Volunteer Insurance	19								
417	Uniform Rentals					-	-	75		
TOTAL BUDGET/EXPENDITURES			$ 5,309	$ 5,721	$ 5,896	$ 4,705	$ 4,903	$ 4,665	$ 4,007	$ 5,069

Parks, Rec & Culture

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 130,727	$ 120,396	$ 108,274	$ 106,383	$ 96,885	$ 98,976	$ 59,757	$ 54,352
	Community Events & Parks Coord	50,966								
	Receptionist/Data Entry/Utility Clerk (3.5%)	1,589								
	PS Director & 5 Main Tech's	62,059								
	PW Maint Tech	14,213								
	Parks Rec & Culture Board (100%)	1,800								
	Bldg & Grounds Committee	100								
101	**PT Salaries & Wages**		17,730	12,325	10,983	3,760	2,439	6,346	4,612	-
	PT Custodian	7,265								
	Seasonal	5,965								
	Intern	4,500								
102	**FT Employees OT**		-	-	-	7,966	3,541	2,897	96	1
103	**Health Stipend (HRA)**		-	-	-	-	-	5	2	-
112	**Contracted Services**		7,465	7,305	6,605	6,410	5,320	5,862	12,214	14,614
	Portable Restrooms	6,265								
	Quarterly Carpet Cleaning/Floor Waxing/Windows	1,200								
120	**Employer Contrib Ret General**		21,336	19,987	17,928	17,500	15,145	15,271	8,966	7,807
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,527								
130	**Employer Paid Ins General**		26,330	26,315	21,597	23,475	31,381	29,256	10,394	16,090
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		4,502	6,000	2,644	4,393	3,878	3,322	2,572	1,854
200	**Office Supplies (GENERAL)**		1,175	1,113	1,063	1,014	1,039	2,023	1,629	435
	12.5% from Financial Administration	875								
	Misc Office Supplies	300								
202	**Duplicating and Copying Supply**		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								
208	**Training and Instruction**		1,650	1,350	1,210	1,749	2,388	1,973	523	24
	PW Technician Licensing	200								
	Community Events & Parks Coord - Misc. Training	650								
	Public Services Director Misc Training	800								
	Illustrator Software Training	0								
210	**Operating Supplies (GENERAL)**		3,700	5,200	4,600	3,296	2,133	1,428	1,258	-
	Misc Operating Supplies - IIA	1,200								
	Misc Operating Supplies - ICC	800								
	Misc Operating Supplies - Garden	500								
	Park Flags	800								
	Misc Operating Supplies - PRC	400								
212	**Motor Fuels**		1,800	2,500	2,500	1,104	1,188	2,658	2,458	2,102
220	**General Supplies**		3,700	3,900	2,500	2,170	2,636	1,584	885	3,049

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	ICC Replacement Chairs	1200								
226	**Signs**		1,200	2,000	2,000	735	874			
	Reserved Parking Signs	400								
240	**Small Tools and Minor Equip**		4,200	1,000	2,000	1,394	1,132	5,302	19	-
	Winch for side by side	1000								
	Weed Sprayer	1500								
	Push Mower	700								
300	**Professional Srvs (GENERAL)**		1,493	1,493	1,493	2,097	1,980	1,231	1,692	1,357
	Safety Training	743								
	Attorney Fees	750								
303	**Engineering Fees**		1,500	1,500	1,500	658	1,987	9,304	332	315
305	**Technology**		2,315	1,000	1,240	3,403	740	705	1,212	-
	IT Solutions (5%)	1,315								
	Civic Systems (3.82%)	400								
	ICC Wireless Internet Firewall	600								
320	**Communications (GENERAL)**		2,847	2,860	2,860	2,377	2,515	3,017	1,824	1,067
	Monthly Billing	2,280								
	10% from Municipal Building	567								
322	**Postage**		25	50	50	6	-	21		
335	**Auto Expense**		-	-	-	-	-	-	-	-
340	**Advertising**		2,983	2,483	2,483	1,151	1,553	435		
	Park Brochure & Advertisng	1,983								
	Misc	1,000								
351	**Legal Notices Publishing**		200	200	200	48	211	169	227	107
361	**General Liability Insurance**		20,844	19,900	23,343	17,520	14,837	16,318	18,319	19,291
	Property/Liability/Volunteer Insurance	20,844								
	IIA	-								
380	**Street Lighting**		17,974	17,974	17,974	16,442	18,945	12,769	11,445	12,207
	Centerpoint	3,600								
	Connexus Energy	9,180								
	City of Isanti - Storm Water Utility	2,835								
	City of Isanti - IIA	2,359								
400	**Ground Maintenance**		27,000	21,000	21,000	9,223	6,336	20,910	18,805	35,021
	Special Assessments	-								
	Fertilizer, Grass Seed, Mulch, Weed Killer, LimeAgg, Etc.	20,667								
	Snow Removal ICC/IIA Retainer	333								
	Base mulch for BB/Riverside/RR Meadows Parks/VFW	6,000								
401	**Maint & Repairs - Bldgs**		10,760	5,560	12,100	7,796	5,695	5,728	2,888	2,476
	Disposal Service $120/Mth	1,440								
	Rug Service $30/Mth	360								
	Annual Sprinkler Inspection/Alarm Notification	760								
	Ansol Fire Suppression Semi-Annual Service	400								

Parks, Rec & Culture

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	Misc Maint & Repairs	2,000								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
	Shop Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Fire Extinguisher Inspections - IIA & ICC	200								
	Replace Exterior North ICC Doors	4,400								
404	**Repairs/Maint Machinery/Equip**		14,500	19,200	11,000	12,288	8,790	9,627	7,696	11,478
	Repairs/Maint Park Maint Equipment	4,500								
	Repairs/Replacement Park Structures/Equip	6,500								
	Replacement Sand Digging Play Equipment	3,500								
410	**Rentals**		450	450	450	1,185	288	83	481	470
417	**Uniform Rentals**		739	739	739	680	717	671	516	553
	Cleaning $40 per month	480								
	Allowance	259								
433	**Dues and Subscriptions**		1,989	1,364	635	507	75	150	75	75
	TCALMC (25%)	75								
	MFMA	70								
	MRPA	280								
	NRPA	165								
	Graphic stock membership	99								
	Adobe suite annual dues (InDesign, Illust, etc.)	600								
	APWA (25%)	100								
	ICC Wireless Internet Firewall	600								
437	**Other Miscellaneous**		3,340	4,500	4,500	3,340	3,890	3,340	3,340	-
	C-I Bike/Walk Trail Agreement	3,340								
491	**Recreation Program**		3,550	4,983	4,804	1,443	5,030	4,461	1,433	1,215
	City Rec programs	1,050								
	Movies at ICC	1,500								
	Misc Program Supplies	1,000								
494	**Property Management**					-	-	596		
497	**Summer Events**		9,200							
	Celebrate Isanti / Scavangor Hunt	9,200								
498	**Farmers Market**		3,000	3,000	3,000	2,929	1,960	2,504	-	-
499	**Street Dance**		16,150	16,150	13,150	13,740	13,060	12,023	-	-
500	**Capital Outlay (GENERAL)**		58,530	60,990	12,900	2,993	574	30,203	490	-
	BB Park asphalt pad conversion to parking lot	6,500								
	Kabota Lawn Mowers	20,000								
	Truck with plow (25% PRC, Sts, Water, Sewer)	12,250								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
	Dog Park Development									
	Playground Refurbish - Bluebird Park									
	Mattson Tennis Court Resurfacing	18,800								
700	**Transfers (GENERAL)**		-	-	-	-	-	-	-	-
	TOTAL BUDGET/EXPENDITURES		$ 425,819	$ 395,626	$ 320,165	$ 281,854	$ 259,868	$ 311,818	$ 176,905	$ 186,674

Planning & Zoning

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 65,054	$ 69,894	$ 65,427	$ 65,631	$ 57,380	$ 46,159	$ 56,034	$ 52,118
	Community Development Director	59,564								
	Receptionist/Data Entry/Utility Clerk	1,589								
	Planning Commission	2,700								
	Development & Operations Advisory Committee	1,200								
103	Health Stipend (HRA)		-	-	-	-	-	2	2	-
112	Contracted Services		-	-	-	-	-	-	-	-
120	Employer Contrib Ret General		9,563	10,296	9,620	9,864	8,425	6,456	7,898	7,426
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	Employer Paid Ins General		7,572	7,566	7,750	6,878	7,019	6,256	11,258	12,084
142	Unemployment Comp Benefit		-	-	-	-	-	-	-	-
151	Worker's Comp Benefit		504	440	582	434	552	744	671	340
200	Office Supplies (GENERAL)		1,100	1,288	1,288	966	973	770	765	908
	12.5% from Financial Administration	875								
	Misc Office Supplies	225								
202	Duplicating and Copying Supply		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								
208	Training and Instruction		1,130	2,050	2,000	939	1,167	3,103	1,565	1,178
	APA Membership & JAPA Subscription	430								
	MN APA Conference	700								
	Continuing Ed for CDD									
300	Professional Srvs (GENERAL)		5,000	4,000	4,000	4,765	3,659	3,355	3,264	2,721
	Attorney Fees	5,000								
	Comp Plan work									
303	Engineering Fees		4,500	4,000	3,000	4,687	3,240	1,803	5,495	2,450
	Zoning/Address Maps	1,500								
	Engineering Fees	3,000								
305	Technology		2,830	1,250	350	1,741	-	741	310	
	IT Solutions (10%)	2,630								
	Arcview software									
	Civic System support permits (1.91%)	200								
310	Annexation Payments		485	-	-	-	-	-	-	(16)
	Annexation Payments to Township	485								
320	Communications (GENERAL)		817	830	830	770	599	551	528	823
	10% from Municipal Bldg	567								
	Other Misc. Communications	250								
322	Postage		-	-	-	54	-	-	10	-
335	Auto Expense		55	55	75	84	68	152	85	58
	10% from Financial Administration	55								
351	Legal Notices Publishing		300	400	400	199	148	207	374	226
	Newspaper Publications	300								
361	General Liability Insurance		372	316	386	311	371	310	346	414
	Property/Liability/Volunteer Insurance	372								
437	Other Miscellaneous		920	920	920	915	187	942	625	812
	Isanti County Recorder	920								
500	Capital Outlay (GENERAL)		2,472	7,412	3,000	2,540				
	ArcGIS Map for Desktop (x2)	2,472								
	Comprehensive Plan Update	-								
	TOTAL BUDGET/EXPENDITURES		$ 103,589	$ 111,557	$ 100,467	$ 101,457	$ 84,495	$ 72,202	$ 89,975	$ 82,255

Building Inspection

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 84,372	$ 77,245	$ 73,452	$ 81,418	$ 97,272	$ 81,372	$ 76,664	$ 82,086
	Building Official (100%)	60,776								
	Community Development Director (10%)	7,446								
	Receptionist/Data Entry/Utility Clerk (10%)	4,541								
	City Administrator (5.2%)	6,197								
	Accounting Clerk (5.2%)	3,136								
	Finance Director/Asst City Administrator (2.5%)	2,276								
	HR/Deputy City Clerk (0%)	-								
101	PT Salaries & Wages (intern)		$ 2,400							
102	FT Employees OT		-	$ -		$ 93	$ 25	$ 67		
103	Health Stipend (HRA)		-	-	-	-	-	109	7	-
105	Labor Credit - Work for Others		-	-	-	-	-	-	-	(268)
112	Contracted Services		9,750	9,729	15,726	17,073	8,842	25	57	92
	Electrical Inspector (80% of Revenues-32219)	9,600								
	Building Official Transition	-								
	10% from Municipal Building	150								
120	Employer Contrib Ret General		12,966	11,717	11,128	12,231	14,406	11,963	11,334	11,983
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	Employer Paid Ins General		23,530	23,312	23,463	23,179	11,480	13,059	18,016	17,363
142	Unemployment Comp Benefit		-	-	-	6	-	-	-	-
151	Worker's Comp Benefit		700	541	1,120	629	1,123	1,134	932	654
200	Office Supplies (GENERAL)		1,265	1,013	1,013	1,196	1,857	696	625	701
	12.5% from Financial Administration	875								
	Misc Office Supplies	390								
202	Duplicating and Copying Supply		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								
207	Computer Supplies		-	300	-	-	-	-	-	-
208	Training and Instruction		1,600	1,900	1,100	1,099	779	585	569	608
	Building Official Certification Class	200								
	Univ of MN Conference	500								
	Building Code Books	400								
	Misc Training & Cont Ed	500								
210	Operating Supplies (GENERAL)		285	175	175	270	321	137	76	55
	10% from Municipal Building	285								

Building Inspection

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
300	Professional Srvs (GENERAL)		4,500	3,559	3,377	4,337	4,155	4,280	4,103	5,487
	City Attorney - 12.5% from Fin Admin	2,698								
	Miscellaneous	852								
	Aware Safety Program	950								
301	Auditing and Acctg Services		2,885	3,230	3,089	11,379	3,279	2,083	2,446	3,180
	10% from Financial Administration	2,885								
303	Engineering Fees		10	100	100	-	-	-	40	-
	10% from Financial Administration	10								
305	Technology		3,325	1,539	618	5,256	1,608	1,198	1,399	
	PSN Annual Sec Compliance & Monthly eBill (20%)	138								
	Civic Sytems Bldg Permit Support (13.89%)	2,472								
	WiFi service	420								
	Upgrade StruCalc Software	295								
320	Communications (GENERAL)		1,215	1,655	820	1,388	872	740	730	737
	10% from Municipal Building	567								
	Cell Phone	648								
335	Auto Expense		2,110	2,810	2,700	894	2,035	2,423	1,963	2,048
	Mileage Allowance - $350/mth - Lorsung %	218								
	20% from Financial Administration	110								
	Fuel	1,300								
	General Maintenance	482								
351	Legal Notices Publishing		50	-	-	15	9	168	-	-
361	General Liability Insurance		670	647	867	639	835	743	687	1,125
	Property/Liability/Volunteer Insurance	670								
380	Street Lighting		1,002	1,002	1,002	849	831	936	933	766
	10% from Municipal Building	1,002								
401	Maint & Repairs - Bldgs		944	944	944	585	792	751	893	1,599
	10% from Municipal Building	944								
433	Dues and Subscriptions		235	135	125	-	135	235	125	125
	ICC Building Code Membership	135								
	BO Certification, Every 3 Years, Next due 2018	100								
437	Other Miscellaneous					-	14			
500	Capital Outlay (GENERAL)		-	20,000	19,000	22,059	60	-	-	-
		-								
		-								
		-								
700	Transfers (GENERAL)		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			$ 154,729	$ 162,392	$ 160,659	$ 185,276	$ 151,435	$ 123,354	$ 122,344	$ 129,052

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 91,828	$ 88,469	$ 85,359	$ 85,527	$ 70,310	$ 67,325	$ 65,271	$ 64,097
	Economic Dev Director (100%)	85,666								
	Receptionist/Data Entry/Utility Clerk (3%)	1,362								
	EDA Board	3,600								
	Development & Operations Advisory Committee (50%)	1,200								
101	PT Wages & Salaries		4,000	4,000	-	$ 2,206	$ -	$ 2,741	$ 3,331	
	Economic Dev/Marketing Intern (100%)	4,000								
103	Health Stipend (HRA)		-	-	-	-	-	650	2	-
112	Contracted Services		-	-	-	-	-	-	-	-
120	Employer Contrib Ret General		13,858	13,349	12,571	12,968	9,955	9,766	9,597	9,181
130	Employer Paid Ins General		19,866	19,859	20,127	15,717	16,741	16,982	16,727	18,941
142	Unemployment Comp Benefit		-	-	-	-	-	-	-	-
151	Worker's Comp Benefit		745	734	610	697	793	496	527	614
200	Office Supplies (GENERAL)		875	813	813	844	915	705	579	616
	12.5% from Financial Administration	875								
202	Duplicating and Copying Supply		915	840	840	679	707	651	745	714
	13% from Financial Administration	915								
208	Training and Instruction		1,500	1,450	850	851	1,982	937	641	606
	EDAM Conference	850								
	Professional Development	600								
	Miscellaneous Luncheons	50								
300	Professional Srvs (GENERAL)		5,000	3,000	3,000	3,513	3,128	4,992	2,375	1,415
	Attorney	2,000								
	TIF/Tax Abatement Consultant	3,000								
303	Engineering Fees		1,000	1,000	-	250	873	206	1,213	-
305	Technology		1,581	300	300	285	450	1,679	734	
	IT Solutions (5%)	1,315								
	Civic Systems (3.55%)	266								
320	Communications (GENERAL)		1,191	1,840	1,840	1,387	1,513	1,657	1,286	1,249
	10% from Municipal Building	567								
	Cell Phone	624								
335	Auto Expense		-	-	-	-	-	-	-	-
351	Legal Notices Publishing		100	100	-	111	184	66	282	33
361	General Liability Insurance		565	396	413	391	397	414	361	417
	Property/Liability/Volunteer Insurance	565								
380	Utilities		1,079	1,079	1,079	1,054	1,083	1,079		
	City of Isanti - Storm Water Utility	1,079								
433	Dues and Subscriptions		1,145	1,000	1,100	545	-	650	500	260
	EDAM Membership	395								
	GPS #5.93	850								
437	Other Miscellaneous		-	-	-	-	15	-	-	-
494	Property Management		-	-	-	3,450	-	1	1,672	-
495	Marketing		12,604	11,625	34,430	12,307	15,697	10,832	7,117	5,985
	Initiative Foundation	825								
	Direct Mail to Manufacturers	250								
	Mayor's Employer Luncheon	1,000								
	Misc Signs & Sponsorships	300								
	Fam Tour	500								
	Real Estate Journal Flyer/Conference(s)	3,500								
	NEW Print/Marketing Materials and or updates	2,000								
	Networking Events (ARCC, Chambers, MNCAR, DEED, EDAM)	229								
	Tourism (Hotel Contingent)	5,000							1,647	
498	Farmers Market		-	-	-	-	-	-	12,929	
499	Street Dance		-	-	-	-	-	14,000		
511	Land Acquisition		-	-	-	-	-	-	-	-
531	Improvement-Land		-	-	-	-	-	-	-	-
602	Loan Payment		-	-	-	-	-	-	-	-
700	Transfers (GENERAL)		19,150	19,150	16,150	16,150	16,150	16,150	-	-
	Contribution to PEC (Farm Mkt/Street Dance)	19,150								
	TOTAL BUDGET/EXPENDITURES		$ 177,002	$ 169,004	$ 179,481	$ 158,932	$ 140,891	$ 151,981	$ 127,536	$ 104,128

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	REVENUES									
31000	Property Taxes		56,327							
33601	Regional Grants		-	-	-	-	-	-	-	-
33621	Cable Franchise Fee (60%)		18,000	18,000	18,000	19,195	18,229	16,009	16,235	13,690
34110	Land Rent		6,920							
34901	Assign & Assum Agreement		-	-	-	-	-	-	-	-
36200	Contribution from General Fund				-	-	-	-	-	-
36201	Refunds & Reimbursements		-	-	-	4,695	1,595	68	215	172
36210	Interest Earnings		600	600	600	587	438	1,226	310	1,252
36220	Farmer's Market Sponsorships/Vendor Fees		1,500	2,000	2,000	1,510	2,140	2,455	1,855	-
36225	Street Dance Sponsorships/Vendor Fees		4,000	4,000	3,000	3,600	4,150	3,635	1,085	-
36230	Contributions and Donations		-	-	-	-	-	311	11	75
39102	Sale of Property		-	-	-	-	-	-	-	-
39203	Transfer from Other Fund		89,733	144,405	146,563	146,563	92,767	98,140	117,775	85,479
	Carryover of Marketing Funds		-	-	-	-	-	-	-	-
	TOTAL REVENUES		$ 177,080	$ 169,005	$ 170,163	$ 176,150	$ 119,319	$ 121,944	$ 137,486	$ 100,668

Police

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 784,377	$ 708,880	$ 705,894	$ 695,877	$ 639,208	$ 589,789	$ 582,557	$ 559,494
	Wages & Salaries	783,877								
	Police Committee	400								
	Bldg & Grounds Committee (25%)	100								
101	PT Officers Salaries & Wages		35,000	32,109	31,109	34,398	28,257	40,432	34,592	36,524
102	FT Employees OT		31,000	31,000	25,000	29,113	34,088	19,807	26,890	17,845
102.1	S&S Reimburseable OT		(7,000)	(7,000)	(5,000)					
103	Health Stipend (HRA)		-	-	-	-	-	115	-	2,000
112	Contracted Services		-	-	-	-	-	1,995	-	-
113	Uniform Pay		12,780	11,780	11,856	13,114	12,201	11,373	11,536	8,764
	$1,020/Officer x 9 (gets COLA)	9,180								
	Firearm Maint Stipend	700								
	Misc/Repair/Replacement	2,900								
114	Crime Prevention		300	500	500	210	259	375	370	18
120	Employer Contrib Ret General		147,128	133,370	131,800	131,621	117,260	101,250	98,365	94,052
	PERA 16.2%									
	FICA/Medicare - 1.45%									
130	Employer Paid Ins General		140,940	140,871	139,578	108,886	110,674	92,192	89,085	117,948
151	Worker's Comp Benefit		31,977	38,485	38,910	32,635	41,078	37,955	26,892	21,944
200	Office Supplies (GENERAL)		4,000	4,000	4,000	3,074	4,811	3,930	6,620	2,467
207	Computer Supplies		100	250	250	-	-	-	757	214
	Misc Computer Supplies	100								
208	Training and Instruction		16,500	18,500	18,500	16,626	9,967	7,817	7,073	6,791
	Ammunition	4,000								
	MN Chiefs Annual Conference	700								
	Jubilee Days Meeting	350								
	Misc Training/Courses	7,450								
	Tuition Reimbursement	4,000								
240	Small Tools and Minor Equip		2,960	4,000	5,500	2,634	1,571	4,520	2,212	2,101
	Copy Machine Lease	960								
	Misc Small Tools/Equipment	800								
	Misc Investigator Equipment	1,200								
300	Professional Srvs (GENERAL)		42,493	41,701	41,701	61,527	42,523	41,817	2,478	2,857
	Prosecution ($3,234/month)	39,600								
	Safety Training	743								
	Admin Citation Payment	2,000								
	Random Testing ($30x5)	150								
305	Technology		12,646	8,300	8,300	9,599	15,451	7,913	4,171	
	LETG Software Maintenance and Support	7,400								
	IT Solutions (10%)	2,630								
	Civic Systems Support (22.27%)	2,330								
	Anti-Spam Software	286								

Police

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
320	Communications (GENERAL)		6,344	5,496	5,496	5,886	5,804	3,414	3,455	4,613
	Radar Calibration	200								
	CenturyLink	1,680								
	5 Airwards	2,100								
	Verizon - Investigator Cell	624								
	Squad Cell Phone	840								
	BCA Connection	200								
	Dennison Tech Group	700								
321	Cell Phone Reimbursement		-	-	720	720	720	570	720	240
	Cell Phone x2 (Chief, Lt)									
335	Auto Expense		38,400	50,000	50,000	25,203	30,595	37,028	43,539	33,912
	Fuel/Washes	17,400								
	PW Labor	1,000								
	Repairs	20,000								
336	PD Reserves		2,000	2,420	2,000	1,924	756	1,396	1,307	1,467
	MN Police Reserve Membership	200								
	Uniforms	1,000								
	Fuel/Washes	300								
	Taser Refresher Annual Training	500								
351	Legal Notices Publishing					1,332	219	8		
361	General Liability Insurance		22,543	20,312	21,982	25,071	21,923	20,847	15,716	7,095
	LMCIT Property/Liability/Volunteer Insurance	22,543								
	Isanti County Sherrif's Office - SRT Team Liab	-								
380	Street Lighting		6,780	6,780	7,247	5,630	6,350	6,724	6,345	5,659
	Connexus	4,200								
	Centerpoint	2,000								
	City of Isanti - Storm Water Utility	580								
401	Maint & Repairs - Bldgs	-	4,000	4,000	3,692	4,314	3,304	4,823	4,026	3,911
	Disposal Service $9/Mth	110								
	Janitorial Service $150/Mth	1,800								
	Window Washing	350								
	Annual Sprinkler Inspection	150								
	Rug Service	390								
	Annual Carpet Cleaning	500								
	Misc Bldg Repairs/Maintenance	700								
	Special Assessment	-								
404	Repairs/Maint equipment		-	1,500						
410	Rentals		-	-	-	-	-	-	-	-
433	Dues and Subscriptions		1,485	1,085	1,440	1,603	1,255	740	500	730
	Post License $90 every 3 years ('14-1,'15-5,'16-3)	180								
	Tri County Law Enforcement	75								
	MN Chiefs of Police Assoc	230								
	Range Dues/Special Response Team	1,000								
440	Prisoner Expense		-	-	2,000	-	-	-	223	-
442	Forfeitures		-	-	-	-	-	-	103	15
500	Capital Outlay (GENERAL)		4,000	42,000	36,000	36,000	-	-	-	-
	Squad Car Replacement / Equip / Graphics	-								
	Squad Video/ Integrated Body Camera System	-								
	PD Storage Enclosure	4,000								
721	Contingency Fund		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			$ 1,340,752	$ 1,300,339	$ 1,288,476	$ 1,246,995	$ 1,128,273	$ 1,036,830	$ 969,531	$ 930,661

Code Enforcement

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 7,446	$ 8,059	$ 7,511	$ 7,951	$ 6,605	$ 5,334	$ 7,978	$ 10,408
	Community Development Director (10%)	7,446								
101	PT Salaries & Wages		$ 17,982	16,642	17,310	$ 14,305	$ 14,342	$ 11,996	$ 3,526	
	Code Enforcement/Zoning Technician (100%)	17,982								
120	Employer Contrib Ret General		3,852	3,742	3,760	3,446	3,159	2,516	1,633	1,502
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	Employer Paid Ins General		862	861	883	851	803	806	-	-
151	Worker's Comp Benefit		209	163	237	180	223	380	225	112
200	Office Supplies (GENERAL)		300	300	300	72	7	60	336	269
	Toner, Etc.	300								
207	Computer Supplies		300	300	-	-	-	-	-	-
208	Training and Instruction		250	250	250	-	530	638	-	-
300	Professional Srvs (GENERAL)		4,000	4,000	4,000	1,704	1,428	1,283	2,720	5,256
	Attorney/Nuisance Abatement/Admin Hearings									
305	Technology		1,186	1,400	500	1,122	240	372	1,018	
	Verizon WiFi	420								
	Civic System support permits (5.68%)	766								
320	Communications		450	450	-	-	-	-	-	-
322	Postage		50	50	50	-	-	-	-	27
335	Auto Expense		800	800	800	772	466	1,768	757	607
	Fuel/Maintenance	800								
351	Legal Notices Publishing		270	270	270	-	120	12	245	526
361	General Liability Insurance		255	275	322	271	306	569	464	299
	Property/Liability/Volunteer Insurance	255								
494	Property Management		400	400		175	404	404		
500	Capital Outlay (GENERAL)		-	-	10,000	8,607				
	PC and Monitor									
		-								
TOTAL BUDGET/EXPENDITURES			$ 38,613	$ 37,962	$ 46,193	$ 39,456	$ 28,634	$ 26,138	$ 18,903	$ 19,004

Civil Defense

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
112	Contracted Services		$ 2,300	$ 2,500	$ 2,500	$ 2,140	$ 2,140	$ 1,386	$ 1,386	$ 1,386
	Siren Maintenance	2,140								
	Miscellaneous	160								
220	General Supplies		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			$ 2,300	$ 2,500	$ 2,500	$ 2,140	$ 2,140	$ 1,386	$ 1,386	$ 1,386

General Maintenance

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 17,999	$ 17,199	$ 16,564	$ 17,133	$ 16,303	$ 15,680	$ 15,151	$ 14,519
	PS Director (4.1%) & 5 Main Tech's (4.8%)	17,999								
102	FT Employees OT		500	500	500	194	85	282	929	0
103	Health Stipend (HRA)		-	-	-	-	-	-	-	-
120	Employer Contrib Ret General		2,817	2,695	2,585	2,607	2,382	2,316	2,303	2,111
	PERA 7.5%									
	FICA/Medicare - 7.65%	192								
130	Employer Paid Ins General		4,744	4,742	4,608	4,119	3,480	3,651	2,654	4,651
142	Unemployment Comp Benefit		-	-	-	-	-	-	-	-
151	Worker's Comp Benefit		720	90	-	731	-	(1,141)	362	779
208	Training & Instruction		200	100		249	81	30		
220	General Supplies		500	450	450	488	809	199	911	326
	Misc General Supplies	500								
222	Gen I Operating Expense		5,325	7,500	7,500	5,311	5,207	2,348	4,323	5,880
	Torch Gases	225								
	Rugs/Towels Cleaning	600								
	Parts/Oil/Supplies/Hardware	4,500								
	Mosquito Control Chemicals	-								
240	Small Tools and Minor Equip		900	900	900	798	996	(48)	538	730
300	Professional Srvs (GENERAL)		-	-	-	-	77	220	-	-
303	Engineering Fees		-	-	-	-	-	31,189	504	-
305	Technology		66	100	100	175	249	9	58	-
320	Communications (GENERAL)		424	24	24	8	13	22	21	21
	CenturyLink Long Distance	24								
	Shop phone repair	400								
351	Legal Notices					-	3			
361	General Liability Insurance		1,152	1,110	1,439	1,097	1,385	1,301	1,162	1,161
	Property/Liability/Volunteer Insurance	1,152								
380	Utilities		13,500	15,000	15,000	8,163	11,963	15,819	13,772	10,250
	Connexus	4,500								
	Centerpoint	9,000								
400	Ground Maintenance		-	2,000	-	-	-	-	-	-
	Brush Disposal									
401	Maint & Repairs - Bldgs		3,100	2,000	2,000	4,041	2,948	3,145	2,084	1,413
	Disposal Service $118/Month	1,416								
	Misc Maint & Repairs - Bldgs	1,584								
	Rekeying facility	100								
404	Repairs/Maint Machinery/Equip		500	250	250	122	1,555	751	953	193
	Annual Lift Inspection	250								
410	Rentals		675	-	-	-	184	-	-	-
417	Uniform Rentals		252	252	252	229	245	320	218	421
	Cleaning ($15 per mth)	180								
	Allowance	72								
500	Capital Outlay (GENERAL)		-	-	-	-	50,391	-	-	-
	Mosquito Control Equipment	-								
501	Replacement Fund		-	-	-	-	-	-	-	-
530	ImprovsOtherThanBldgs		-	-	-	-	31,195	153,968		
700	Transfers (GENERAL)		-	-	-	-	-	-	-	-
701	Equipment/Bldg Payments		-	-	-	-	-	-	-	-
720	Operating Transfers		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			$ 53,374	$ 54,912	$ 52,172	$ 45,465	$ 129,553	$ 230,060	$ 45,943	$ 42,456

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 120,945	$ 115,332	$ 110,042	$ 109,745	$ 108,477	$ 93,786	$ 94,802	$ 89,499
	PS Director (21.25%) & 5 Main Tech's (24.67%)	92,419								
	PW Main Tech (50.0%)	28,426								
	Public Works Controller (25%)	100								
101	PT Salaries & Wages		3,621	1,207	-	-	-	-	-	-
102	FT Employees OT		9,000	9,000	9,000	8,922	1,979	13,260	6,243	5,211
103	Health Stipend (HRA)		-	-	-	-	-	-	-	-
105	Labor Credit - Work for Others		(1,500)	(1,500)	-	(848)	(1,493)	(2,350)	(1,153)	(1,300)
112	Contracted Services		-	-	-	-	-	-	427	1,770
120	Employer Contrib Ret General		20,185	18,826	18,027	17,921	15,879	15,564	14,269	13,777
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,990								
130	Employer Paid Ins General		27,195	27,182	24,450	21,796	18,563	19,250	16,350	28,681
142	Unemployment Comp Benefit		-	-	-	-	-	-	-	-
151	Worker's Comp Benefit		18,208	19,169	20,712	20,365	24,198	20,308	12,788	8,594
208	Training and Instruction		800	500	500	887	1,183	30	165	174
212	Motor Fuels		15,000	25,000	25,000	10,983	11,050	26,737	24,580	21,018
220	General Supplies		12,000	14,000	14,000	3,136	12,848	12,224	13,843	12,895
226	Signs		3,000	9,500	9,500	9,190	4,907	-	-	-
229	Gravel		7,800	3,900	3,900	4,067	3,505	32	1,591	430
230	Salt/Sand		40,000	40,000	40,000	35,431	31,447	25,899	40,066	25,432
231	Street Maintenance		10,500	12,500	9,000	9,418	7,453	9,208	5,677	3,582
	Special Assessments	1,239								
	Misc Patching/Street repair	6,761								
	Seal Coating	-								
	Sidewalk repair	2,500								
240	Small Tools and Minor Equip		2,650	1,000	1,000	883	711	1,340	716	-
	Portable Radio (2) (25% Storm, Sn, Water, Sewer)	1,600								
	Felling trailer ramps	650								
300	Professional Srvs (GENERAL)		1,500	1,500	1,500	1,429	2,249	1,483	1,100	842
	Safety Training	743								
	CDL Drug Testing	757								
303	Engineering Fees		30,000	10,000	10,000	29,365	23,196	47,301	25,325	77,941
305	Technology		458	1,000	1,000	918	476	133	471	
	Civic Systems (3.82%)	400								
	Microsoft Office for PW tablet	58								
320	Communications (GENERAL)		3,180	1,752	1,752	3,058	2,381	1,828	1,611	1,401
	PW Cell Phones (1/2) On-Call Phone	2,400								
	Verizon HotSpot	420								
	PW Building Land Line	360								
351	Legal Notices Publishing		-	-	-	10	17	52	-	-
361	General Liability Insurance		6,441	6,626	8,750	6,547	8,432	6,747	6,798	7,839
	Property/Liability/Volunteer Insurance	6,441								
380	Utilities		200	275	275	-	-	372	-	258
400	Grounds Maintenance		1,000	1,000	-	-	-	-	-	-
401	Maint & Repairs - Bldgs		2,700	1,500	1,500	531	1,772	1,488	976	497
	Disposal Service $45/Month	540								
	Misc Repairs	960								
	Mech Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
404	Repairs/Maint Machinery/Equip		27,000	24,000	24,000	40,484	17,210	24,642	24,746	19,847
410	Rentals		350	1,000	1,000	336	83	-	42	197
417	Uniform Rentals		1,530	1,529	1,529	1,438	1,500	1,409	1,166	1,348
	Cleaning ($80 per mth)	960								
	Allowance	570								
433	Dues and Subscriptions		175	150	120	65	75	75	75	75
	TCALMC (25%)	75								
	APWA (25%)	100								
494	Property Management		1,500	1,500	-	-	1,460	1,322	705	
500	Capital Outlay (GENERAL)		21,730	21,834	13,500	11,110	465	42,807	490	-
	Bobcat Buyback Program	4,000								
	Brine tanks for Plow Truck	3,900								
	Truck with plow (25% PRC, Sn, Water, Sewer)	12,250								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
511	Land Acquisition		-	-	-	-	-	-		-
531	Improvement-Land		-	-	-	-	-	8,307		
	TOTAL BUDGET/EXPENDITURES		$ 387,169	$ 367,282	$ 350,457	$ 346,287	$ 300,022	$ 373,452	$ 293,871	$ 320,010

Street Lighting

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
303	Engineering Fees		$ -	$ -	$ -	$ -	$ 59	$ -	$ -	$ -
361	General Liability Insurance		-	-	1	-	1	8	189	20
	Property/Liability/Volunteer Insurance	-								
380	Utilities		60,000	63,125	63,125	59,132	63,753	58,810	59,684	59,717
	Street Lighting	60,000								
500	Capital Outlay (GENERAL)		20,000	20,000	14,536	12,634	22,517	-	-	-
	Street Lighting Infill	20,000								
TOTAL BUDGET/EXPENDITURES			$ 80,000	$ 83,125	$ 77,662	$ 71,766	$ 86,329	$ 58,818	$ 59,873	$ 59,738

Sanitation

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 4,181	$ 3,994	$ 3,842	$ 9,392	$ 3,753	$ 3,600	$ 3,466	$ 3,328
	PS Director (1.0%) & 5 Main Tech's (1.1%)	4,181								
101	PT Salaries & Wages (seasonal)		6,671	6,671	-	-	-	-	-	-
102	FT Employees OT		250	250	250	250	219	46	168	361
103	Health Stipend (HRA)		-	-	-	-	-	-	-	-
112	Contracted Services		-	-	-	-	-	-	-	-
120	Employer Contrib Ret General		1,185	1,156	620	1,050	578	528	521	536
	PERA 7.5%									
	FICA/Medicare - 7.65%	44								
130	Employer Paid Ins General		1,099	1,098	1,068	954	798	832	607	1,066
142	Unemployment Comp Benefit		-	-	-	-	-	-	-	-
151	Worker's Comp Benefit		165	21	-	-	-	-	-	-
208	Training & Instruction		50			-	12			
212	Motor Fuels		900	1,500	1,500	675	679	1,519	1,404	1,201
220	General Supplies		-	-	-	0	1	-	3	3
300	Professional Srvs (GENERAL)		150	300	300	55	133	140	223	(256)
	Clean-Up Day	150								
303	Engineering Fees		-	-	-	63	180	-	21	
305	Technology		-	-	-	39	17	2	13	
351	Legal Notices		-	-	-	-	1	-	-	-
361	General Liability Insurance		62	142	31	141	30	29	28	35
	Property/Liability/Volunteer Insurance	62								
400	Ground Maintenance		3,500	3,500	36,000	20,351	7	-	-	-
	Compost screening	3,500								
	Estimated Cost of ReOpening Site	-								
417	Uniform Rentals		17	17	17	14	19	19	14	14
	Allowence	17								
TOTAL BUDGET/EXPENDITURES			$ 18,230	$ 18,649	$ 43,627	$ 32,983	$ 6,426	$ 6,714	$ 6,468	$ 6,288

Fire Protection

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
300	Professional Srvs (GENERAL)					0	0	23639.38		
390	Public Safety Expense		233,593	233,593	196,479	203,125	180,256	163,983	151,688	142,376
401	Maint & Repairs - Bldgs					-	-	75		
TOTAL BUDGET/EXPENDITURES			$ 233,593	$ 233,593	$ 196,479	$ 203,125	$ 180,256	$ 187,697	$ 151,688	$ 142,376

Transfers

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
303	Engineering Fees		-	-	-	-	-	-	-	-
320	Communications (GENERAL)		-	-	-	-	-	-	-	-
380	Utilities		-	-	-	-	238	(881)	327	326
437	Other Miscellaneous		-	-	-	-	237	(511)	(789)	2,173
490	Donations-Organizations		-	-	-	-	-	-	-	-
604	TIF-Pay as You Go (101-49110-604)		1,231	9,920	10,399	10,399	10,877	11,630	12,349	12,948
612	Interest Expense		-	-	-	-	1,552	1,833	2,106	2,371
700	Transfers (GENERAL)		117,233	143,525	146,563	146,563	350,565	-	-	-
720	Operating Transfers		-	-	-	-	-	-	-	-
	Transfer to Water Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st installment 2012)									
	Transfer to Sewer Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st installment 2012)									
	Transfer to City Hall Fund		-	-	-	-	49,252	49,255	49,255	49,255
	(10 year loan - 1st installment 2006)									
	Transfer to Sewer Fund - 3rd Avenue		9,525	10,502	10,502	10,502	10,502	10,502	10,502	10,502
	(10 year loan - 1st installment 2010)									
	TOTAL BUDGET/EXPENDITURES		$ 131,169	$ 167,127	$ 170,644	$ 170,643	$ 426,403	$ 75,008	$ 76,930	$ 80,755
	- After Current Year Payment -									
	Balance of Loan from Sewer Fund - City Hall Project (0% Interest)		$ -	$ -	$ -	$ -	$ (49,252)	$ 49,252	$ 98,507	$ 147,762
	Balance of Loan from Sewer Fund - 3rd Avenue (3.25% Interest)		$ 6,714	$ 16,239	$ 26,741	$ 26,741	$ 37,243	$ 47,745	$ 56,415	$ 64,810
	Balance of Loan From Sewer/Water Fund - Deer Haven (0% Interest)		$ 9,536	$ 12,715	$ 15,895	$ 15,895	$ 19,075	$ 22,255	$ 25,434	$ 28,614

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 2, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
F. Approve City Council Minutes
1. July 18, 2017 – Regular Meeting of the City Council

G. Citizens Input

H. Announcements
1. City Council Meeting — Tuesday, August 15, 2017 at 7:00 p.m.
2. Planning Commission Meeting — Tuesday, August 15, 2017 at 7:00 p.m.
   (Immediately following City Council Meeting)
3. Parks, Recreation, & Culture Meeting — Tuesday, August 22, 2017 at 6:00 p.m.

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Presentation of Center Point Energy Community Partnership Grant Check (*Jake Schwietering*)
2. Consider Resolution Approving a Special Event Permit for BMX State Series Final Race (*Andy Strom*)

City Administrator Don Lorsung

3. Consider Resolution Approving Safety Climb Cable System Installation on the Interior of the Water Tower
4. Consider Ordinance to Amend City Code Chapter 160 Fees and Resolution to Amend the Fee Schedule
5. Consider Resolution Amending the Conditional Use Permit Approved Though Resolution 2015-253 and of a Site Plan/Building Appearance Review for Coborn's Grocery to Add an Automobile Car Wash Establishment

Economic Development Director Sean Sullivan

6. Consider Adoption of Resolution Authorizing Appraisal of Isanti EDA Land

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $650,684.04 and Payroll in the amount of $98,355.41
2. Consider Resolution Approving Gambling Permit for Pheasants Forever Chapter Isanti County
3. Consider Resolution to Declare Vehicles as Surplus and Sale to Public Auction
4. Consider Resolution Authorizing Contract with Carlson McCain for Phase 2 Environmental
5. Consider Resolution Approving 2016 TIF Reporting Proposal

6. Consider Resolution Accepting Donations for the Passport to Parks Grand Prize

M. Other Communications

1. Final Meeting Minutes for the July 18, 2017 Planning Commission Meeting

N. Closed Council Session to Discuss Employee Medical Leave Request Pursuant to MN Statute 13D.05 Subdivision 2

The City Council will resume in open session following each or any Closed Session matter. After reopening the meeting, the Council may take such actions, if any, as it deems appropriate pertaining to the matter discussed in closed sessions.

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, July 18, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, Finance Director Mike Betker, Public Service Director/Assistant City Administrator Josi Wood, Community Development Director Ryan Kernosky, Economic Development Director Sean Sullivan, City Attorney Clark Joslin, and Assistant City Engineer Jason Cook

Others Present: B. Larson, A. Strom, D. van Hees, Polaris Battalion U.S. Navy Sea Cadets

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by adding Item E.1. Award – 2017 Jubilee Parade Mayor's Choice Trophy.

Motion by Lundeen, second by Collison to approve the agenda with modifications listed above. Motion carried.

E. Proclamations/Commendations/Certificate Awards

1. 2017 Jubilee Parade Mayor's Choice Trophy

Dawn van Hees, Public Relations and Recruiting Lead, and the Cadets of the Polaris Battalion U.S. Navy Sea Program appeared to receive the Mayor's Choice Trophy for their float entry in the 2017 Jubilee Parade.

D. van Hees explained the cadets are a part of a Navy based youth program for youths aged 11-17 that have an interest in the military. Although they follow the customs, courtesies, and uniform of the Navy, the cadets learn about all branches of the U.S. military. It is not a recruiting program; rather it is a program that allows the cadets to learn leadership skills and how to make good life choices. The program usually graduates 1-5 cadets a year with approximately half of the graduates entering the military and the other half choosing to continue with school or enter the workforce.

The cadets have training two days a month on the weekends that include training options, drills, and specialty classes. The specialty classes include a medical class taught by EMT's and nurses in which all of the cadets will be certified in 1st Aid, CPR, and AED skills, aviation and rocketry where they learn things like projection and launch a rocket, a law enforcement class taught by Isanti County Sheriff Deputies, photography and photojournalism, and Special Ops. In addition

to the monthly training and fun activities the cadets do, such as marching in parades, they also have the option of attending boot camp training for two weeks each year.

Mayor Wimmer thanked D. van Hees for her presentation before taking pictures with the cadets and presenting them with congratulations and their award.

F. Approve City Council Minutes

1. July 5, 2017– Regular Meeting of the City Council

Motion by Lundeen second by Lorinser to approve minutes as presented. Motion carried.

G. Citizens Input

None.

H. Announcements

1. Parks, Recreation, & Culture Meeting — Tuesday, July 25, 2017 at 6:00 p.m.
2. City Council Meeting — Wednesday, August 2, 2017 at 7:00 p.m.
3. City Council Budget Workshop — Wednesday, August 2, 2017
   (Immediately following the City Council Meeting)
4. Economic Development Authority Meeting — Wednesday, August 2, 2017
   (Immediately following the City Council Budget Workshop Meeting)

I. Council Committee Reports

Mayor Wimmer reported that he, Economic Development Director Sean Sullivan, and the Hotel Group Developer presented information to Isanti County on the proposed Tax Abatement this afternoon. He will provide more updates on this matter.

J. Public Hearings

1. **Resolution 2017-191 to Authorize Nuisance Abatement of the property located at 310 1st Ave SW**

   Mayor Wimmer opened the Public Hearing at 7:12 p.m.
   There were no comments during the public hearing.
   Mayor Wimmer closed the Public Hearing at 7:13 p.m.

Motion by Lorinser, second by Bergley to approve the request as Resolution 2017-191. Motion carried.

K. Business Items

1. **Resolution 2017-192 approving a Special Event Permit Application for BMX State Series Qualifying Race**

   Andy Strom, President of the Rum River BMX Association, said the state qualifying race is coming up during the first weekend in August. He continued by saying this is an exciting time for BMX in Isanti, Minnesota, and Rum River BMX. There are close to 30 riders ready to compete next week in the elite level for the world's race before coming back home for the state qualifying race. A. Strom said there will be about 700 total attendees with 500 of them being riders coming for the state qualifying race. Toward the end of August, they will host the Minnesota State Finals with even bigger numbers.

Motion by Collison, second by Lorinser to approve the request as Resolution 2017-192. Motion carried.

2. **Consider Suspension of Police Body Worn Camera Program**
   Mayor Wimmer said new information was received today regarding the program. With that new information, Mayor Wimmer requested the council table the issue until the next session, if action is still needed.

Motion by Lundeen, second by Lorinser to table Request. Motion carried.

3. **Resolution 2017-193 Request for a Temporary Conditional Use Permit for ASA Middle School Students at New Hope Community Church**

Motion by Lorinser, second by Bergley to approve the request as presented as Resolution 2017-193. Motion carried.

City Administrator Don Lorsung

4. **Resolution 2017-194 Amending the Conditional Use Permit Approved for the Arts and Science Academy Increasing the Maximum Number of Students From 260 to 300 at 903 6th Avenue Court NE**
   Mayor Wimmer said they have now reached the substantial progress on the park as previously requested by the council.

Motion by Lorinser, second by Bergley to approve the request as presented as Resolution 2017-194. Motion carried.

5. **Resolution 2017-195 Adopting Ordinance Notification Policy**
   Mayor Wimmer explained this is a new requirement by the State Legistlature requiring information be posted 10 days prior to new ordinances being adopted.

Motion by Lorinser, second by Bergley to approve the request as presented as Resolution 2017-195. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $374,881.92 and Payroll in the amount of $102,485.52.
2. Final Meeting Minutes for the May 16, 2017 Planning Commission Meeting.
3. Final Meeting Minutes for the June 6, 2017 Economic Development Authority Meeting.
4. **Resolution 2017-196 Authorizing Payment for Services for Water Tower Interior and Exterior Cleaning**
5. **Resolution 2017-197 Authorizing Purchase of T930 Postscript Printer**
6. **Resolution 2017-198 Offering the Position of Assistant Liquor Store Manager to Keith Lusk**
7. **Resolution 2017-199 Offering the Position of Custodian to Donald Hansen**
8. **Resolution 2017-200 to Amend Resolution 2017-136 Approving A Special Event Permit Application for the Rum River Rods Regular and Summer Spectacular Car Shows**

Motion by Bergley, second by Collison to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes for the July 5, 2017 Economic Development Authority Meeting
2. June Police Department Report

3. June Code Enforcement Report
4. June Building Inspector Report
5. July Engineering Report
6. Update on progress of the park facility at 901- 6th Ct NE

Adjournment

Motion to adjourn by Bergley, second by Lorinser. Motion carried unanimously. The meeting was adjourned at 7:15 p.m.

Respectfully Submitted,

Jeannifer Anderson
Administrative Data Clerk

K.1.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**

From: Chief Gene C. Hill **MEMO**

Date: July 27, 2017

Subject: Center Point Energy Safety Equipment Matching Grant

Background:

Center Point Energy has a 50/50 matching grant available not to exceed $2,500.00 for the purchase of safety / emergency equipment.

The police department would like to purchase two additional portable Motorola radios for police use and for emergency management situations.

The matching funds for this equipment would come from existing PD budget line items.

Action:

I am requesting the City Council to review and consider to allow the acceptance of the grant funding opportunity for the purchase of safety / emergency related equipment.

Thank you for your time and consideration,

Chief Gene C. Hill

RESOLUTION 2017-XXX

RESOLUTION APPROVING THE ACCEPTANCE OF THE CENTERPOINT ENERGY 50/50 SAFETY / EMERGENCY EQUIPMENT MATCHING GRANT

WHEREAS, CenterPoint Energy has a 50/50 matching grant opportunity to purchase safety / emergency related equipment; and

WHEREAS, the application was submitted and granted in the amount of $2500.00, and

WHEREAS, the police department is seeking authorization to accept the grant funds to purchase safety / emergency related equipment; and

WHEREAS, the matching funds would come from within in current police department funding; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby accept the grant funds for purchasing two portable radios to be used for the police department and emergency management situations.

This Resolution is approved by the City of Isanti Council this 2nd Day of August, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

K.2.

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events & Parks Coordinator

Date: August 2, 2017

Subject: Resolution Approving a Special Event Permit Application for the BMX State Series Finals Race

---

Background

Rum River BMX Association will be hosting the MN State Series Finals Race on August 26, 2017 from 10:00 am to 7:00 pm and August 27, 2017 from 7:00 am – 6:00 pm. The estimated number of individuals in attendance is 2000. The Association is requesting that overnight camping be allowed for the event, and expect about 200 people to camp. Parking for the event will take place on the grass to the south and east of the Isanti Indoor Arena and at the south Bluebird Park lot. Rum River BMX Association will be responsible for any damages to grass or irrigation as a result of this event.

The organizers have asked that Isanti Parkway be closed in front of the Indoor Arena on Saturday between 11:00 am and 5:00 pm and on Sunday between 8:00 am and 4:00 pm. Public Works will provide barricades for the closure; Rum River BMX will be responsible for closing and opening the street at the times listed.

Restroom facilities will be provided by the Association for the event through Absolute Portables. The Association will be responsible for upkeep of all restroom facilities over the course of the event, including those on the south end of the Isanti Indoor Arena. The Association will be responsible for clean-up of the outside areas; the $100 clean up deposit is on file, and should Public Works need to clean the grounds for any reason, this check may be cashed. The standard public addressing system will be used throughout the event.

Special Event Permit application materials, including an event map, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the 2017 State Qualifier Race.

Attachments

- Resolution No. 2017-XXX
- Special Event Application Materials
  - Application
  - Departmental Review
  - Site Map
  - Supplemental Event Information form
  - Release and Indemnification

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING A SPECIAL EVENT APPLICATION FOR THE MN STATE SERIES FINALS RACE

WHEREAS, Andy Strom, on behalf of the Rum River BMX Association, submitted a Special Event application requesting approval to host the MN State Series Finals Race; and,

WHEREAS, the event is scheduled to take place on Saturday, August 26, 2017 from 10:00 a.m. to 7:00 p.m. and Sunday, August 27, 2017 from 7:00 am to 6:00 pm at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the estimated number of people to be in attendance is 200; and,

WHEREAS, the applicant would be required to provide additional portable restroom facilities for the event, in which the applicant will be contacting its current supplier to do so prior to the event; and,

WHEREAS, parking for volunteers, spectators, and participants will be at the Isanti Indoor Arena on the grass south of the facility and the Bluebird Park parking lots.

WHEREAS, Isanti Parkway will be closed in front of the Arena (east of 1st Avenue and west of the compost site) on Saturday from 11:00 am to 5:00 pm and Sunday from 8:00 am to 4:00 pm.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to approve the special event request for the August 26 and 27, 2017 MN State Series Finals Race event with the following conditions:

- No signage shall be posted for the event, unless allowed under Zoning Ordinance section 16, or a Temporary Sign Permit Application and fee are submitted.
- City staff recommend that tent stakes not be allowed in the irrigated area east of the Indoor Arena; if any irrigation lines are harmed, Rum River BMX Association will be billed for their repair.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 2nd day of August, 2017.

Attest:

_____
George A. Wimmer
Mayor

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [x] Cleanup Deposit Fee - $100
- [x] Proof of Insurance or Certificate of Insurance - on file
- [x] Site Map
- [ ] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [ ] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [x] Event will occur on City Property:
  - [x] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: _____

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX Association

Contact Person: Andy Strom

Address: 101 Isanti Pakway NW

City: Isanti State: MN Zip: 55040

Phone: 612 - 226 - 5737 Fax: ___ - ___ - ____ Cell: 612 - 226 - 5737

E-mail: andy@rumriverbmx.com

Secondary Contact Person: Kevin Riedemann

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: 763 - 244 - 0314 Cell: ___ - ___ - ____ E-mail: kevin@rumriverbmx.com

EVENT INFORMATION

Event Name: State Series Finals race

Date(s) of Event: 08/26/2017 & 08/27/2017

Hours of Event: 10:00 am - 7:00 pm Saturday 7:00 am - 6:00 pm Sunday

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
BMX racing - this event will be the MN State Series Finals.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
This will be held at the Isanti Indoor Arena - Home of Rum River BMX

Estimated Number of People in Attendance (includes staff, participants, and spectators):
2000

Parking Impact – Describe in detail:
We plan to fill the west lot and will direct overflow to lot at the south end of the park as well as in the field to the south of the west lot and in the field on the east side of the bike path - No parking will be allowed between the Isanti Indoor Arena and the bike path.

Tents, equipment, amusement rides, etc.
Type: pop up shelters canopies
Size: varied but mostly 10 x 10 or 10 x 20
Location: near the arena building secured by weights (no stakes allowed)

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Fire prevention on location as STD - EMS is being handled as part of our Normal race operations

Are you requesting any street closures? If yes, list streets:
Yes Isanti Parkway east of 1st avenue and west of the Compost entrance on Saturday between 11:00 am and 5:00pm and Sunday between 8:00am and 4:00 pm

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

We will bring in 10 portable units for this event in addition to the existing fixtures.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
No security is required for this event - police reserves are welcome as available.

Clean-up Plans – Describe in detail:
Throughout the event we will have staff checking trash and removing as needed. Post event cleanup will include a walk through of the surrounding park area to ensure the grounds a free of garbage.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
No live entertainment in addition to racing

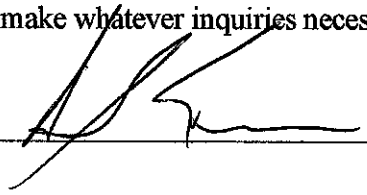
Will any other public addressing system or sound amplification be used? If so, describe:
We will use our PA system as we do at all of our regular events, no additional speakers will be used.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
No tickets are required for this event, no donations are being requested. Race fees will be collected from participants and used to support the operations of Rum River BMX.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: 

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

A Community For Generations.
Isanti

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Isanti Indoor Arena
Supplemental Special Event Information

Event Name: MN STATE FINALS

Date(s) of Event: 8/26 + 8/27

Contact Person: ANDY STROM

Are you requesting that overnight camping be allowed for this event? YES
How many people do you expect to camp? UP TO 50 CAMPERS - APPROXIMATELY 200 PEOPLE

Will additional tents be used outside of the building? YES POP UP SHELTERS SECURED BY WEIGHTS
(Note: irrigation lines are installed around the perimeter of the building, if any of these lines are damaged due to event/association activities, repairs will be billed to Rum River BMX)

Are additional bleachers being brought into the building for the event? NO
_____Attach proof of state bleacher safety inspections.

List any signs, barricades, or cones requested from Public Works:
2 - ROAD CLOSED AHEAD 2 - ROAD CLOSED
6 - BARRICADES

STATE FINALS SITE MAP

Google Maps

ROAD CLOSED

OVERFLOW PARKING

Imagery ©2017 Google, Map data ©2017 Google 100 ft

OVERFLOW PARKING

OVERFLOW PARKING

CAMPING

(ENTER FROM ARENA LOT)

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
BMX racing

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
BMX Racing

(Special Events Holder Initials Here) _____

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) _____

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) _____

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) _____

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Andy Strom

Title President

Signature _____

Date 7/9/17

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Lee C Hill

Public Services Director
__✓__ Approved _____ Denied _____ N/A Signature: JM Wood

Community Events & Parks Coordinator
__✓__ Approved _____ Denied _____ N/A Signature: Katie Smith

Community Development Director
__✓__ Approved _____ Denied _____ N/A Signature:

City Administrator
__X__ Approved _____ Denied _____ N/A Signature:

City Council
_____ Approved _____ Denied

Date of Review: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, July 11, 2017 3:31 PM
To: Isanti Parks
Subject: RE: Special Event Request - BMX State Finals

Hi Katie.

Isanti Fire approves the August 26&27 special event permit application from Rum River BMX as presented. Al Jankovich

Have a good day!

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

---

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Tuesday, July 11, 2017 2:50 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Request - BMX State Finals

Good afternoon,

We have received another Special Event Permit Application from Rum River BMX. They are planning to host the event on August 26 & 27. They're expecting 2000 people for the event, and have requested that Isanti Parkway be closed in front of the arena on Saturday between 11:00 am and 5:00 pm and Sunday between 8:00 am and 4:00 pm. There will be overnight camping for the event as well.

They have stated that security isn't required for the event, but Police Reserves are welcome as available.

Please respond with your comments or approval at your convenience.

Thank you,

Katie Everett
Community Events and Parks Coordinator

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and Members of the City Council**

From: Josi Wood, Public Services Director/ Asst. City Administrator

Date: August 2, 2017

Subject: Consider Resolution Approving Safety Climb Cable System Installation on the Interior of the Water Tower

---

Background:

One of the items that was discovered during the water tower inspection that is of immediate concern was that there was no safety climb system from the base of the tower up 5 flights to reach the lower portion of the bowl. There was a cable from the bottom of the bowl to the top of the tower only. The platform is not wide enough from the wall to catch a person should they fall therefore a safety system is necessary. Two safety options include either a cage or a cable system. The cable system is the lesser of the two to install and would also meet all OSHA requirements for fixed ladders on towers. This item is unbudgeted.

Finance Committee Recommendation

The Finance Committee discussed this item July 20 and recommends approval of the unbudgeted work proposed by Hartung Zoatings for a DBI SALA Safety Climb Cable System in the amount of $3,500.00. The recommended funding source is Water Fund 601-49400-401.

Request:

Staff is requesting approval on the installation of the safety climb system proposed as well as an additional 10% contingency for unexpected costs and an additional $200.00 cable slider that works with the system installed for a total project cost of $4,050.00 to be funded by the Water Fund (401).

Attachments:

- Resolution 2017-XXX
- Quotation from Hartung Xoatings

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING SAFETY CLIMB CABLE SYSTEM INSTALLATION ON THE INTERIOR OF THE WATER TOWER

WHEREAS, upon inspection of our water tower system, it is recommended, and would meet OSHA requirements, to install a safety climb system on the interior five levels of the water tower's fixed ladder; and,

WHEREAS, options include a cage or cable system, with cable system being the lesser cost of the two; and,

WHEREAS, a bid has been received from Hartung Zoatings for a DBI SALA Safety Climb Cable System in the amount of $3,500.00; and,

WHEREAS, staff has included 10% contingency for unknown expenses and an additional $200.00 for a cable slider that fits the system being installed for a total project cost of $4,050.00; and,

WHEREAS, the Finance Committee has reviewed the bid and has recommended acceptance of the bid from Hartung Zoatings for the work listed above;

WHEREAS, this item is unbudgeted, and the Finance Committee has recommended that the funding source be the Water (601) Fund balance which calls for an increase in the budget for line item 601-49400-401 to account for the purchase; and,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the bid from Hartung Zoatings plus added contingency and cable slider in the total amount, not to exceed, $4,050.00; and **BE IT FURTHER RESOLVED** that the source of funding for the item be the Water Fund balance and the Finance Director is authorized to make the necessary budget adjustments to account for the purchase.

This resolution was duly adopted by the Isanti City Council this 2nd day of August, 2017.

Attest:

George A. Wimmer
Mayor

Katie Brooks
Human Resources / City Clerk

(SEAL)

HARTUNG XOATINGS

Bid Proposal

Install DBI SALA Safety Climb Cable System on 5 approximately 30-foot ladders in Isanti water tank.

*Include one cable slider

Amount for work completed and all materials: $3,500

+200 for additional cable slider (verbal)

Dominick Hartung
Hartung Xoatings
906 148th Ave, New Richmond, WI 54017
1-605-695-1315
hartungxoatings@gmail.com

K.4.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and Members of the Finance Committee**

From: Josi Wood, Public Services Director/ Asst. City Administrator

Date: August 2, 2017

Subject: Consider Ordinance to Amend City Code Chapter 160 Fees and Resolution to Amend the Fee Schedule

---

Background:
Currently when someone does work to their driveway, either by new construction or existing, and the curbstop is located within said driveway space, the city has them fill out a 'City Utility Services Under Driveway Agreement' stating that they acknowledge the responsibility of repair should any be needed. Staff would like to also have residents purchase and install a valve cover plate when their driveway is being installed or improved. The valve cover plate allows Public Works the space needed should there be necessary repairs done to the shut-off valve and also protects the valve from plow damage or other damage that could occur. Staff would also like the cover plate required for curbstops located within a sidewalk that is either installed or repaired by a contractor. The valve will hopefully discourage contractors from covering the curbstops which has been an issue in both driveways and sidewalks.

Sewer & Water Department
Valve Cover Plate $100.00

Finance Committee Recommendation
The Finance Committee met to discuss this item July 20 and recommends approval of the Ordinance amendment to include Valve Cover Plate in the amount of $100.00 within the Sewer & Water Department.

Request:
Staff is requesting action on this item

Attachments:
- ~~ORD – XXX – An Ordinance Amending the Code of the City of Isanti Chapter 160 Fees~~
- RES – XXX – A Resolution Adopting Fees Within the City of Isanti

ORDINANCE NO.

AN ORDINANCE AMENDING THE CODE OF THE CITY OF ISANTI CHAPTER 160 FEES

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Section 160-2. Enumeration of fees – of Chapter 160, of the Code of the City of Isanti is hereby amended to add or revise from the text of Section 160-2 as follows:

ADD/AMEND

Sewer and Water Department

Valve Cover Plate	$100.00

SECTION 2. EFFECTIVE DATE.
This Ordinance shall take effect when published in the Official Newspaper.

Adopted by the City Council, this ____ day of August, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

Posting Date: 7-21-2017
Reading Date: 8-2-2017
Publication Date:
Effective Date:

RESOLUTION NO. 2017-

A RESOLUTION ADOPTING FEES WITHIN THE CITY OF ISANTI

WHEREAS, the City Council by Ordinance sets forth a fee table for the City of Isanti; and

WHEREAS, the City Council has determined that it is in the best interest of the residents of the City that all fees within the City are established by resolution; and

WHEREAS, these fees are fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed in accordance with Minnesota Administrative Rules 1300.0160; and

WHEREAS, the following fee schedule shall be effective August 9, 2017;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota

1. Set forth the following fee schedule:

Administration

Administrative Citations – City Code Violations	
Chapter 216, Nuisances	$200.00
Chapter 227, Parking and Storage	$200.00
Chapter 256, Residential Property Maintenance Standards	$200.00
Chapter 284, Streets and Sidewalks	$200.00
Ordinance #445, Zoning Ordinance	$200.00
Ordinance #445, Section 16 Signs	$100.00
Chapter 87-5.1, Animal Litter	$ 75.00
Adult Use Fee	$5,000.00
Adult Use Investigation Fee	$2,000.00
Affidavit of Candidacy	$15.00
Agenda Packet Subscription	$150.00
Agenda Subscription	$25.00
Copies	$.25 per page, plus tax
Dog Bite Incident (if applicable)	$90.00
Dog Boarding (at Impound)	$22.00 per day plus tax
Dog Impound 1st Time	$65.00 plus tax
Dog Impound 2nd Time	$70.00 plus tax
Dog Impound 3rd Time	$80.00 plus tax
Additional Fee for Pick up (7pm-8am & Holidays)	$30.00
Dog License (Duplicate)	$5.00
Dog License (Fixed)	$10.00
Dog License (Not)	$15.00
Dog License Late Fee	$5.00
Dog License Lifetime	$50.00
Euthanasia / Disposal	$175.00

FAX - in	$.25 per page, plus tax
FAX - out	$.25 per page, plus tax
Gambling Permits – Application & Investigative Fee	$50.00
Kennel License (Commercial)	$100.00 per year
Kennel License (Residential)	$50.00 per year
Lawn Sprinkling 1st Violation	$20.00
Lawn Sprinkling 2nd Violation	$35.00
Lawn Sprinkling 3rd Violation	$50.00
Meeting Minutes – Copy of CD	$10.00
Non-Compliance Fee	$25.00
Notary	$5.00 per document
Pawnbroker/Shop	$1,500.00
Pawnshop Investigation Fee Initial Application Only, does not apply to Renewal	$1,500.00
Pawnshop Transaction Fee	$1.30 plus pass through costs per transaction
Peddler Permit	
Day	$25.00
Month	$75.00
Seasonal (6 months or less)	$200.00
Application Investigation Fee	$75.00
Retail Fire Works Permit – Application Fee	$15.00
Retail Fire Works Permit – Permit Fee	$25.00
Returned Checks	$30.00
Secondhand Goods Dealer	$1,500.00
Secondhand Goods Dealer Investigation Fee Initial Application only, not for renewals	$1,500.00
Secondhand Goods Dealer, Temporary	$750.00
Secondhand Goods Dealer Transaction Fee	$1.30, plus pass through costs per transaction
Special Assessment Fee Unpaid Utility Bills, Code Enforcement Violations, Etc.	$30.00 per assessment
Special Meeting Request	$500.00
Special Vehicle Permit	$25.00
Staff Time (not specified elsewhere)	Actual hourly wage multiplied by 145%
Street Block Party Deposit	$50.00 (Refundable)

Building Inspections

Building Permit	$Per 2004 and Building Valuation Data provided by Minnesota Department of Labor and Industry
Basement Finishes Permit	$Per 2004 and Building Valuation Data provided by Minnesota Department of Labor and Industry
City Utility Services under Driveway	$100.00
Commercial Landscape Escrow	$5,000.00 per site (Refundable)
Curb Cut Permit	$75.00

Deck Permit	$Per 2004 and Building Valuation Data provided by Minnesota Department of Labor and Industry
Demolition Permit	greater of $100.00 or 1.27% of contract price
Excavation Permit Fee	
a. Hole	$125.00
b. Emergency Hole	$55.00
c. Trench	$50.00
Fence Permit (Fences >7')	$80.00
Fire Suppressant Permit – Commercial/Multi-Family	1.5% of project value
Grade Survey Check	
a. Commercial	$50.00
b. Residential	$50.00
Grading Permit	$150.00
Investigative Fee	100% of permit fee
Lawn Irrigation Permit	$80.00
License Verification Fee	$5.00
Mechanical Permit	$75.00 per unit
Mechanical Permit – Commercial/Multi-Family	1.5% of project value
Minimum Permit Fee	$50.00
Plan Check Fee	65% of calculated permit fee, when applicable
Plan Check Fee – Duplicate Plans	Duplicate plan fees reduced to 25% of calculated permit fee
Plumbing Permit	$80.00 and $5.00 per unit
Plumbing Permit – Commercial/Multi-Family	1.5% of project value
Re-Roof Permit	$80.00
Re-Siding Permit	$80.00
Rental License Late Fee	100% of rental license fee
Replacement of Air Conditioner Permit	$75.00 per unit
Replacement of Air Conditioner Permit – Commercial/Multi-Family	1.5% of project value
Replacement of Furnace Permit	$75.00 per unit
Replacement of Furnace Permit – Commercial/Multi-Family	1.5% of project value
Residential Driveway Escrow	$2,000.00 (Refundable)
Residential Landscape Escrow	$6,000.00 (Refundable)
Residential Rental License Fee	
1 Unit	$150.00
2-4 Units	$175.00
5-12 Units	$225.00
13-20 Units	$240.00

21–50 Units	$250.00
51 + Units	$300.00
Additional Inspections	$50.00 Per Inspection
State Surcharge	Applied to all permits
Swimming Pool Permit	$80.00
Water/Sewer Line Repair Inspection Fee	$80.00
Window/Door Replacement Permit	$80.00

Electrical Inspection Fees

All Services Residential Service Change $100.00, this includes one inspection. Or the below rates.		Circuits and Feeders The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors:	
0 to 300 amp	$50	0 to 30 amp	$8
400 amp	$58	31 to 100	$10
500 amp	$72	101 to 200 amp	$15
600 amp	$86	300 amp	$20
800 amp	$114	400 amp	$25
1000 amp	$142	500 amp	$30
1100 amp	$156	600 amp	$35
1200 amp	$170	700 amp	$40
Add $15.00 for each additional 100 amps		Add $5.00 for each additional 100 amps	
Minimum permit fee is $50.00 plus $5.00 state surcharge. This is for one inspection only. Minimum fee for rough-in inspection and final is $100.00 plus $5.00 state surcharge.			
Maximum fee for single family dwelling not over 200 amps is $150.00 plus $5.00 state surcharge. Maximum of 2 rough-in inspections and one final inspection.			
Apartment Buildings: Maximum fee per unit of an apartment or condominium complex is $100.00. This does not cover service and house wiring. A separate permit must be issued for house wiring. Swimming Pools: $100.00 this includes 2 inspections Traffic Signals: $10.00 per each standard Street Lighting: $5.00 per each standard			
Transformers/Generators: $10.00 per unit + $0.50 per KVA Retro Fit Lighting: $0.75 cents per fixture Sign Transformer: $10.00 Remote Control/Signal Circuits: $1.00 per device			

Re-inspection Fees: $50.00

*Fees are doubled if the work starts before the permit is issued

Community Center

Cleaning Fee (if elected by renter)	$125.00, plus tax
Damage Deposit	$250.00
Damage Fees	
Cleaning	$35.00 per hour minimum, plus tax
Tables	$100 each, plus tax
Chairs	$20.00 each, plus tax
Unreturned keys	$250.00, plus tax
Smoking Non-Designated Areas	$200.00, plus tax
Other Items	To be determined based on replacement cost, plus tax
Equipment Available to Rent (larger deposit may be required)	
LCD Home Theater Projector on Cart	$50.00, plus tax
9' Portable Screen	$20.00, plus tax
Blu-Ray DVD Player	$15.00, plus tax
Speakers & Microphone (Includes tripod stands if requested)	$15.00, plus tax
Podium	$10.00, plus tax
Non-Profit Organizations	$50.00, plus tax (full day) $25.00, plus tax (4 hours or less)
Private (less than 50 individuals) or For-Profit Organizations	$100.00, plus tax (full day) $ 50.00, plus tax (4 hours or less)
Special Events Includes use of the kitchen. Dishes and utensils provided by you for your event. With or without alcohol. Greater than 50 individuals in attendance.	$275.00, plus tax

Fee Arrangements – When Requested

Non-Profit Monthly Rental Rates (less than 4 hour rentals)

Days Per Week	Monthly Fee, plus tax
1	$50
2	$100
3-4	$150
5	$200

Days Per Month	Monthly Fee, plus tax
1-2	$25
3-5	$50

** Minimum rental fee of $25/month or $5/day when rented more than 5 days per month.

** Groups storing belongings at the facility may be subject to a monthly storage fee.

** Groups looking to book the facility on a weekend must pay the normal rates as shown within the ICC application. Weekends are not included within the monthly rental rates.

**Holidays falling on your scheduled reservation date do not result in a change in the fee schedule.
**Prearranged annual events that fall on your scheduled reservation date do not result in a change in the fee schedule.

Fee Arrangements – When Requested
For-Profit Monthly Rental Rates (less than 4 hour rentals)

Days Per Week	Monthly Fee, plus tax
1	$150
2	$300
3-4	$450
5	$600

Days Per Month	Monthly Fee, plus tax
1-2	$50
3-4	$100

**All other fees and deposits for the rental of the facility apply.
**Groups looking to book the facility on a weekend must pay the normal rates as shown within the ICC application. Weekends are not included within the monthly rental rates.
**Holidays falling on your scheduled reservation date do not result in a change in the fee schedule.
**Prearranged annual events that fall on your scheduled reservation date do not result in a change in the fee schedule.

Economic Development Authority

Assignment & Assumption Agreement	$1,000.00 plus costs
Development Agreement (Non-Abatement or TIF)	$1,000.00 plus costs
Establishment of New TIF District	$4,800.00 or actual cost
Host Approval of Conduit Debt	$3,000 escrow
Issuance of Conduit Debt	1/4% of the proposed issuance amount, $3,000 minimum, $25,000 maximum escrow
Revolving Loan Fund Application Fee	1% origination fee
TIF Development Agreement	$2,500.00 plus costs
Tax Abatement Application Fee	$1,000.00 plus costs

Liquor/Beer

Background Check & Investigation Fee	
For Partnership – Corporation – Association	$300.00
For Individual	$100.00
Initial Application only, does not apply for Renewals	
Beer Off-Sale (3.2)	$150.00
Beer On-Sale (3.2)	$250.00
Brewers Off-Sale Malt Liquor	$310.00
Brewers Tap Room On-Sale	$500.00
Brew Pub Off-Sale Malt Liquor	$310.00
Club License (Max dictated by MN State Statutes)	$500.00
Intox Liquor On-Sale	$2,500.00

Intox Liquor Sunday On-Sale	$200.00
Setups	$200.00 per year
Temporary Consumption and Display Permit	$25.00
Temporary On-Sale 3.2 Beer License (1-4 Days)	$50.00
Temporary On-Sale 3.2 Beer License (1-4 Days) Multiple Events	$500.00
Temporary On-Sale Beer	$50.00
Temporary On-Sale Liquor	$50.00
Temporary On-Sale Liquor (2-4 Days)	$50.00
Temporary One-Day On-Sale Liquor License	$25.00
Wine	$300.00

Parks Department

Copy of Comprehensive Park Plan	$10.00
Community Garden – Ground Plot (Season Fee)	$15.00
Community Garden – Raised Bed (Season Fee)	$20.00
Park Dedication Fee (Residential)	$1,500.00 per unit
Park Dedication Fee – Multi Family with Recreational Amenities	– Up to 25% Reduction of $1,500 per unit fee
Park Dedication Fee (All Others)	$1,500.00 per Commercial/Industrial Acre
Park Shelter Electric Box Deposit	$50.00
Park Shelter Fee – Non City Resident or Business	$10.00 plus tax
Special Event Cleanup Deposit	$100.00
Tennis Court Usage	Resident (Individual) 1 court No Charge 2 courts $6 plus tax Non-Resident (Individual) 1 court $6 plus tax 2 courts $12 plus tax Civic Group, Youth Organization, League, Business, Industry, Church or School Per court, per reservation $15 plus tax Per season (1 or 2 courts) $250 plus tax
Unity Park Softball Field Usage	$25.00 plus tax per day Non-Resident $15.00 plus tax per day Resident

Planning & Zoning Department

Administrative Appeals	$200.00 plus costs
Administrative Permit	$75.00
Administrative Subdivision	$275.00 plus costs
Annexation/De-Annexation	$100.00 plus costs
Comprehensive Plan Amendment	$325.00 plus costs
Conditional Use Permit	$325.00 plus costs
Conditional Use Permit Amendment	$275.00 plus costs
Copy of Comprehensive Plan	$50.00
Copy of Maps	$ .50 black and white
Copy of Zoning Map	Fee based on size & type of map
Copy of Zoning Ordinance	$25.00
Copy of Engineer Design Standards	$35.00

Development Agreement for Subdivisions	$2,500 escrow plus costs
Development Agreement (Non-Subdivision)	$1,500 escrow plus costs
Easement Application	$200.00 plus costs
EAW & EIS Review	$600.00 plus costs
Final Plat	$325.00 plus $10.00 per lot/unit plus costs ($1,500.00 escrow)
Interim Use Permit	$325.00 plus costs
Minor Subdivision Plat	$325.00 plus costs ($1,000.00 escrow)
Planned Unit Development – Final Plan	$325.00 plus costs ($1,500.00 escrow)
Planned Unit Development – General Plan	$500.00 plus costs ($1,500.00 escrow)
Preliminary Plat	$500.00 plus costs ($1,500.00 escrow)
Rezoning Request	$325.00 plus costs
Sign Permit (permanent)	$75.00
Sign Permit (temporary)	$50.00
Signal Light Fee	$119.00 per residential unit $ .10 per sq. ft. of usable Commercial lot platted
Site Plan Review	$325.00 plus costs ($1,000.00 escrow)
Site Plan Review Financial Surety (Commercial/Industrial)	125% of estimated cost of site improvements (driveway, parking and loading areas)
Text Amendment	$275.00
Vacation Request	$275.00 plus costs
Variance Request	$325.00 plus costs
Wetlands Replacement Plan Review	$500.00
Zoning Permits	$80.00
Zoning Verification Letter	$30.00

Police Department

Administrative Citation	$60.00
Alcohol Screening	$3.00 per time or $75.00 per year
Chemical Disposal (small amount)	Cost of Disposal
Chemical Disposal (large Amount)	Cost of Disposal
Cleaning of Crime Scene	Cost of Cleanup
Copy of Photo	$5.00
Copy of Police Report	$.25 per page, plus tax
Copy of Video/Audio/DVD	$25.00
Fee for Returned Check listed under Administration	
Fingerprinting	$15.00 per non-resident or non-Isanti business, $ 0.00 for Isanti resident or business
Parking Ticket	$20.00
Police Records Search	$35.00
Professional Hire of Police Office	$50.00 per hour
Reschedule Hearing on Administrative Citation	$50.00
Storage Fees	$20.00 per day
Towing	As per towing contract fee schedule
Unjust Hearing	150% of cost of hearing

Sewer and Water Department

Delinquent Posting Notice Fee	$15.00
New Construction:	
Meter (5/8 & 3/4 inch)	Cost included in permit fee
Meter (larger, > 3/4 inch, diameter)	Cost minus $285.00
Replacement:	
Meter (5/8 & 3/4 inch)	
Head	$80.00
Body	$230.00
Meter (larger, > 3/4 inch, diameter)	Cost plus $25.00
Meter Replacement Administrative	
Fee for Non-Compliance	$75.00/month
Private Metered Water Sales	
a. Meter Deposit	$1,200.00 (refundable deposit)
b. Backflow Preventer Deposit	$800.00 (refundable deposit)
c. $10.00 minimum and up to 1st 1000 gallons; as per rate study per/1,000 thereafter	
Private Well Water Testing	$90.00
Sewer Access Fee (SAC)	$4,306.00 per unit based on REC assessment
Sewer Rates	Per City Code Chapter 260
Storm Water Rates	Per Ordinance No. 569
Trunk Utility Charge	$1,000.00 if more than one unit based on REC schedule $2,050.00 per Commercial/Industrial acre
Unpaid Water and Sewer	$5.00 per month
Valve Plate Cover	**$100.00**
Water Access Charge (WAC)	$3,677.00 per unit based on REC assessment
Water Disconnect	$50.00
Water Reconnect	$50.00
Water Meter Testing	1 Hour Public Works Staff plus Costs
Water Rates	Per City Code Chapter 325

Street Department

Bobcat/Tractor Charge with Operator	$100.00 per Hour
Collector Street Fee	$9,000.00/Usable Acre in Area in NE quadrant of CSAH 5 and TH 65
Labor	$50.00 per Hour
Magikist Line Thawer with Operator	$100.00 per Hour
Mow Charge with Operator	$90.00 per Hour
Sidewalk Snow Removal	$30.00
Street Cut Permit	$1,200.00
Weed Whip Charge with Operator	$75.00 per Hour

MINNESOTA WARN RATES- Equipment Charges Are Per Hour with Operator

	Business Hours	Non-Business Hours
Road Grader with Wing, Dump Truck with Snowplow and Wing, Wheel Loader	$160.00	$180.00
Self-propelled Broom, Air Compressor with	$90.00	$110.00

Accessories and Pickup, Pickup, One Ton Trucks, Rollers, Tractors		
Sewer Jet Rodding Machine, Vactor with Pickup (Each Requires Two Operators) There is an additional charge of $.35 per lineal foot for sewer cleaning.	$135.00	$145.00
Single Axle Truck, Street Sweeper, Single Axle Dump Truck with Snowplow, Brush Hog	$125.00	$145.00
Six Inch Pumps with Engine	$75.00	$95.00
Skidsteer, Self-propelled Mower/Snow Blower/ Broom Attachment, Small Trencher	$90.00	$105.00
All Other Equipment Such As Chain Saw, Push Mower, Snow Blower and Weed Whips	$75.00	$95.00

Fire

Fire Extinguisher Service Deposit Fee	$25.00 (refundable)
Fire Extinguisher – Administrative Fee	$3.00

This resolution was duly adopted by the Isanti City Council this 2nd day of August, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources / City Clerk

(SEAL)

K.5.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: August 2, 2017

SUBJECT: Request from Rice Building Systems Inc., on behalf of Coborn's Inc., for approval for the Site Plan Review Application and Amendment to the Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota

Background

Rice Companies, on behalf of Corborn's Inc. (applicant), has submitted a Conditional Use Permit Amendment to amend Resolution 2015-253 and a Site Plan Review Permit to construct a stand-alone car wash facility at 209 6th Avenue NE.

Resolution 2015-253 is the original Conditional Use Permit (CUP), it was amended in 2016 through Resolution 2016-338 and required that "Resubmittal and approval shall be required for the future construction of the convenience store and/or car wash." Because the applicant has submitted new plans, it's appropriate to require an amended CUP and new Site Plan Review Application.

Zoning Ordinance Requirements

The subject parcel is currently zoned "H65" *Highway 65 Corridor Overlay District*. It is the purpose of this district to enhance the first impression of Isanti through development of a corridor that is inviting, visually appealing and a place that community members want to visit and passersby want to stop. This district is designed and intended to promote the development of an attractive view of the community from Highway 65 through architectural and signage controls, landscaping, screening, building orientation and other features.

Automobile car wash establishments are a conditional use of the H65 Overlay District, only when in conjunction with a permitted use. *General Retail Establishments* are a permitted use, and include Grocery Stores.

Comprehensive Plan

This property is designated as *General Commercial* within the Future Land Use Map of the 2008 Comprehensive Plan Update. The purpose of the General Commercial designation is to "identify portions of Isanti that contain or should be developed for general commercial use. Examples may

include highway-oriented businesses such as fast food restaurants, conveniences stores, gas stations and other auto-oriented businesses."

The 2008 update continues to state that "Much of this land use is located along the Highway 65 corridor and CSAH 5. General Commercial is the largest commercial land use designation. These uses are predominantly auto-oriented in terms of access and services. Design of both site and buildings are important to maintain a thriving commercial base. In addition, commercial businesses not located at major intersections should remain small scale, and provide services primarily to the surrounding neighborhood. Also, the architecture and site design of all commercial areas much be compatible with the surrounding neighborhood and landscape. Such issues as building size, location on the lot, building materials, screening and other design issues are important."

It is my opinion that this request is compatible with the Comprehensive Plan of the City of Isanti.

Site Plan Review

Per Section 18, Subdivision 7 of the Zoning Ordinance, City staff and the City Council must consider the request's compliance with the following related to Site Plan Review:

A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.

B. Consistency with City Codes.

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

D. The amount and location of open space and landscaping.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council.

Community Development Director's Comments:

The proposed car wash is between 32' and 46' from the City Right-of-Way Line off of 6th Ave NE. As this street develops into the future, it'll be important to encourage future buildings to be closer to the street like the proposed car wash and existing Coborn's, this will provide a 'framed' street that will encourage future walkability and lower speed of travel for vehicles. The proposed car wash appears to utilize the same high-quality materials that are on the existing grocery store,

and has windows on all sides, including the side facing 6th Ave NE. It is my opinion that this request is compatible with the Site Plan Review requirements of our zoning code.

Conditional Use Permit

Per Section 21, Article 2 of the Zoning Ordinance, City staff and the City Council must consider the request's compliance with the following related to Conditional Use Permits, and the Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.

2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.

4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.

5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

8. The conditional use complies with the general and specific performance standards as specified by within this Article.

Community Development Director's Comments:
It is my opinion that this request is compatible with the Conditional Use Permit requirements of our zoning code.

Section 13, Subdivision 3: Automobile Car Wash Establishments

A. Stacking shall be provided in accordance with Section 17 of this Ordinance, with such areas designated to facilitate adequate on-site circulation.

B. Water shall not drain across any sidewalk or into a public right-of-way, subject to the approval of the City Engineer.

C. Vacuuming and drying facilities shall be located in an enclosed structure or located away for any residential use to minimize the impact of noise.

D. All water disposal facilities including sludge, grit removal, and disposal equipment shall conform with all sections and codes regarding sewerage and health.

Certification of Taxes Paid

Prior to approving an application for approval of a Conditional Use Permit, certification must be provided to the City that there are not any delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County that there are no delinquent property taxes, special assessments, penalties, interest, or fees. The applicant has paid half of their 2017 taxes as of April 26th, 2017. It is not uncommon for property owners to pay taxes in installments.

Public Notice

Notice of the proposed CUP Amendment and Site Plan Review Application was published in the official City newspaper, *Isanti County News,* on Wednesday July 5, 2017. Mailed notices were provided to property owners within 350' of the subject property.

Public Comment

City staff did receive an email from Darren Trudeau, Landlord for Coborn's, stating they are in support of the request.

Deadline for City Council Action

The City of Isanti received an application for the Site Plan Review and Conditional Use Permit on May 31st, 2017. The application was deemed complete on June 26th, 2017. Pursuant to Minnesota State Statute, the City must act on this request by August 25th, 2017 (60 days).

Development & Operations Advisory Committee Review

The Development & Operations Advisory Committee met on July 6th, 2017 and had no comments regarding the proposed Car Wash, other than the concern that the area was not properly landscaped when the proposed convenience store/ car was removed from the plans as promised.

City Planning Commission Recommendation

The City Planning Commission reviewed this matter at the July 18, 2017 meeting and approved the proposed amendment with the condition that the same external materials are used on the car wash that were presented to the Commission by the applicant.

It was moved by Lundeen, seconded by Collison to approve the amendment with the aforementioned condition. Motion carried unanimously.

Options & Proposed Motion Languge

1. Recommend approval with No Conditions: Motion to approve the request from Rice Companies Inc. on behalf of Coborn's, for approval of the Site Plan Review Application and Amendment to the Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally

described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota.

2. Recommend approval with Conditions: Motion to approve the request from Rice Companies Inc. on behalf of Coborn's, for approval of the Site Plan Review Application and Amendment to the Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota. with the following conditions:

    a. The same exterior materials are utilized throughout the entire car wash establishment as presented to the City.

3. Recommend Denial: Motion to deny the request from Rice Companies Inc. on behalf of Coborn's, for approval for the Site Plan Review Application and Amendment to the Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota for the following reasons…

4. Table Request: Motion to table approval of the request from Rice Companies Inc. on behalf of Coborn's, for approval for the Site Plan Review Application and Amendment to the Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota (a specific reason and information request should be included in the motion to table).

Attachments:

- Resolution 2017-XXX
- Resolution 2015-253
- Resolution 2016-338
- Findings of Fact and Conclusion
- 2017-06-16 Site Plan Submittal
- A201 Floor Plan
- A300 Exterior Elevations
- A600 Images
- Lighting Plan – 6/13/2017

RESOLUTION NO. 2017-XXX

A RESOLUTION AMENDING THE CONDITIONAL USE PERMIT (CUP) APPROVED THROUGH RESOLUTION 2015-253 & APPROVAL OF A SITE PLAN/ BUILDING APPEARANCE REVIEW FOR COBORN'S GROCERY TO ADD AN AUTOMOBILE CAR WASH ESTABLISHMENT LOCATED AT 209 6TH AVE NE, MORE LEGALLY DESCRIBED AS LOT 1, BLOCK 1 OF ISANTI COMMONS SECOND ADDITION, ISANTI COUNTY, ISANTI, MINNESOTA

WHEREAS, Isanti Holdings LLC currently owns the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the applicant, Rice Companies Inc., on behalf of Coborn's Inc., has requested an Amendment to the Conditional Use Permit originally approved through Resolution 2015-253, and approval of a Site Plan/Building Appearance Review for the property at 209 6th Ave NE, more legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota; and,

WHEREAS, the requested Conditional Use Permit Amendment and Site Plan/Building Appearance Review would allow construction of a single-bay Automobile Car Wash Establishment defined in Section 2 of the City of Isanti Zoning Code; and,

WHEREAS, the notice of public hearing was published in the *Isanti County News* on July 5, 2017 and property owners within 350' of the subject parcel were notified of the public hearing; and,

WHEREAS, the Planning Commission has recommended approval of the requested Conditional Use Permit Amendment and the Site Plan/ Building Appearance Review based upon the Findings of Fact and Conclusion as presented with conditions; and,

WHEREAS, the City Council reviewed the requested Conditional Use Permit Amendment and the Site Plan/ Building Appearance Review at its regularly scheduled meeting on August 2nd, 2017; and,

WHEREAS, the City Council of the City of Isanti has determined that the Conditional Use Permit Amendment and the Site Plan/ Building Appearance Review permit meets the ordinance requirements necessary for granting approval;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Amendment to Resolution 2015-253 and Site Plan/Building Appearance Review Application, and **BE IT FURTHER RESOLVED** that the requested Amendment on the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota, be hereby approved subject to the following conditions:

1) Resubmittal and approval shall be required for the future construction of the convenience store
2) Adhere to the City Engineer's comments from the memo dated July 12, 2017
3) Exterior materials must be consistent with the existing grocery and what was presented to the City Planning Commission

Adopted by the City of Isanti City Council on this 2nd day of August, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/ City Clerk

RESOLUTION NO. 2015-253

A RESOLUTION APPROVING THE CONDITIONAL USE PERMIT (CUP) AND SITE PLAN/BUILDING APPEARANCE FOR A GROCER, PHARMACY, GAS STATION/CONVENIENCE STORE, CAR WASH, DRIVE-THRU AND SEASONAL GARDEN CENTER TO BE LOCATED ON THE PROPERTY LEGALLY DESCRIBED AS OUTLOT A, ISANTI COMMONS, ISANTI COUNTY, MINNESOTA

WHEREAS, Isanti Holdings, LLC currently owns the property a legally described as Outlot A, Isanti Commons, Isanti County, Minnesota; and,

WHEREAS, the applicant, Property Resource Group, has requested Site Plan/Building Appearance and Conditional Use Permit approval for a grocery store, pharmacy, gas station/convenience store, drive-thru, car wash and seasonal garden center on the property legally described as Outlot A, Isanti Commons, Isanti County, Minnesota; and,

WHEREAS, the property is located within the "B-2" General Business District, which requires a Conditional Use Permit (CUP) for medical support facilities (pharmacy), gas station/convenience store, car wash, drive-thru and garden centers; and,

WHEREAS, following publication, posted and mailed notice thereof, the City of Isanti Planning Commission conducted a public hearing on the proposed Site Plan/Building Appearance and Conditional Use Permit on October 13th, 2015; and,

WHEREAS, the City of Isanti Planning Commission recommended approval (5-1, with Lind-Livingston voting Nay) of the proposed Conditional Use Permit subject to the conditions as listed below based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City Council reviewed the requested Conditional Use Permit at its regularly scheduled meeting on October 20th, 2015; and,

WHEREAS, the City Council of the City of Isanti has determined that the Conditional Use Permit and Site Plan / Building Appearance with conditions, meets the ordinance requirements necessary for granting approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Conditional Use Permit and Site Plan/building Appearance for a grocer, pharmacy, gas station/convenience store, car wash, drive-thru and seasonal garden center and **BE IT FURTHER RESOLVED** that the requested Conditional Use Permit and Site Plan/Building Appearance to be located on the property legally described as Outlot A, Isanti Commons, Isanti County, Minnesota, be hereby approved subject to the following conditions:

1. Approval and recording of the Development Agreement.
2. Approval and completion of the vacation of several utility easements within Outlot A, Isanti Commons.
3. Recording of the plat of Isanti Commons First Addition.
4. Compliance with the regulations outlined in Section 13 and 21 of Zoning Ordinance No. 445 for each conditional use.
5. The City Engineers review comments from the memo dated 10.8.2015 must be addressed.

Adopted by the Isanti City Council on this 20th day of October 2015.

Attest:

Donald C. Lorsung
City Administrator/City Clerk

(SEAL)

Mayor George A. Wimmer

RESOLUTION NO. 2016-338

A RESOLUTION AMENDING THE CONDITIONAL USE PERMIT (CUP) AND SITE PLAN/BUILDING APPEARANCE APPROVED THROUGH RESOLUTION NO. 2015-253 FOR COBORN'S LOCATED ON THE PROPERTY LEGALLY DESCRIBED AS LOT 1, BLOCK 1, ISANTI COMMONS SECOND ADDITION, ISANTI COUNTY, MINNESOTA

WHEREAS, Isanti Holdings, LLC currently owns the property a legally described as Lot 1, Block 1, Isanti Commons Second Addition, Isanti County, Minnesota; and,

WHEREAS, the applicant, Rice Building Systems, on behalf of Coborn's, has requested an Amendment to the Site Plan/Building Appearance and Conditional Use Permit originally approved through Resolution 2015-253; and,

WHEREAS, the Amendment to the Site Plan includes the construction of the fuel canopy for a "pay-at-the-pump" system, rather than the build out of a full gas station/convenience store and car wash; and,

WHEREAS, landscaping will replace the previously approved convenience store and car wash; and,

WHEREAS, it is unknown when or if the convenience store and car wash will be constructed; and,

WHEREAS, the decision to construct either, or both, the convenience store and car wash, a new application and plans shall be submitted and approved by the Planning Commission and City Council; and,

WHEREAS, the Planning Commission had recommended approval of the requested Amendment based upon the Findings of Fact and Conclusion as presented with conditions; and,

WHEREAS, the City Council reviewed the requested Amendment to the Site Plan and Conditional Use Permit at its regularly scheduled meeting on November 15th, 2016; and,

WHEREAS, the City Council of the City of Isanti has determined that the Conditional Use Permit and Site Plan Amendment meets the ordinance requirements necessary for granting approval; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Amendment to Resolution 2015-253 and **BE IT FURTHER RESOLVED** that the requested Amendment on the property legally described as Lot 1, Block 1, Isanti Commons Second Addition, Isanti County, Minnesota, be hereby approved subject to the following conditions:

1. Resubmittal and approval shall be required for the future construction of the convenience store and/or car wash.

Adopted by the Isanti City Council on this 15th day of November 2016.

Attest:

Mayor George A. Wimmer

Lindsey Giese
Human Resources/City Clerk

(SEAL)

FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit Amendment
Rice Companies INC., on behalf of Coborn's INC.

August 2, 2017
Prepared by Ryan Kernosky, Community Development Director

Request

Request from Rice Companies INC., on behalf of Coborn's INC., for an Amendment to the Conditional Use Permit originally approved through Resolution 2015-253, and approval of a Site Plan/Building Appearance Review for the property at 209 6th Ave NE, more legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota

Findings of Fact

1. The applicant is requesting to Amend to the Conditional Use Permit originally approved through Resolution 2015-253, and is seeking approval of a Site Plan/Building Appearance Review for the property at 209 6th Ave NE, more legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota.

2. The property is zoned "B-2" General Business District and is a part of the "H65" Highway 65 Overlay Zoning District.

3. The applicant has submitted a Conditional Use Permit Amendment Application and Site Plan/Building Appearance Review Application materials on May 31, 2017. The received materials were deemed complete and paid on June 26th, 2017.

4. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on July 18, 2017 at 7:00 p.m. at City Hall within the City Council Chambers.

5. Notice of the Conditional Use Permit Amendment Application and approval of a Site Plan/Building Appearance Review was published with the *Isanti County News* on June 7, 2017. Notices were sent to all property owners located within 350 feet of the aforementioned legally described parcel.

6. Section 21, Article 2: Conditional Use Permits, Subdivision 3 (D) of the Zoning Ordinance establishes factors that the judgment of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed conditional use permit request. Furthermore, standards established in Section 18, Subdivision 7 regulate Site Plan/Building Appearance standards that shall be used to evaluate any proposed commercial and industrial buildings.

Conclusions

1. In review of the standards established in Section 21, Article 2 Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.

The proposed uses for the site would be consistent with the goals and objectives of the comprehensive plan.

B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

The proposed uses fit the intent of the ordinance and underlying zoning district ("B-2" General Business District and "HWY 65" Overlay District). The overall site layout of uses is complementary of each of the uses.

C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.

The establishment of the conditional use does not appear to endanger the public health, safety, morals and comfort of the surrounding area or the community.

D. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.

The conditional use does not appear to diminish or impair surrounding property values.

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

The conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

Adequate public facilities and services are available.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

The requested conditional use permit appears to conform to the applicable regulations required for the district and the performance standards outlined within the zoning ordinance. Conditions will be placed on any approval to ensure that the property is developed in accordance to ordinance requirements and the proposed plan provided by the applicant.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.

These have been evaluated as part of the findings of fact; and can be found within this document.

2. In review of the standards established in Section 21, Article 2 Conditional Use, Subdivision 4 General Performance Standards; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

   A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.

   This site is currently served by a street of sufficient capacity. The proposed conditional use will not change the type of traffic flow that 6th Ave NE was designed to accommodate.

   B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.

   Sufficient access points have been provided for this site. Parking meets the standards outlined in Section 17 of this Ordinance.

   C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.

   Existing parking lot crosswalks and pedestrian infrastructure is sufficient.

   D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

   Adequate off-street parking is provided on site.

   E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.

   The Automobile Car Wash Establishment is positioned to limit internal site access problems and maneuvering conflicts, and avoids visual and noise impacts.

   F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.

   Not applicable.

   G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

   No additional landscaping is required nor needed.

   H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.

   Lighting meets the requirements of Section 14 of this Ordinance.

I. The site drainage system shall be subject to the review and approval of the City Engineer.

Site drainage was addressed and approved with the original plans.

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.

The building meets the exterior material requirements outlined in code, and matches the existing Coborn's building.

K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.

Existing trash receptacles are located on the property.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

No formal signage has been submitted. Any proposed signage would require review and approval by the City staff to ensure compliance with the City Sign Code.

M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.

Not applicable.

N. Any applicable business licenses mandated by City Code are approved and obtained.

Not applicable.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

Not applicable.

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformity shall be eliminated.

The use complies with the applicable performance standards as further outlined in Section 13 Use Regulations of this Ordinance.

Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

3. In review of the standards established in Section 18, Subdivision 7 Site Plan/Building Appearance Standards; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.

The proposed Site Plan/Building Appearance is consistent with the comprehensive plan.

B. Consistency with City Codes.
The proposed Site Plan/Building Appearance is consistent with City Codes

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

The proposed Site Plan/Building Appearance is part of a larger grocery store project. The project area has already been graded and is ready for the development of the car wash.

D. The amount and location of open space and landscaping.

The proposed Site Plan/Building Appearance includes landscaping and open space.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

The proposed Site Plan/Building Appearance includes an already existing sidewalk. Interior vehicular traffic infrastructure has already been approved and installed.

F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

The proposed Site Plan/Building Appearance was reviewed by the City Engineer, their comments should be included in the required conditions of this approval.

G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council.

The proposed Site Plan/Building Appearance was reviewed by the City Engineer, their comments should be included in the required conditions of this approval.

Decision

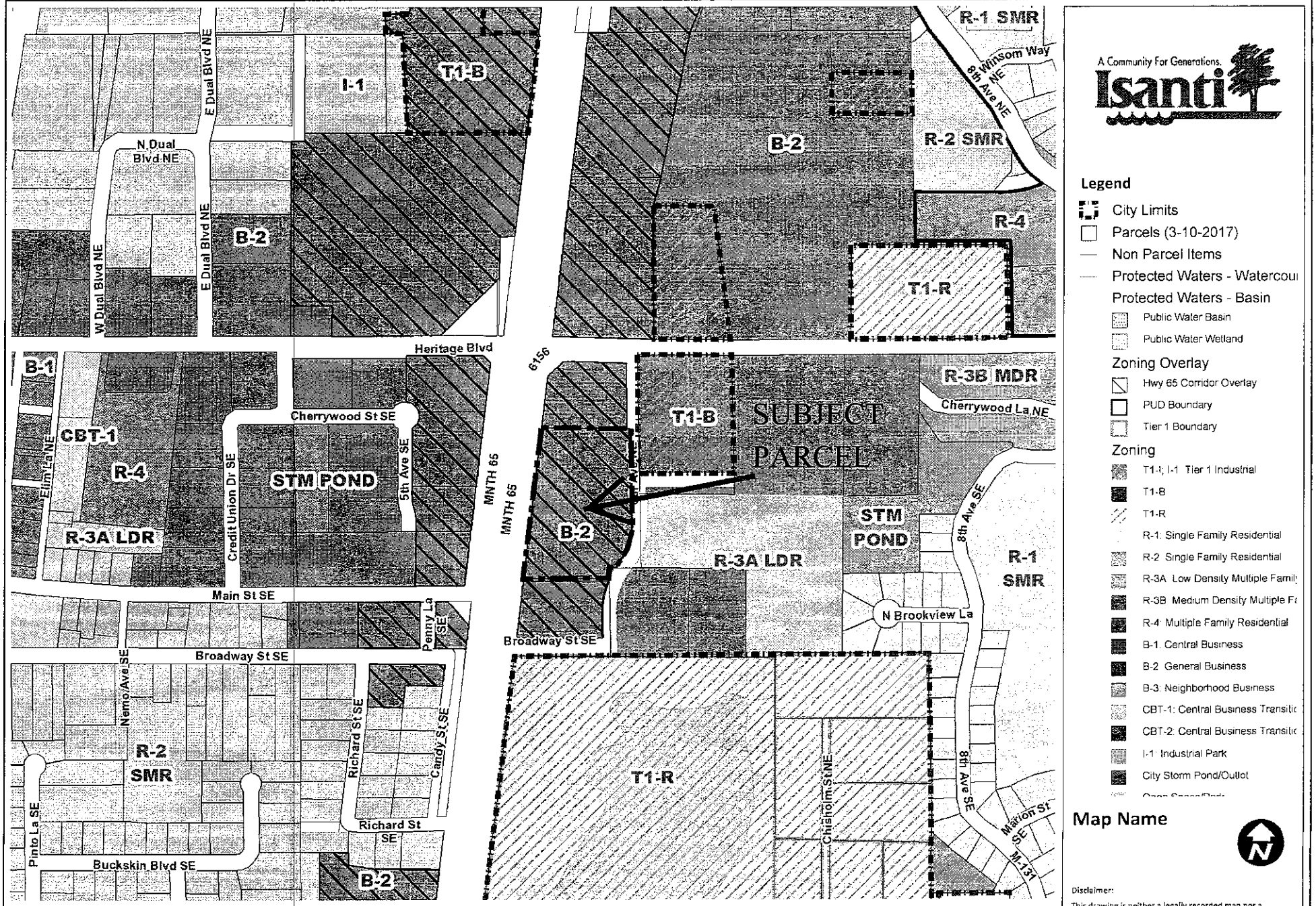
The Planning Commission reviewed the request in a public hearing on July 18, 2017. The meeting minutes, staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Lundeen, Seconded by Collison to approve the request from Rice Companies Inc. on behalf of Coborn's, for approval of the Site Plan Review Application and Amendment to the

Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally described as Lot 1, Block 1 of Isanti Commons Second Addition, Isanti County, Isanti, Minnesota. with the following conditions:

1) Resubmittal and approval shall be required for the future construction of the convenience store
2) Adhere to the City Engineer's comments from the memo dated July 12, 2017
3) Exterior materials must be consistent with the existing grocery and what was presented to the City Planning Commission



A Community For Generations.

Isanti

Legend

- City Limits
- Parcels (3-10-2017)
- Non Parcel Items
- Protected Waters - Watercour
- Protected Waters - Basin
  - Public Water Basin
  - Public Water Wetland
- Zoning Overlay
  - Hwy 65 Corridor Overlay
  - PUD Boundary
  - Tier 1 Boundary
- Zoning
  - T1-I; I-1 Tier 1 Industrial
  - T1-B
  - T1-R
  - R-1: Single Family Residential
  - R-2 Single Family Residential
  - R-3A Low Density Multiple Family
  - R-3B Medium Density Multiple Fa
  - R-4 Multiple Family Residential
  - B-1: Central Business
  - B-2 General Business
  - B-3: Neighborhood Business
  - CBT-1: Central Business Transitic
  - CBT-2: Central Business Transitic
  - I-1 Industrial Park
  - City Storm Pond/Outlot

Map Name

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: July 12, 2017

To: Ryan Kernosky, Community Development Director

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Coborn's Car Wash Site Plan Review
City of Isanti, MN
Project No.: R13.113062

We have reviewed the Site Plan entitled "Coborn's 2017 Car Wash" signed on 6/16/2017.

The site plan includes the construction of a car wash within the Coborn's parking lot. A car wash was originally included in the Coborn's site plan reviewed and approved November 2015.

Also submitted was a hydraulics letter stating the existing pond was sized for the new impervious area that will be constructed.

We have reviewed the submitted documents and have the following comments:

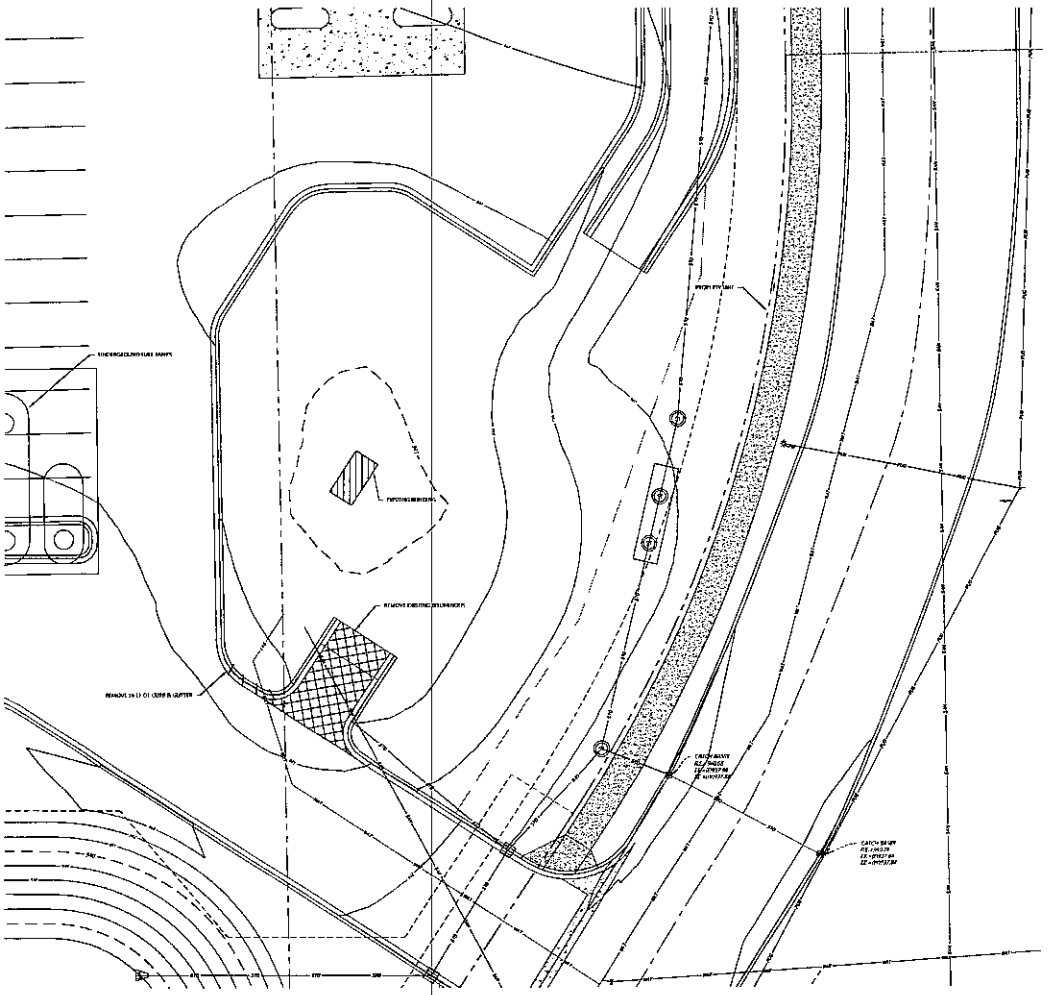
1) Create a drainage swale between the berm and the car wash building to drain away from the building and to the north or south.
2) The proposed contours at the north eastern limits of the site appear to be over 4:1 slope and don't tie into existing contours. Modify to not exceed 4:1 slopes.
3) Evergreen trees are shown close to the existing storm sewer pipe at the north east corner of the site. Ensure the trees are not planted within 5 feet of the existing storm pipe.

We recommend approval of the site plan once the above items are addressed.

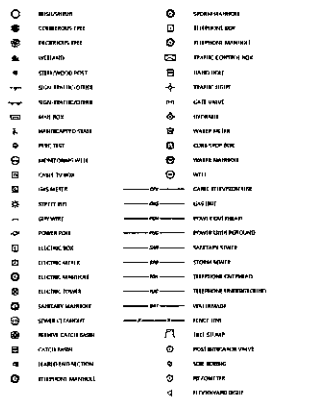
Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

©2016 Westwood Professional Services, Inc



EXISTING CONDITIONS LEGEND



0' 10' 20' 30'

FOR PERMIT APPROVAL

COBORN'S
2017 CARWASH
ISANTI, MN

Westwood

Westwood Professional Services, Inc.
2739 - 120 Street North, Suite 208
St. Cloud, MN 56303

Phone 320-252-9485
Fax 320-252-8757
Toll Free 1-800-570-4848
westwoodps.com

RICE
ENGINEERING | ARCHITECTURE | LANDSCAPE
1524 Northern Pacific Road
P.O. Box 639 Ph. 320.251.6414
Rice, Central, MN 56379 Fax 320.251.6415

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed PROFESSIONAL ENGINEER under the laws of the State of MINNESOTA.

Date: June 16, 2017

REVISIONS

DRAWN BY: JMT | DATE: 06/16/17

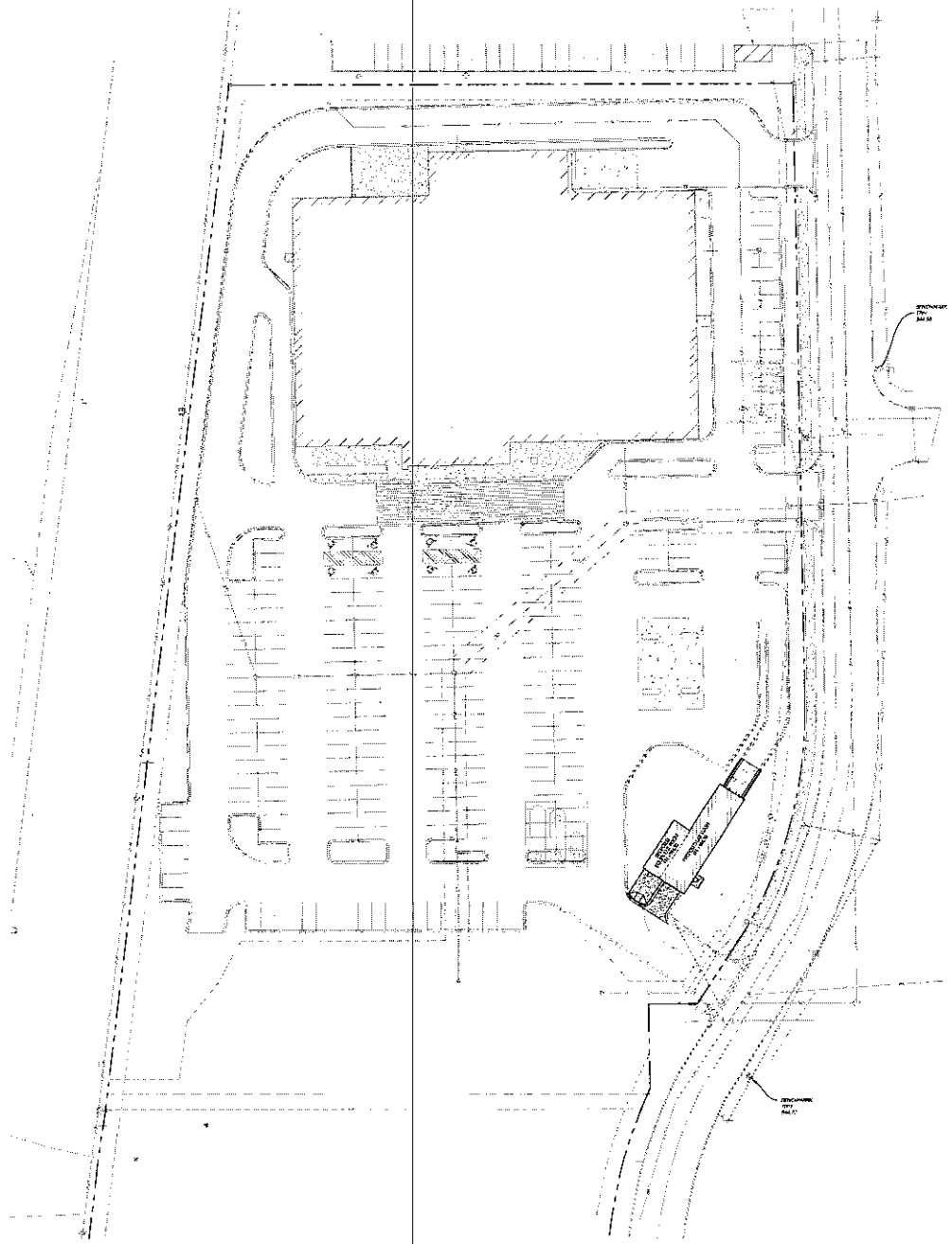
SHEET TITLE

EXISTING CONDITIONS & REMOVAL PLAN

SHEET NO.

C1.0

©2016 Westwood Professional Services, Inc



SITE LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		LOT LINE
		EASEMENT LINE
		CURB AND GUTTER
		CONCRETE PAVEMENT
		CONCRETE SIDEWALK
		SITE LIGHTING
		TRAFFIC SIGN
		POWER POLE
		BOLLARD / POST

0' 30' 60' 90'

FOR PERMIT APPROVAL

COBORN'S
2017 CARWASH
ISANTI, MN

Westwood

Westwood Professional Services, Inc.
3701 12th St.,East North, Suite 208
St. Cloud, MN 56303

Phone 320.253.9485
Fax 320.253.9737
Toll Free 1.800.370.9485

westwoodps.com

RICE

REVISIONS

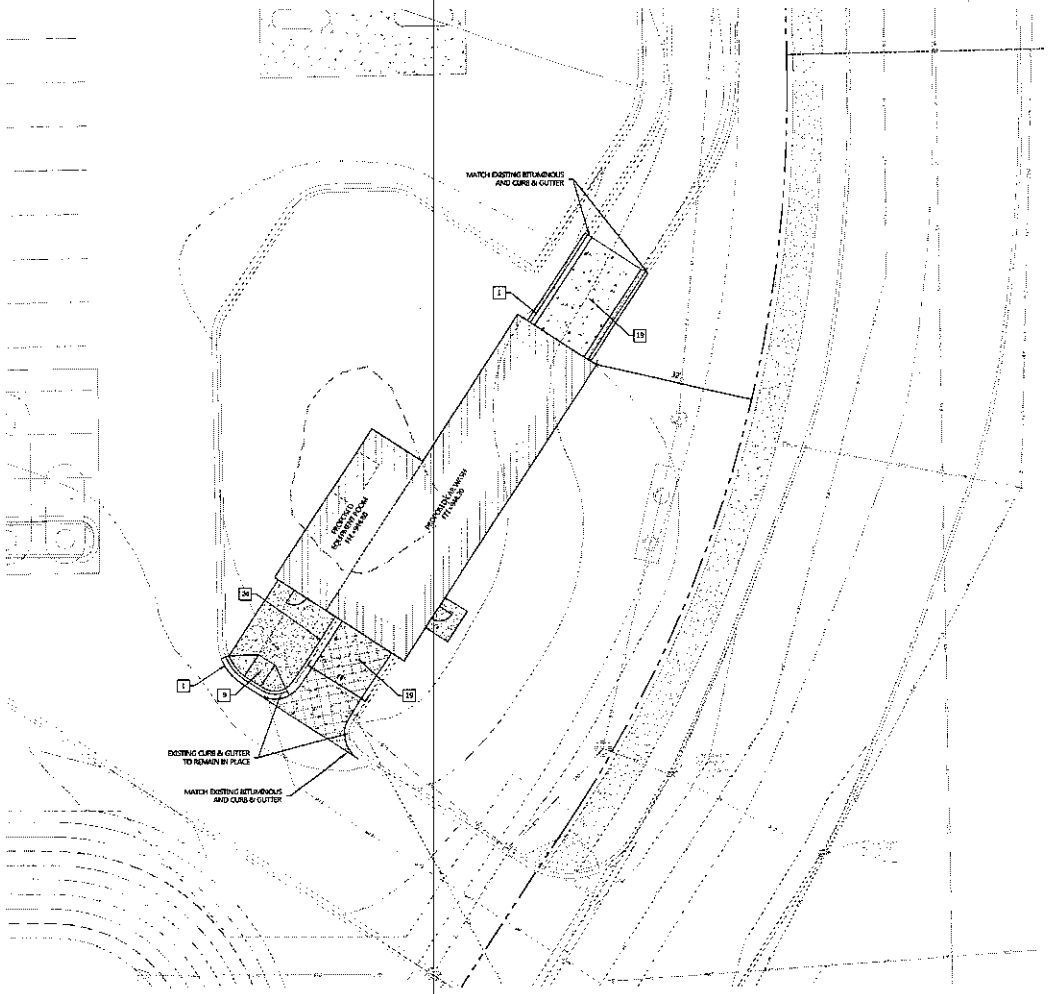
DRAWN BY: JDA
DATE: 06.16.17

SHEET TITLE
OVERALL SITE PLAN

SHEET NO.
C2.0

0006695.01SP02.dwg

©2016 Westwood Professional Services, Inc.



GENERAL SITE NOTES

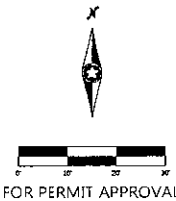
1. LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY SITE CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. IF ANY DISCREPANCIES ARE FOUND, THE ENGINEER SHOULD BE NOTIFIED IMMEDIATELY.
2. REFER TO BOUNDARY SURVEY FOR LOT BEARINGS, DIMENSIONS AND AREAS
3. ALL DIMENSIONS ARE TO FACE OF CURB OR EXTERIOR FACE OF BUILDING UNLESS OTHERWISE NOTED.
4. REFER TO ARCHITECTURAL PLANS FOR EXACT BUILDING DIMENSIONS AND LOCATIONS OF EXITS, RAMPS, AND TRUCK DOORS.
5. ALL CURB AND GUTTER SHALL BE B612 UNLESS OTHERWISE NOTED.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGGERS AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE CITY AND ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPROPRIATE MnDOT STANDARDS.
7. BITUMINOUS PAVEMENT AND CONCRETE SECTIONS TO BE IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL ENGINEER.
8. CONTRACTOR SHALL MAINTAIN FULL ACCESS TO ADJACENT PROPERTIES DURING CONSTRUCTION AND TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES.

SITE DETAILS (SI-0XX)

1 B612 CURB AND GUTTER
9 PRIVATE PEDESTRIAN CURB RAMP
19 PAVEMENT SECTIONS
24 CONCRETE CURB AT SIDEWALK

SITE LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		LOT LINE
		EASEMENT LINE
		CURB AND GUTTER
		CONCRETE PAVEMENT
		CONCRETE SIDEWALK
		SITE LIGHTING
		TRAFFIC SIGN
		POWER POLE
		BOLLARD / POST



FOR PERMIT APPROVAL

COBORN'S
2017 CARWASH
ISANTI, MN

Westwood

Westwood Professional Services, Inc.
3701 12th Street North, Suite 208
St. Cloud, MN 56303

Phone 320.253.8485
Fax 320.253.8737
Toll Free 1-800-270-4485

www.westwoodps.com

RICE

REVISIONS

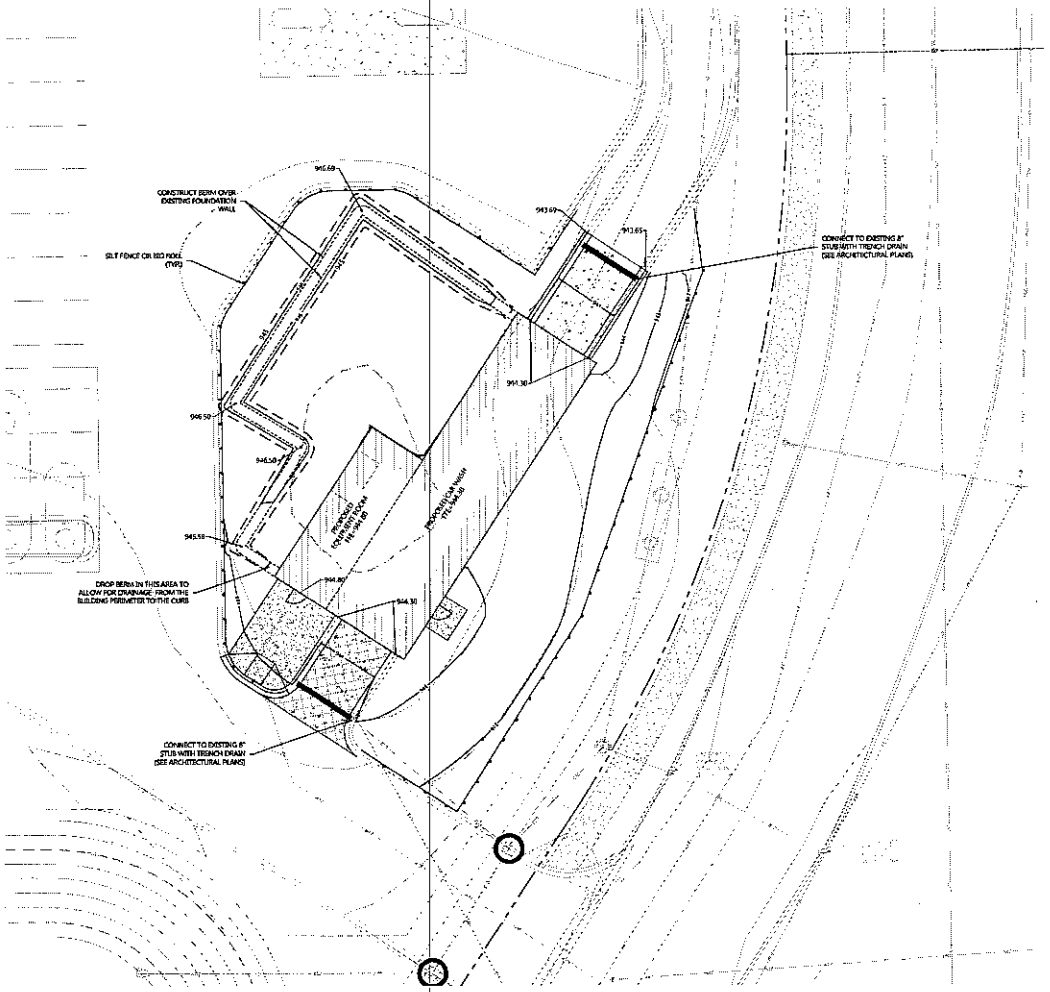
DRAWN BY: ZJS
DATE: 04.04.17

SHEET TITLE
SITE PLAN

SHEET NO.
C2.1

0006625.DWG

©2015 Westwood Professional Services, Inc



GRADING NOTES

1. LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY SITE CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY IF ANY DISCREPANCIES ARE FOUND.
2. CONTRACTORS SHALL REFER TO ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF VESTIBULE, SLOPED PAVEMENT, EXIT PORCHES, RAMPS, TRUCK DOCKS, PRECISE BUILDING DIMENSIONS, EXACT BUILDING UTILITY ENTRANCE LOCATIONS, AND EXACT LOCATIONS AND NUMBER OF DOWNSPOUTS.
3. ALL EXCAVATION SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR TRENCH EXCAVATION AND BACKFILL/SURFACE RESTORATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA.
4. ALL DISTURBED UNPAVED AREAS ARE TO RECEIVE FOUR INCHES OF TOPSOIL AND SOD OR SEED. THESE AREAS SHALL BE WATERED UNTIL A HEALTHY STAND OF GRASS IS OBTAINED. SEE LANDSCAPE PLAN FOR PLANTING AND TURF ESTABLISHMENT.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPROPRIATE MNDOT STANDARDS.
6. ALL SLOPES SHALL BE GRADED TO 3:1 OR FLATTER, UNLESS OTHERWISE INDICATED ON THIS SHEET.
7. CONTRACTOR SHALL UNIFORMLY GRADE AREAS WITHIN LIMITS OF GRADING AND PROVIDE A SMOOTH FINISHED SURFACE WITH UNIFORM SLOPES BETWEEN POINTS WHERE ELEVATIONS ARE SHOWN OR BETWEEN SUCH POINTS AND EXISTING GRADES.
8. SPOT ELEVATIONS SHOWN INDICATE FINISHED PAVEMENT ELEVATIONS & GUTTER FLOW LINE UNLESS OTHERWISE NOTED. PROPOSED CONTOURS ARE TO FINISH GRADE SURFACE GRADE.
9. SEE SOILS REPORT FOR PAVEMENT THICKNESSES AND HOLD DOWNS.
10. CONTRACTOR SHALL DISPOSE OF ANY EXCESS SOIL MATERIAL THAT EXISTS AFTER THE SITE GRADING AND UTILITY CONSTRUCTION IS COMPLETED. THE CONTRACTOR SHALL DISPOSE OF ALL EXCESS SOIL MATERIAL IN A MANNER ACCEPTABLE TO THE OWNER AND THE REGULATING AGENCIES.
11. CONTRACTOR SHALL PROVIDE A STRUCTURAL RETAINING WALL DESIGN CERTIFIED BY A LICENSED PROFESSIONAL ENGINEER.
12. ALL CONSTRUCTION SHALL CONFORM TO LOCAL, STATE AND FEDERAL RULES INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS.
13. PRIOR TO PLACEMENT OF ANY STRUCTURE OR PAVEMENT, A PROOF ROLL AT MINIMUM WILL BE REQUIRED ON THE SUBGRADE. PROOF ROLLING SHALL BE ACCOMPLISHED BY MAKING A MINIMUM OF 2 COMPLETE PASSES WITH FULLY LOADED TANDEM-AXLE DUMP TRUCK, OR APPROVED EQUAL, IN EACH OF 2 PERPENDICULAR DIRECTIONS WHILE UNDER SUPERVISION AND DIRECTION OF THE INDEPENDENT TESTING LABORATORY. AREAS OF FAILURE SHALL BE EXCAVATED AND RE-COMPACTED AS SPECIFIED HEREIN.
14. EMBANKMENT MATERIAL PLACED BENEATH BUILDINGS AND STREET OR PARKING AREAS SHALL BE COMPACTED IN ACCORDANCE WITH THE SPECIFIED DENSITY METHOD AS OUTLINED IN MNDOT 2105.3F3 AND THE REQUIREMENTS OF THE GEOTECHNICAL ENGINEER.
15. EMBANKMENT MATERIAL NOT PLACED IN THE BUILDING PAD, STREETS OR PARKING AREA SHALL BE COMPACTED IN ACCORDANCE WITH REQUIREMENTS OF THE ORDINARY COMPACTION METHOD AS OUTLINED IN MNDOT 2105.3F2.
16. ALL SOILS AND MATERIALS TESTING SHALL BE COMPLETED BY AN INDEPENDENT GEOTECHNICAL ENGINEER. EXCAVATION FOR THE PURPOSE OF REMOVING UNSTABLE OR UNSUITABLE SOILS SHALL BE COMPLETED AS REQUIRED BY THE GEOTECHNICAL ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOILS TESTS AND INSPECTIONS WITH THE GEOTECHNICAL ENGINEER.

LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
980	980	INDEX CONTOUR
981	981	INTERVAL CONTOUR
		CURB AND GUTTER
		POND NORMAL WATER LEVEL
		STORM SEWER
		FLARED END SECTION (WITH RIPRAP)
		WATER MAIN
		SANITARY SEWER
	+ 91.00	SPOT ELEVATION
	1.50%	FLOW DIRECTION
		INLET PROTECTION
		SILT FENCE

GENERAL EROSION CONTROL NOTES

1. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS ARE BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES AND LIMITED MEASUREMENTS TAKEN BY THE FIELD. THE INFORMATION SHALL NOT BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR SHALL VERIFY EXISTING CONDITIONS PRIOR TO CONSTRUCTION AND NOTIFY THE OWNER OR ENGINEER OF DISCREPANCIES.
2. ALL SILT FENCE AND OTHER EROSION CONTROL FEATURES SHALL BE IN PLACE PRIOR TO ANY EXCAVATION/CONSTRUCTION AND SHALL BE MAINTAINED UNTIL VEGETATION OR GROUND COVER HAS BEEN ESTABLISHED. EXISTING SILT FENCE ON-SITE SHALL BE MAINTAINED AND/OR REMOVED AND SHALL BE CONSIDERED INCIDENTAL TO THE GRADING CONTRACT. IT IS OF EXTREME IMPORTANCE TO BE AWARE OF CURRENT FIELD CONDITIONS WITH RESPECT TO EROSION CONTROL. TEMPORARY PONDING, DIKES, HAYBALES, ETC., REQUIRED BY THE CITY SHALL BE INCIDENTAL TO THE GRADING CONTRACT.
3. EROSION AND SEDIMENT CONTROL (ESC): THE CONTRACTOR SHALL ASSUME COMPLETE RESPONSIBILITY FOR CONTROLLING ALL SEDIMENT AND EROSION OF THE PROJECT AREA. THE CONTRACTOR SHALL USE WHATEVER MEANS NECESSARY TO CONTROL THE EROSION AND SEDIMENT (INCLUDING BUT NOT LIMITED TO: CATCH BASIN INSERTS, CONSTRUCTION ENTRANCES, EROSION CONTROL BLANKET, AND SILT FENCE. ESC SHALL COMMENCE WITH GRADING AND CONTINUE THROUGHOUT THE PROJECT UNTIL ACCEPTANCE OF THE WORK BY THE OWNER. THE CONTRACTOR'S RESPONSIBILITY INCLUDES ALL IMPLEMENTATION AS REQUIRED TO PREVENT EROSION AND THE DEPOSITING OF SILT. THE OWNER MAY DIRECT THE CONTRACTOR'S METHODS AS DEEMED FIT TO PROTECT PROPERTY AND IMPROVEMENTS. ANY DEPOSITION OF SILT OR MUD ON NEW OR EXISTING PAVEMENT OR BY EXISTING STORM SEWERS OR SWALES SHALL BE REMOVED AFTER EACH RAIN EVENT. AFFECTED AREAS SHALL BE CLEANED TO THE SATISFACTION OF THE OWNER, ALL AT THE EXPENSE OF THE CONTRACTOR. ALL TEMPORARY EROSION CONTROL SHALL BE REMOVED BY THE CONTRACTOR AFTER THE TURF IS ESTABLISHED.
4. ALL STREETS DISTURBED DURING WORKING HOURS MUST BE CLEANED AT THE END OF EACH WORKING DAY. A CONSTRUCTION ENTRANCE TO THE SITE MUST BE PROVIDED ACCORDING TO DETAILS TO REDUCE TRACKING OF DIRT ONTO PUBLIC STREETS.
5. PROPOSED PONDS SHALL BE EXCAVATED FIRST AND USED AS TEMPORARY PONDING DURING CONSTRUCTION.
6. WHEN INSTALLING END-OF-LINE FLARED END SECTIONS, BEING THE SILT FENCE UP & OVER THE FLARED END SECTIONS & COVER DISTURBED AREAS WITH RIP RAP. THE UPSTREAM FLARED END SECTIONS SHALL HAVE WOOD FIBER BLANKET INSTALLED ON THE DISTURBED SOILS.
7. ALL UNPAVED AREAS ALTERED DUE TO CONSTRUCTION ACTIVITIES MUST BE RESTORED WITH SEED AND MULCH, SOD, EROSION CONTROL BLANKET OR BE HARD SURFACE WITHIN 2 WEEKS OF COMPLETION OF CONSTRUCTION.
8. THE SITE MUST BE STABILIZED WITH A 25-151 SEED MIX AT 70 POUNDS PER ACRE AND TYPE 1 MULCH AT 2-TONS PER ACRE IN ACCORDANCE WITH MNDOT 2575 UNLESS OTHERWISE NOTED.
9. TEMPORARY SEEDING SHALL BE MN/DOT SEED MIX 22-111 AT 40-POUNDS PER ACRE AND TYPE 1 MULCH AT 2-TONS PER ACRE IN ACCORDANCE WITH MNDOT 2575 UNLESS OTHERWISE NOTED.
10. FOR AREAS WITH SLOPE OF 3:1 OR GREATER, RESTORATION WITH SOD OR EROSION CONTROL BLANKET IS REQUIRED.
11. ALL TEMPORARY STOCKPILES MUST HAVE SILT FENCE INSTALLED AROUND THEM TO TRAP SEDIMENT.
12. ALL PERMANENT PONDS USED AS TEMPORARY SEDIMENT BASINS DURING CONSTRUCTION SHALL BE DREDGED AFTER THE SITE HAS BEEN STABILIZED TO RESTORE THE PONDS TO THE PROPOSED BOTTOM ELEVATION.
13. ALL CONSTRUCTION SHALL CONFORM TO LOCAL AND STATE RULES INCLUDING THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS.
14. THE SITE MUST BE KEPT IN A WELL DRAINED CONDITION AT ALL TIMES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR TEMPORARY DITCHES, PIPING OR OTHER MEANS REQUIRED TO ENSURE PROPER DRAINAGE DURING CONSTRUCTION. LOW POINTS IN ROADWAYS OR BUILDING PADS MUST BE PROVIDED WITH A POSITIVE OUTFLOW.
15. PUBLIC STREETS USED FOR HAULING SHALL BE KEPT FREE OF SOIL AND DEBRIS. STREET SWEEPING SHALL BE CONCURRENT WITH SITE WORK.

0 10 20 30

FOR PERMIT APPROVAL

COBORN'S
2017 CARWASH
ISANTI, MN

Westwood

Westwood Professional Services, Inc.
3775 120th Street North, Suite 204
St. Cloud, MN 56303

Phone 320.253.8485
Fax 320.253.8722
Toll Free 1.888.978.8485

RICE

REVISIONS

DRAWN BY: JSD DATE: 09/19/17

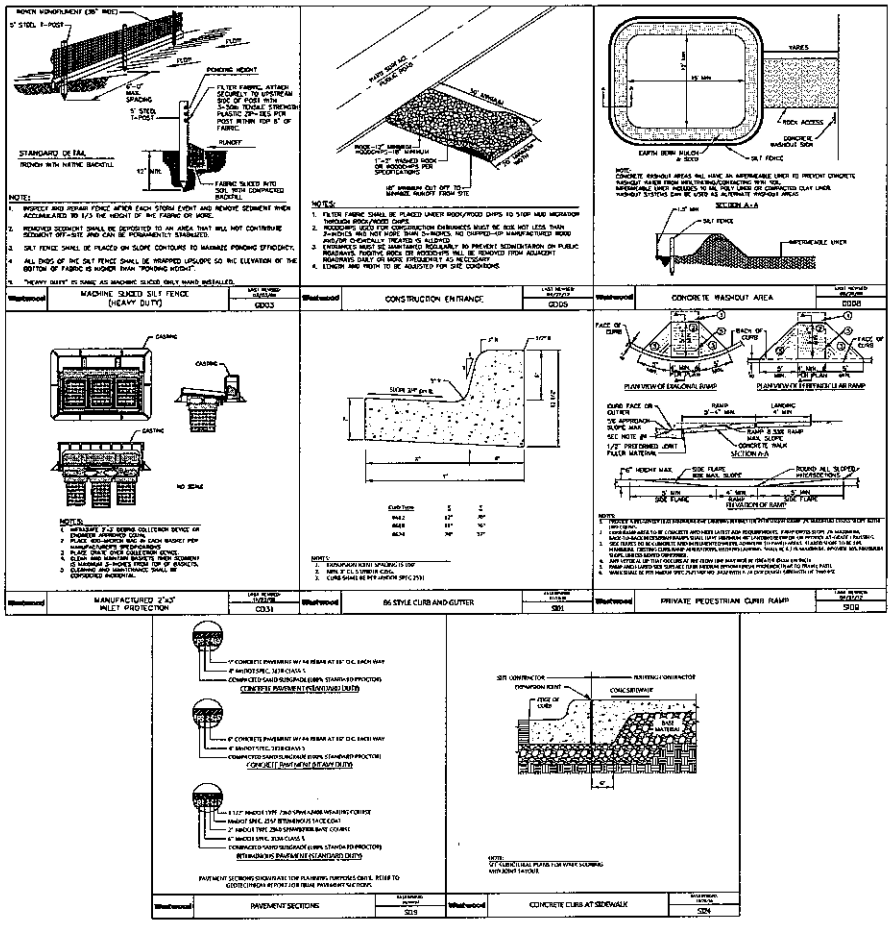
SHEET TITLE

GRADING, UTILITIES & EROSION CONTROL PLAN

SHEET NO.

C3.0

© 2016 Westwood Professional Services, Inc



COBORN'S
2017 CARWASH
ISANTI, MN

Westwood

Westwood Professional Services, Inc.
3701 122nd Street North, Suite 200
St. Cloud, MN 56303

Phone 320-253-9485
Fax 320-253-4737
Toll Free 1-800-570-4485

www.wwpros.com

RICE
ENGINEERING | ENVIRONMENTAL
1218 Northeastern Drive South
P.O. Box 128 Ph. 320.252.6444
Isanti, Minnesota 55040 Fax 320.252.6441

Professional Engineer certification and boilerplate text

REVISIONS

DRAWN BY: JMT DATE: 06/16/17

SHEET TITLE

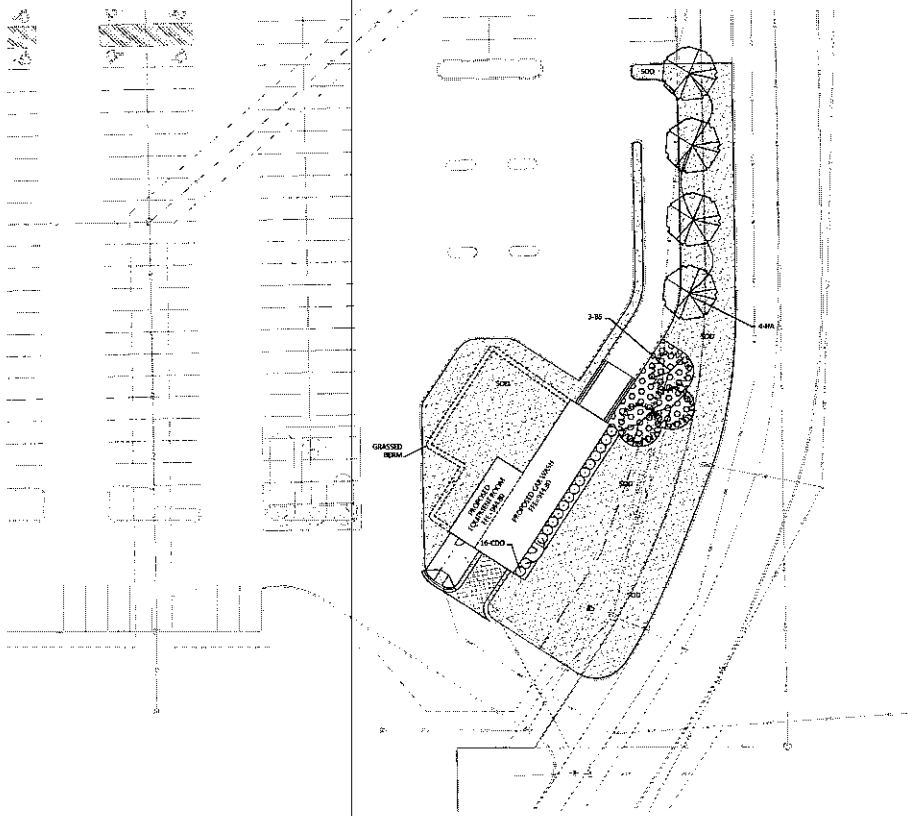
DETAILS

SHEET NO.

C4.0

0006825.00 TEC.dwg

©2016 Westwood Professional Services, Inc.



Plant Schedule

QTY	ID	COMMON NAME	BOTANICAL NAME	SIZE (at time of installation)		SPACING
OVERSTORY TREE						
6	WO	Swamp White Oak	Quercus bicolor	2.5" Cal.	B&B	AS SHOWN
4	HA	Hackberry	Celtis occidentalis			AS SHOWN
EVERGREEN TREE						
3	BS	Black Hills Spruce	Picea glauca densata	6' TALL	B&B	AS SHOWN
DECIDUOUS SHRUBS						
16	CDO	Compact Dogwood	Cornus sericea 'Allemans Compact'	15	CONT.	AS SHOWN

NOTE: THE ABOVE LANDSCAPE TOTALS ARE GIVEN AS A CONVENIENCE TO THE LANDSCAPE CONTRACTOR. THE LANDSCAPE CONTRACTOR IS RESPONSIBLE FOR VERIFYING COUNTS WITH PLANTING PLAN.

Tree Legend

LANDSCAPE TREES

CANOPY TREE

EVERGREEN TREE

UNDERSTORY TREE

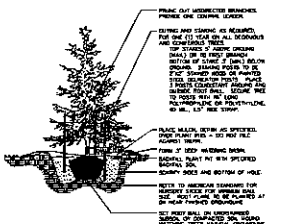
Groundcover Schedule

	Sod	Hyland Salt Tolerant Sod
	Fine Mulch	
	Hardwood Mulch	

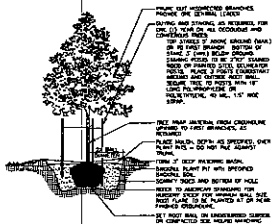
Planting Notes

SCOPE:

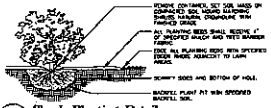
1. ALL PLANT MATERIAL INSTALLATION, INCLUDING TOP SOIL, SOD, MULCH, LIMITED TO WORK WITHIN THE CONSTRUCTION.
2. CONTRACTOR SHALL LOCATE AND VERIFY ALL UTILITIES, INCLUDING IRRIGATION LINES, WITH THE GOPHER STATE ONE CALL AT 651-454-0002. CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS BUT NOT MORE THAN 14 DAYS PRIOR TO BEGINNING EXCAVATION. CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF ANY DAMAGES TO THESE UTILITIES OR SUBSURFACE APPURTENANCES IN ANY PROJECT EXCAVATIONS. REPAIR AT CONTRACTOR'S EXPENSE.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPARING WITH APPROPRIATE CHECK SET (as-built, when available) THE WORK
4. ALL PLANT MATERIAL QUANTITIES, SHOWN ON PLANS AND SCHEDULES ARE APPROXIMATE. CONTRACTOR SHALL BE RESPONSIBLE APPROXIMATE LOCATIONS OF ALL PLANTS AS LAID OUT BY LANDSCAPE ARCHITECT AND ADJUSTED AS NECESSARY TO THE EXACT CONFIGURATION OF THE SITE. THE LANDSCAPE ARCHITECT SHALL APPROVE THE PLANTING LOCATION OF ALL PLANT MATERIALS PRIOR TO INSTALLATION AS ACTUAL LOCATION OF PLANT MATERIAL IS SUBJECT TO FIELD CONDITIONS.
5. WHERE MATERIALS ARE TO BE WITHIN EASEMENTS, ALL UNDERGROUND UTILITIES SHALL BE LOCATED BEFORE PLANTING. CONTRACTOR SHALL BE RESPONSIBLE FOR ANY DAMAGE TO UTILITIES.
6. ALL PLANTING MATERIAL SHALL BE SUBJECT TO INSPECTION AND THE APPROVAL OF THE LANDSCAPE ARCHITECT OR OWNER. ALL SUBSTITUTIONS MUST BE APPROVED PRIOR TO COMMENCING OF WORK AND MUST EQUAL OR EXCEED THE QUALITY OF THE SPECIFIED PLANT. THE LANDSCAPE ARCHITECT AND OWNER RESERVE THE RIGHT TO REJECT ANY AND ALL PLANT MATERIAL NOT MEETING SPECIFICATIONS AT THE TIME OF DELIVERY AND INSTALLATION.
7. THE PLAN SHALL PREVAIL IN CASE OF DISCREPANCY BETWEEN PLANTING LIST AND SYMBOLS SHOWN ON THE PLAN. IN THE EVENT OF A DISCREPANCY BETWEEN THE NUMBER OF PLANTS SHOWN ON THE PLAN AND THE NUMBER LISTED IN THE PLANT LIST, THE NUMBER SHOWN ON THE PLAN SHALL PREVAIL.
8. CONTRACTOR SHALL PROVIDE QUANTITIES OF ALL PLANT MATERIALS FOR EACH COMPLETE OPENING IN LANDSCAPING, IF APPROPRIATE. THE QUANTITIES REQUIRED ON THE BASIS OF THE LANDSCAPE SPECIALIST'S OR OWNER'S REPRESENTATIVE'S ACCEPTANCE OF THE PLANTING IN OPENING. THE SUBMISSION SHALL STATE THE PERCENT OF REPLACEMENT REQUIRED FOR EACH AREA PLANTED. REPLACEMENT OF MATERIALS DYING WITHIN A SPECIFIED GUARANTEE PERIOD SHALL BE PROVIDED BY CONTRACTOR AT NO ADDITIONAL COST TO OWNER. CONTRACTOR SHALL PROVIDE EROSION CONTROL BLANKETS, BIO-ROLLS AND SILT FENCE AS NECESSARY TO PREVENT EROSION AND SEDIMENT MOVEMENT FROM SITE DURING ESTABLISHMENT PERIOD. SEE SITE AND UTILITY PLANS FOR LOCATIONS OF ALL SILT FENCE, DITCH CHECKS, AND SEDIMENT CONTROL DEVICES.
9. SOD SHALL BE NEWLY HARVESTED WITHIN 36 HOURS OF INSTALLATION. SOD SHALL BE MACHINE CUT AT A UNIFORM THICKNESS OF 1" TO 1-1/2" PLUS OR MINUS 1/4", AND SHALL CONTAIN NO MORE THAN 2" OF TOP GROWTH. DAMAGED SOD, SOD NOT MEETING SPECIFICATIONS, OR SOD NOT INSTALLED WITHIN 36 HOURS OF HARVEST SHALL BE REJECTED. SOD SHALL BE WATERED IMMEDIATELY AFTER INSTALLATION TO A DEPTH OF 4" AND MAINTAINED UNTIL ACCEPTANCE.
10. ALL PLANTING BEDS SHALL BE EDGED WITH SPADE CUT EDGE.
11. ALL PLANTING BEDS SHALL BE MULCHED WITH 3" DEPTH SHREDDED HARDWOOD MULCH, UNLESS OTHERWISE NOTED. MULCH SHALL BE FREE OF DEBRIS AND FOREIGN MATERIALS HARMFUL TO PLANT GROWTH. MULCH SHALL BE APPLIED AFTER PLANTING AND WATERING AND SHALL BE RAKED TO A UNIFORM DEPTH AND APPEARANCE.
12. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
13. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
14. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
15. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
16. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
17. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
18. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
19. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
20. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
21. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
22. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
23. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
24. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
25. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
26. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
27. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
28. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
29. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
30. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
31. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
32. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
33. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
34. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
35. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
36. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
37. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
38. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
39. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
40. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
41. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
42. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
43. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
44. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
45. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
46. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
47. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
48. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
49. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
50. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
51. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
52. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
53. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
54. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
55. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
56. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
57. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
58. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
59. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
60. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
61. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
62. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
63. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
64. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
65. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
66. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
67. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
68. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
69. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
70. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
71. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
72. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
73. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
74. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
75. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
76. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
77. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
78. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
79. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
80. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
81. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
82. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
83. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
84. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
85. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
86. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
87. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
88. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
89. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
90. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
91. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
92. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
93. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
94. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
95. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
96. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
97. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
98. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
99. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.
100. ALL PLANTING BEDS SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE AT MANUFACTURER'S RECOMMENDED RATES AFTER PLANTING AND MULCHING.



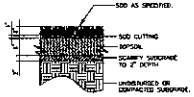
1 L1.0 Evergreen Tree Planting Detail — NOT TO SCALE



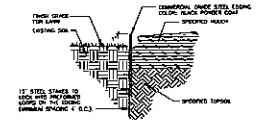
2 L1.0 Tree Planting Detail — NOT TO SCALE



3 CS Shrub Planting Detail — NOT TO SCALE



4 L1.0 Sod Detail — NOT TO SCALE



5 L1.0 Steel Edging Detail — NOT TO SCALE

FOR PERMIT APPROVAL

COBORN'S
2017 CARWASH
ISANTI, MN

Westwood

Westwood Professional Services, Inc.
3760 10th Street North, Suite 208
St. Cloud, MN 56303

Phone 320.253.8495
Fax 320.253.8737
Toll Free 1.800.275.8466

www.westwoodps.com

RICE
LANDSCAPE ARCHITECTURE | PLANNING
1309 Bakerfield Drive South
P.O. Box 339
Hawk Bluff, WI 54703
Ph. 715.597.2000
Fax 715.597.2019

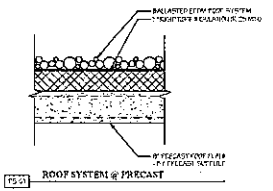
REVISIONS

DRAWN BY: LU
DATE: 10/19/17

SHEET TITLE
Landscape Plan

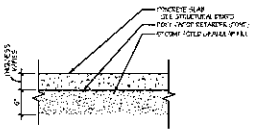
SHEET NO.
L1.0

0006425 01@05.dwg

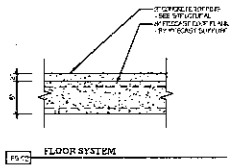


RS-01 ROOF SYSTEM @ PRECAST

ROOF SYSTEMS

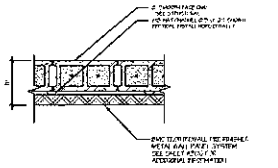


FS-01 FLOOR SYSTEM

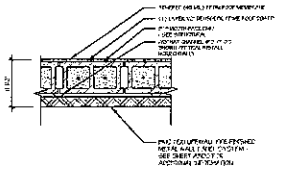


FS-02 FLOOR SYSTEM

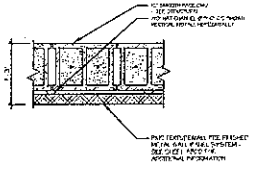
FLOOR SYSTEMS



MS-01 METAL PANEL WALL SYSTEM

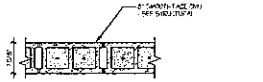


MS-02 METAL PANEL WALL SYSTEM



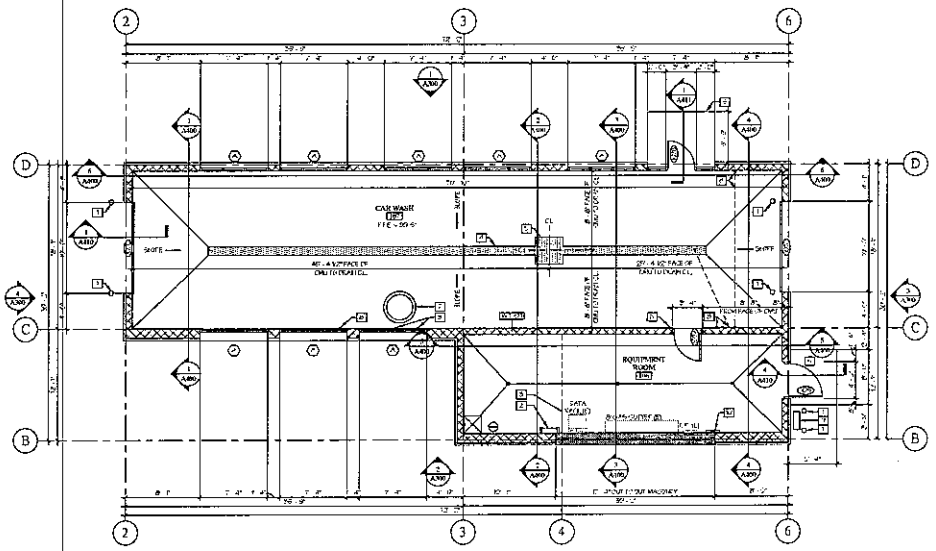
MS-03 METAL PANEL WALL SYSTEM

WALL SYSTEMS

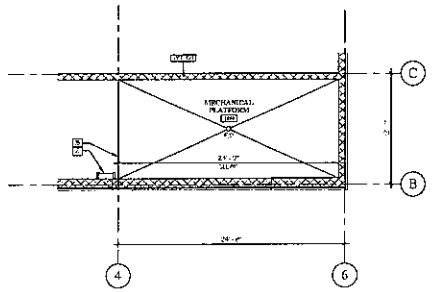


IT-01 INTERIOR PARTITION

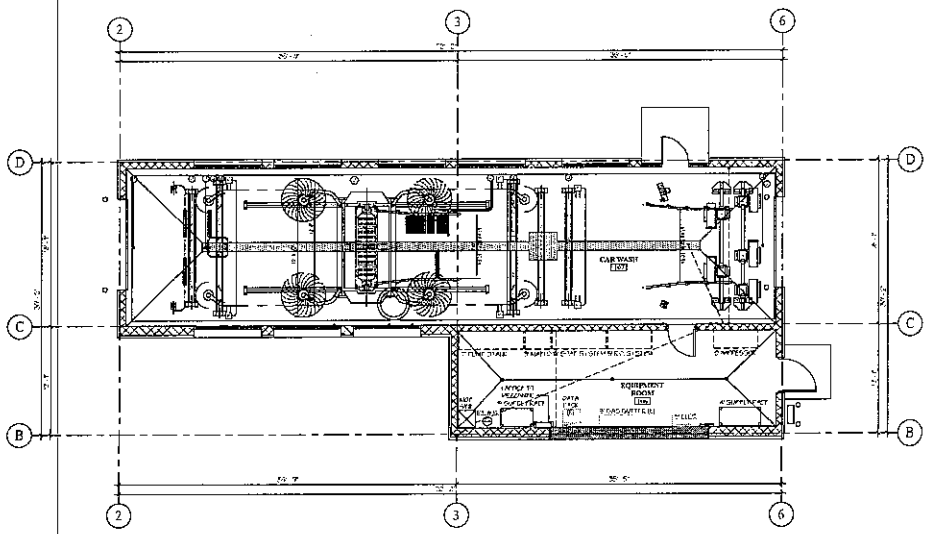
WALL TYPES



2 MAIN LEVEL - FLOOR PLAN
3/16" = 1'-0"

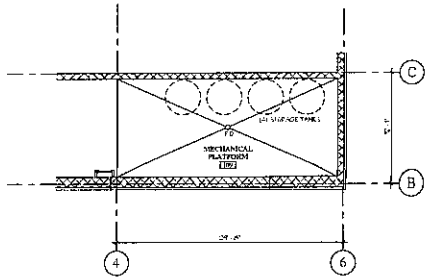


4 MECHANICAL PLATFORM - FLOOR PLAN
3/16" = 1'-0"



1 MAIN LEVEL - FIXTURE PLAN
3/16" = 1'-0"

CONSTRUCTION NOTES



3 MECHANICAL PLATFORM - FIXTURE PLAN
3/16" = 1'-0"

COBORN'S
2017 CARWASH
ISANTI, MN

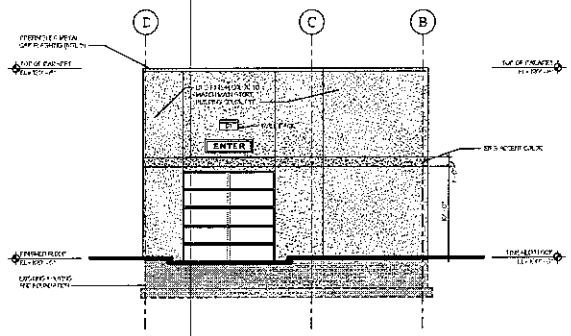
RICE

REVISIONS

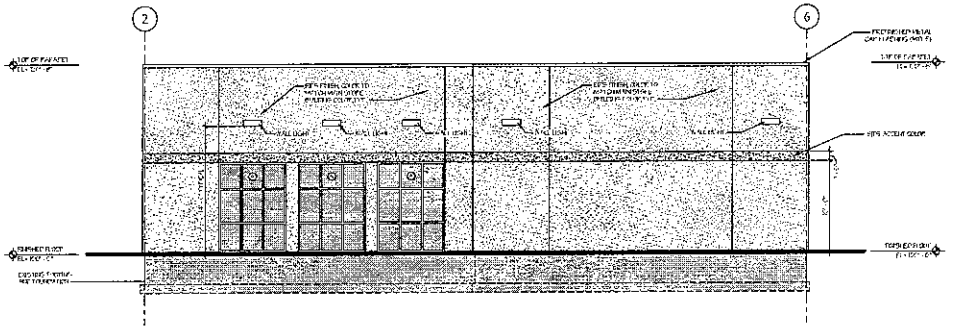
DRAWN BY: TLP
DATE: 06.16.17

SHEET TITLE
Fixture & Floor Plans

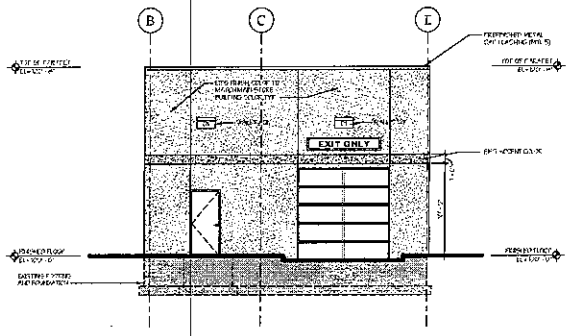
SHEET NO.
A201



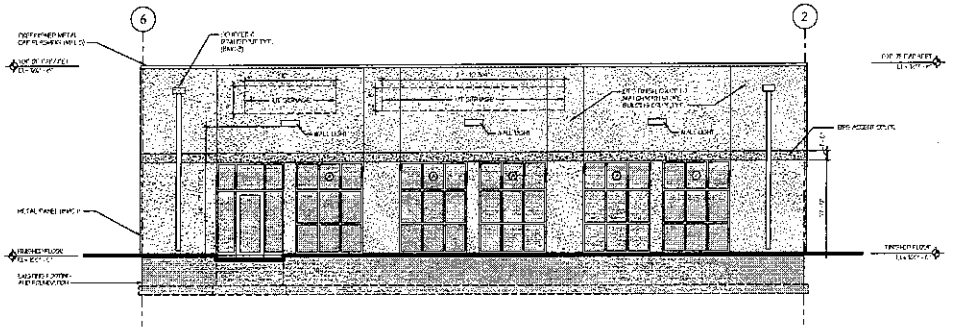
4 ELEVATION
3/16" = 1'-0"



2 ELEVATION
3/16" = 1'-0"



3 ELEVATION
3/16" = 1'-0"



1 ELEVATION
3/16" = 1'-0"

COBORN'S
2017 CARWASH
ISANTI, MN

RICE

DRAWN BY: TLP
DATE: 06.16.17

SHEET TITLE
Exterior Elevations

SHEET NO.
A300

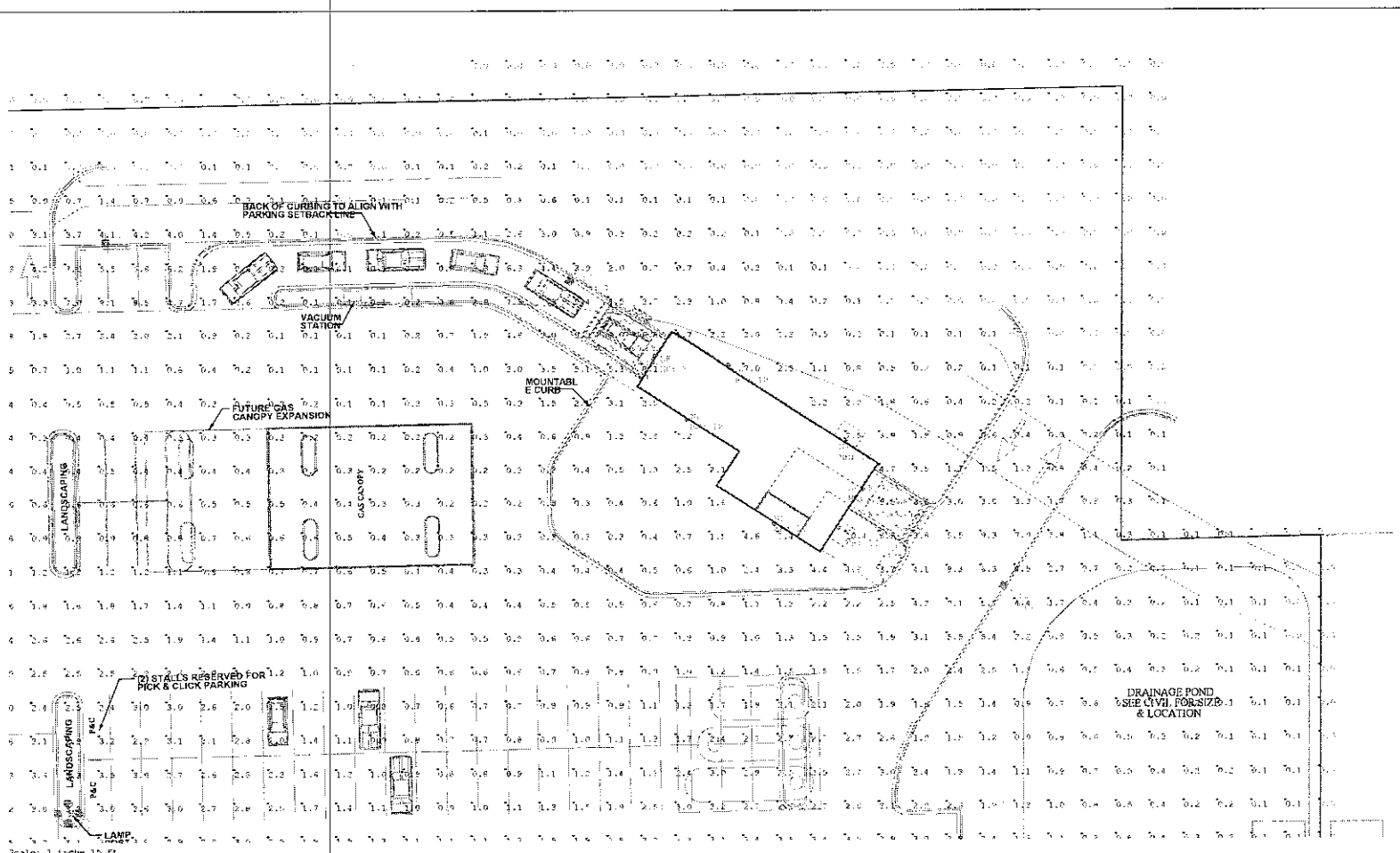
COBORN'S

2017 CARWASH

ISANTI, MN

RICE

A600



Scale: 1 inch= 15 Ft.

Luminaire Schedule								
Symbol	Qty	Label	Arrangement	Lum. Lumens	LLF	Description	Lum. Watts	Total Watts
	7	WP	SINGLE	4049	0.900	GS EMLED1-A-AF/50-N-N-HS-DRBE-120-2777	37	259
	12	S-WM	SINGLE	4049	0.900	Contribution	41	1099
	1	TF	SINGLE	17104	0.900	Contribution	156	156
	7	PA8	8 @ 90 DEGREES	17104	0.900	Contribution	131	1372
	1	PA7	7 @ 90 DEGREES	17104	0.900	Contribution	156	449
	4	TF	SINGLE	17104	0.900	Contribution	156	624
	19	D	SINGLE	825	0.900	Contribution	19	364

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Carwash Entrance	Illuminance	Fc	5.33	7.5	3.0	1.78	2.50
Carwash Exit	Illuminance	Fc	9.00	10.2	4.3	2.07	2.37
Site	Illuminance	Fc	1.44	10.2	0.0	N.A.	N.A.

LPD Area Summary			
Label	Area	Total Watts	LPD
LPDArea	1.778ac	4749	0.061

These drawings are for conceptual use only and are not intended for construction. Values represented are an approximation generated from manufacturers photometric inhouse or independent lab tests with data supplied by lamp manufacturers.

24x36

Lumia Sales Associates
Lighting and Controls

Revisions

Drawn By: Kathy Frey
Date: 6/13/2017
Sales Agent: Steve Hahn
Scale: 1" = 30'

Coborns-Isanti MN
Carwash-Store Site

LS952-2666-2

K.6.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: August 2, 2017

Subject: **Consider Adoption of Resolution Authorizing Appraisal of Isanti EDA Land**

Background:

On June 6, 2017 the City Council authorized transfer of City of Isanti owned land to the Isanti EDA. The City has been diligently working on a hotel project and part of this process requires an appraisal on the parcels identified below. Staff is in the process of quantifying the cost of this items and anticipates it will be available at the time of the regularly scheduled City Council Meeting.

Parcel	Address	Legal Description	Acres	SF
16.124.0020	701 E Dual Blvd NE	Outlot A, Isanti Centennial Complex 5th Rear.	15.5	674,744
16.115.0010	706 E Dual Blvd NE	Lot 1, Block 1, Isanti Centennial Complex 2nd Rear.	1.21	52,708
16.137.0010	801 E Dual Blvd NE	Lot 1, Block 1, Isanti Centennial Complex 6th Rear.	4.86	211,702
16.125.0020	640 E Dual Blvd NE	Outlot A, Isanti Centennial Complex 3rd Rear.	2.5	108,900
16.090.0140	None Assigned	Outlot H, Isanti Centennial Complex	66.1	2,877,574
16.029.1400	None Assigned	Pt SE 1/4 of NW 1/4 of S29 T35 R23	4	174,240
			94.1	4,099,867

Requested Action:

Consider Adoption of Resolution 2017-___ Authorizing Appraisal of Isanti EDA Land

Attachment:

1) Resolution 2017-___ Authorizing Appraisal of Isanti EDA Land

RESOLUTION NO. 2017-___

A RESOLUTION AUTHORIZING THE APPRAISAL OF ISANTI EDA LAND

WHEREAS, the City of Isanti EDA is the owner in fee title of certain real property lying and being in the City of Isanti, Isanti County, Minnesota, described herein below:

Parcel	Address	Legal Description	Acres	SF
16.124.0020	701 E Dual Blvd NE	Outlot A, Isanti Centennial Complex 5th Rear.	15.5	674,744
16.115.0010	706 E Dual Blvd NE	Lot 1, Block 1, Isanti Centennial Complex 2nd Rear.	1.21	52,708
16.137.0010	801 E Dual Blvd NE	Lot 1, Block 1, Isanti Centennial Complex 6th Rear.	4.86	211,702
16.125.0020	640 E Dual Blvd NE	Outlot A, Isanti Centennial Complex 3rd Rear.	2.5	108,900
16.090.0140	None Assigned	Outlot H, Isanti Centennial Complex	66.1	2,877,574
16.029.1400	None Assigned	Pt SE 1/4 of NW 1/4 of S29 T35 R23	4	174,240
			94.1	4,099,867

and;

WHEREAS, an appraisal of this land is required to obtain financing for the proposed hotel project located in the City of Isanti, MN; and

WHEREAS, the City of Isanti Development Team has been working with Flagship Bank in the City of Isanti to obtain financing for the proposed hotel project and Flagship Bank requires an appraisal to move this process forward; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the following:

1) Payment for the appraisal in an amount not to exceed $3,000 to Flagship Bank.

2) Funding from EDA Fund 300 (professional services) and it to be coded to "project code" #350 Isanti Hotel

This Resolution hereby approved by the Isanti City Council this 2nd day of August 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks, Human Resources/City Clerk

(SEAL)

City of Isanti

Gross Payroll	85,061.32
Social Security & Medicare	4,673.97
Public Employees Retirement	8,620.12
Total City Expense	98,355.41

Pay Date 7/28/2017

Pay Period 15 (7/9-22/17)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/17	07/26/2017	46859	1503	7-UP BOTTLING	609-20200	211.40
07/17	07/26/2017	46860	692	ARC IRRIGATION	104-20200	411.47
07/17	07/26/2017	46861	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	513.78
07/17	07/26/2017	46862	53	BELLBOY CORPORATION	609-20200	2,946.95
07/17	07/26/2017	46863	9	BERNICKS PEPSI-COLA	609-20200	2,555.95
07/17	07/26/2017	46864	1387	BJORKLUND COMPANIES	101-20200	816.60
07/17	07/26/2017	46865	2020	BOYLE, EUGENE	101-20200	2,523.20
07/17	07/26/2017	46866	2319	BREAKTHRU BEVERAGE	609-20200	2,784.08
07/17	07/26/2017	46867	2517	BRIANS LAWN & IRRIGATION	101-20200	650.00
07/17	07/26/2017	46868	2448	CAMPBELL KNUTSON	108-20200	3,406.10
07/17	07/26/2017	46869	2487	CAPITOL BEVERAGE SALES	609-20200	301.00
07/17	07/26/2017	46870	851	CASH	101-20200	25.00
07/17	07/26/2017	46871	1815	CENTURYLINK	609-20200	815.52
07/17	07/26/2017	46872	1629	CITY OF ISANTI	101-20200	285.33
07/17	07/26/2017	46873	918	CRYSTAL SPRINGS ICE	609-20200	485.88
07/17	07/26/2017	46874	8	DAHLHEIMER DISTRIBUTING CO	609-20200	23,544.59
07/17	07/26/2017	46875	2478	East Central Energy	101-20200	43.85
07/17	07/26/2017	46876	55	ECM PUBLISHERS INC	101-20200	474.45
07/17	07/26/2017	46877	385	FEDERATED CO-OPS INC	602-20200	37.82
07/17	07/26/2017	46878	696	GENESIS	614-20200	1,724.00
07/17	07/26/2017	46879	739	HACH COMPANY	601-20200	247.68
07/17	07/26/2017	46880	160	HAWKINS INC	602-20200	5,900.00
07/17	07/26/2017	46881	1048	HENRYS WATERWORKS,INC.	601-20200	4,899.80
07/17	07/26/2017	46882	1563	ISANTI ELECTRIC INC	101-20200	225.00
07/17	07/26/2017	46883	252	ISANTI REDBIRDS	104-20200	166.26
07/17	07/26/2017	46884	1534	J. J. TAYLOR	609-20200	924.10
07/17	07/26/2017	46885	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,353.32
07/17	07/26/2017	46886	5	KAWALEK TRUCKING	609-20200	350.00
07/17	07/26/2017	46887	1789	MADDEN GALANTER HANSEN, LLP	101-20200	338.14
07/17	07/26/2017	46888	17	MCDONALD DISTRIBUTING CO	609-20200	13,805.78
07/17	07/26/2017	46889	616	MENARDS - CAMBRIDGE	101-20200	824.14
07/17	07/26/2017	46890	1044	MINNEAPOLIS FINANCE	101-20200	383.40
07/17	07/26/2017	46891	1536	MINNESOTA DEED	219-20200	1,498.62
07/17	07/26/2017	46892	1628	MINNESOTA HOUSING FINANCE	222-20200	7,885.62
07/17	07/26/2017	46893	310	MMBA	609-20200	1,700.00
07/17	07/26/2017	46894	1445	MN PUBLIC FACILITIES AUTHORITY	601-20200	522,174.31
07/17	07/26/2017	46895	2080	MVTL LABORATORIES INC	602-20200	435.60
07/17	07/26/2017	46896	1252	OFFICE OF THE SECRETARY	603-20200	120.00
07/17	07/26/2017	46897	617	PAUSTIS & SONS	609-20200	275.25
07/17	07/26/2017	46898	44	PHILLIPS WINE & SPIRITS INC	609-20200	7,995.09
07/17	07/26/2017	46899	1113	RJM DISTRIBUTING INC	609-20200	329.70
07/17	07/26/2017	46900	2028	SELECTACCOUNT	861-20200	56.83
07/17	07/26/2017	46901	2518	SEMLER CONSTRUCTION	505-20200	6,000.00
07/17	07/26/2017	46902	2001	SHRED-N-GO INC	101-20200	77.23
07/17	07/26/2017	46903	2396	SOUTHERN GLAZERS OF MN	609-20200	9,323.62
07/17	07/26/2017	46904	1361	STAPLES ADVANTAGE	101-20200	105.72
07/17	07/26/2017	46905	554	STEVES TIRE SERVICE	101-20200	162.00
07/17	07/26/2017	46906	2156	SUMMIT COMPANIES	101-20200	80.00
07/17	07/26/2017	46907	859	SYLVESTER, MATTHEW	603-20200	285.51
07/17	07/26/2017	46908	2105	T. H CONSTRUCTION	505-20200	8,000.00
07/17	07/26/2017	46909	1740	TOSHIBA FINANCIAL SERVICES	108-20200	349.90
07/17	07/26/2017	46910	2519	TRAPPER PHIL'S WILDLIFE CONTROL	603-20200	200.00
07/17	07/26/2017	46911	919	UPS	601-20200	10.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/17	07/26/2017	46912	42	VIKING COCA-COLA BOTTLING CO	609-20200	471.62
07/17	07/26/2017	46913	4	WATSON CO INC	609-20200	2,843.94
07/17	07/26/2017	46914	780	WINE MERCHANTS	609-20200	120.00
07/17	07/26/2017	46915	2516	ZIMPRICH, TRISTAN	104-20200	62.43
07/17	07/26/2017	46916	2520	ZIMPRICH, TRISTAN	104-20200	15.42
Grand Totals:						649,553.00

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
07/17	07/14/2017	46858	2515	Shaun Gilyard	101-20200	1,131.04
Grand Totals:						1,131.04

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

L.2.

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Pheasants Forever Chapter Isanti County

Address of Organization: 575 322nd Ln NW Cambridge MN 55008

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Name	Address	Phone No.
[illegible]	Cedar, MN 55011-9653	
Name	Address	Phone No.
Name	Address	Phone No.

Type of Event: Annual banquet Date of event: 9/9/2017

Use of Proceeds: Wildlife/Pollenator

Location and address of event:

Spirit River 1321 Heritage Blvd NE

Estimated value of prizes to be awarded: $27,500 approx

Name of applicant: Brenda Lillion Applicant's phone number: _____

Signature of applicant: Brenda Lillion

Date: 7/12/2017

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150.**

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Pheasants Forever

Previous Gambling Permit Number:

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any:

Mailing Address: 575 322nd Ln NW

City: Cambridge State: MN Zip: 55008 County: Isanti

Name of Chief Executive Officer (CEO): Gary Lillion

Daytime Phone: Email:

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☒ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Spirit River

Physical Address (do not use P.O. box): 1321 Heritage Blvd NE

City or Township: Isanti Zip: 55040 County: Isanti

Date(s) of activity (for raffles, indicate the date of the drawing): 09/09/2017

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards

☒ Raffle **(total value of raffle prizes awarded for the calendar year, including this raffle: $** 32,800)

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to **www.mn.gov/gcb** and click on ***Distributors*** under ***List of Licensees***, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: _____ Date: 7-12-17
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days, or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status, and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150.** Make check payable to **State of Minnesota.**

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING AN EXEMPT GAMBLING PERMIT TO THE PHEASANTS FOREVER CHAPTER ISANTI COUNTY

WHEREAS, the Pheasants Forever Chapter Isanti County has applied for an Exempt Gambling Permit for a fundraising event to be held on September 9, 2017 at Spirit River Community Center located at 1321 Heritage Blvd NE., Isanti, MN 55040; and

WHEREAS, the value of prizes is estimated to be $27,500; and

WHEREAS, proceeds from the fundraiser are to be used for wildlife and a pollinator; and

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location; and

WHEREAS, the applicant, Brenda Lillion, successfully passed a background check by the Isanti Police Department.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve an Exempt Gambling Permit to the Pheasants Forever Chapter Isanti County to hold a fundraiser on September 9, 2017 at the Spirit River Community Center.

This resolution was duly adopted by the Isanti City Council this 2nd day of August 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

L.3.

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and Members of City Council**

From: Josi Wood, Public Services Director/ Assist. City Admin

Date: August 2, 2017

Subject: Consider Resolution to Declare Property as Surplus and Authorize its Sale by Public Auction

---

Background:
The City purchased two new vehicles per the approved 2017 budget. The new vehicles replaced the 2004 Ford Van and 2002 GMC Sierra which did not have trade-in values.

Per policy, Resolution 2003-014, staff will post the items as surplus going to public auction in local publications.

Requests:
Staff is requesting action on this item.

Attachment:

- Resolution 2017-XXX - Resolution to Declare Property as Surplus and Authorize its Sale by Public Auction

RESOLUTION NO. 2017-

A RESOLUTION TO DECLARE PROPERTY AS SURPLUS AND AUTHORIZE ITS SALE BY PUBLIC AUCTION

WHEREAS, the City budgeted and purchased two new vehicles to replace two vehicles per the City's replacement schedule; and,

WHEREAS, a 2004 Ford Van and 2002 GMC Sierra were the vehicles being replaced; and,

WHEREAS, the above items did not have a trade-in value, therefore, will be placed for public auction; the next public auction is September 17, 2017 at Wayne Pike Auction in Princeton, Mn;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota hereby authorizes the following:

1. To declare the above items from the Public Works Department as surplus and post public notice that the items will go to public auction.
2. The Public Services Director shall have the authority to sign all necessary paperwork to allow for the process for auction of the surplus items identified per this Resolution.

This resolution was duly adopted by the Isanti City Council the 2nd day of August, 2017.

Attested:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

(SEAL)

L.4.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: August 2, 2017

Subject: **Consider Resolution Authorizing Contract with Carlson McCain for Phase 2 Environmental**

Background:

The City of Isanti has entered into a purchase agreement to acquire parcel number 16.029.0101. During the due diligence stage the City ordered and received a Phase 1 Environmental for the subject site. The Phase 1 identified a recognized Environmental Condition (REC) at two offsite locations and a Phase 2 is being recommended to determine if there are impacts on the subject site. The Phase 1 was completed by Carlson McCain and they have provided the cost for the Phase 2. Staff recommends that a Phase 2 be ordered to determine the impact, if any, to the subject site.

Staff is looking for authorization to proceed with the Phase 2 Environmental. The cost is $2995.00.

Funding Source:

EDA – Site Acquisition. This is not a budgeted expense. The cost could ultimately be coded to the Isanti Hotel project and has the potential to be reimbursed but this is not guaranteed.

Request for Action:

Consider adoption of Resolution 2017-_____ Authorizing Contract with Carlson McCain for Phase 2 Environmental

Attachment:

1) Resolution 2017-_____ Authorizing Contract with Carlson McCain for Phase 2 Environmental

RESOLUTION 2017-___

Authorizing Contract with Carlson McCain for Phase 2 Environmental

WHEREAS, the City of Isanti City Council directed staff to conduct environmental testing on parcel I.D number 16.029.0101 and a Phase One was completed; and

WHEREAS, the findings of the Phase One Environmental recommend completing a Phase Two Environmental; and

WHEREAS, Carlson McCain has provided the attached contract in an amount not to exceed $2,995 to perform the necessary work; and

WHEREAS, Finance Committee recommends executing the attached contract with Carlson McCain, and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorize the following:

1) Authorize Mayor Wimmer to execute contract with Carlson McCain in an amount not to exceed $2995 to be funded from fund108-39203.

2) Authorize Finance Department to transfer $2995 out of fund 101-49110-700 and into fund 108-39203 and to formally amend the budget to reflect the transfer.

This Resolution hereby approved by the Isanti City Council this 2nd day of August, 2017.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

(SEAL)

Carlson McCain

ENVIRONMENTAL • ENGINEERING • LAND SURVEYING

July 18, 2017

Mr. Sean Sullivan
City of Isanti
110 First Avenue Northwest
Isanti, MN 55040

Sent via email ssullivan@cityofisanti.us

Re: Scope of Work and Cost Estimate
Limited Phase II Investigation
Parcel #160290101
Isanti, MN

Dear Mr. Sullivan:

Carlson McCain, Inc. (Carlson McCain) is pleased to present to this Scope of Work and Cost Estimate to complete a Limited Phase II Investigation at the above referenced site (Property). The scope of work for the Limited Phase II Investigation is based on our knowledge of the Property from results of a recently completed Phase I Environmental Site Assessment (ESA). A Recognized Environmental Condition (REC), as that term is defined by ASTM 1527-13, was identified at the Property and include the following:

- The Isanti BP/Isanti Union 76 Service Station and the Northland 88 Premium Stores/Minnoco Northland 66 site are considered RECs for the Property. Both sites are located in a hydraulically up-gradient position to the Property that are reported leak sites. Both sites are listed as having reported groundwater contamination and the Isanti BP site is listed as having two inches of free product.

Scope of Work

This section provides our recommendations and a brief description of the scope of work and estimated cost to complete the Limited Phase II Investigation.

- Completion of one direct push soil boring to a depth of up to 40 feet below ground surface or to groundwater, along the northern Property line for collection of a groundwater and soil vapor sample for analysis of gasoline range organics (GRO), diesel range organics (DRO), and volatile organic compounds (VOCs),
- Preparation of a Limited Phase II Investigation Letter Report.

Subsurface Drilling

Soil samples will be continuously collected from the test hole using a MacroCore™ sampler and screened on-site with a photoionization detector (PID). An attempt will be made to recover adequate groundwater from the test hole for analytical testing. If encountered, the groundwater sample will be collected through a temporary monitoring well.

Analytical samples will be submitted to a State of Minnesota certified laboratory using a standard 10 day turn-around time. The soil vapor sample will be collected and analyzed using EPA Method TO-15, for analysis of VOCs. Upon receipt of analytical data, the results of the investigation will be presented in a letter report. This report will include a brief discussion of the field investigation, summary of analytical results, and reference to Minnesota screening criteria and will provide our opinions and recommendations as to whether additional work is required at the Property. If contamination is identified during this investigation, a notification will be reported to the state duty officer, then Carlson McCain will work with the City to provide guidance for the next steps (i.e. additional investigation, enrollment into the MPCA VBP, etc.).

Cost Estimate

The following summarizes the Cost Estimate:
Limited Phase II Investigation

Labor (Coordination, HASP, Oversight, Reporting)	$1,455
Equipment and Expenses	$ 215
Drilling Contractor	$ 862
Analytical Fees	$ 463
Total Project Estimate	**$2,995**

Closing

Once authorized, Carlson McCain would be able to initiate work and complete the Project, as described in the previous sections. We appreciate the opportunity to submit this Scope of Work and Cost Estimate. If you have any questions about the project or our proposed scope of services, please feel free to call me at (763) 489-7900 or send me an e-mail at csteman@carlsonmccain.com. Thank you for your time and consideration.

Sincerely,
Carlson McCain, Inc.

Christy Steman

Christy Steman, ASP, CHMM
Senior Environmental Scientist

Accepted by:

_____
Signature/Title Date

STANDARD TERMS AND CONDITIONS

1. **STANDARD OF CARE.** Services shall be performed by Carlson McCain, Inc. (hereinafter referred to as the Company) in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the Services are performed. Professional Services are not subject to, and the Company can not provide, any warranty or guarantee, express or implied, including warranties or guarantees contained in any uniform commercial code. Any such warranties or guarantees contained in any purchase orders, requisitions or notices to proceed issued by a client are specifically objected to.

2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Client. For some projects the scope may not be fully definable during the initial phases. As the Project progresses, facts discovered may indicate that scope must be redefined. The Company will promptly provide Client with an amendment to this Agreement to recognize such change, which shall be deemed approved if not objected to within 15 days of receipt by Client.

3. **SAFETY.** The Company has established and maintains corporate programs and procedures for the safety of its employees. Unless specifically included as a service to be provided as a service under this Agreement, the Company specifically disclaims any authority or responsibility for general job site safety and safety of persons other than the Company employees.

4. **DELAYS.** If events beyond the control of Client or the Company, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, acts of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be amended to the extent necessary to compensate for such delay. In the event such delay exceeds 90 days, the Company shall be entitled to an equitable adjustment in compensation.

   In the event that the project is delayed by Client and such delay exceeds 30 days, the Company shall be entitled to an extension of time equal to the delay and an equitable adjustment in compensation.

5. **TERMINATION / SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party. Client shall pay the Company for all Services, including any expenses, incurred prior to termination.

   In the event that either party defaults in its obligations under this Agreement (including Clients obligation to make the payments required hereunder), the non-defaulting party may, after 7 days written notice stating its intention to suspend performance under the Agreement if cure of such default is not commenced and diligently continued, and failure of the defaulting party to commence cure within such time limit and diligently continue, suspend performance under this Agreement.

6. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by the Company is supplied for the general guidance of the Client only. Since the Company has no control over the competitive bidding or market conditions, the Company cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to client.

7. **RELATIONSHIP WITH CONTRACTORS.** The Company shall serve as Client's professional representative for the Services, and may make recommendations to Client concerning actions relating to Client's contractors, but the Company specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences, or procedures or construction selected by Client's contractors.

8. **CONSTRUCTION/CONTRACTOR OVERSIGHT.** For projects involving construction or contractor oversight, Client acknowledges that under generally accepted professional practice, interpretations of construction documents or field plans in the field are normally required, and that performance of construction-related services by the design professional for the project permits errors or omissions to be identified and corrected at comparatively low cost. Client agrees to hold the Company harmless from any claims resulting from performance of construction-related or contractor oversight services by persons other than the Company.

9. **INSURANCE.** The Company will maintain insurance coverage for Comprehensive General, Automobile and Worker's Compensation in amounts in accordance with legal, and the Company's business requirements. Certificates evidencing such coverage will be provided to Client upon request.

10. **INDEMNITIES.** To the fullest extent permitted by law, the Company shall indemnify and save harmless Client from and against loss, liability, and damages sustained by Client, its agents, employees, and representatives by reason of injury or death to persons or damage to tangible property to the extent caused directly by the willful misconduct or failure to adhere to the standard of care described in Paragraph 1 above of the Company, its agent or employees.

    To the fullest extent permitted by law, Client shall defend, indemnify, and save harmless the Company, its agents, employees, and representatives from and against loss, liability, and damages (including reasonable litigation costs) arising from or relating to claims for injury or death to persons, damages to tangible property, or other losses, alleged to be caused by any of the following: (a) any substance, condition, element, or material or any combination of the foregoing (i) produced, emitted or released from Project (ii) tested by the Company under this Agreement, or (iii) used or incorporated by the Company in the Services; or (b) operation or management of the Project. Client also agrees to require its construction contractor, if any, to include the Company as an indemnitee under indemnification obligation to Client.

11. **LIMITATIONS OF LIABILITY.** No employee or agent of the Company shall have individual liability to Client. Client agrees that, to the fullest extent permitted by law, the Company's liability to Client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, the Company's negligence, errors, omissions, strict liability, or breach of contract shall not exceed the total compensation received by the Company under this Agreement. If Client desires a limit of liability greater than that provided above, Client and the Company shall include in Part III of this Agreement the amount of such limit and the additional compensation to be paid to the Company for assumption of such additional risk.

    IN NO EVENT AND UNDER NO CIRCUMSTANCES SHALL THE COMPANY BE LIABLE TO CLIENT FOR CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, OR PUNITIVE DAMAGES.

12. **ACCESS.** Client shall provide the Company safe access to any premises necessary for the Company to provide services.

13. **REUSE OF PROJECT DELIVERABLES.** Reuse of any documents or other deliverables, including electronic media, pertaining to the Project by Client for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written verification or adaptation by the Company for the specific purpose intended, shall be at the Client's risk. Client agrees to defend, indemnify, and hold harmless the Company from all claims, damages, and expenses (including reasonable litigation costs), arising out of such reuse or alteration by Client or others acting through Client.

14. **AMENDMENT.** This Agreement, upon execution by both parties hereto, can be amended only by a written instrument signed by both parties.

15. **ASSIGNMENT.** Except for assignments (a) to entities which control, or are controlled by, the parties hereto or (b) resulting from operation of law, the rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and inure to the benefit of any permitted assigns.

16. **STATUTES OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for indemnification, the time period for bringing claims under this Agreement shall expire one year after Project completion.

17. **PREVAILING PARTY LITIGATION COSTS.** In the event any actions are brought to enforce this Agreement, the prevailing party shall be entitled to collect its litigation costs from the other party.

18. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate any other section of this Agreement or operate as a waiver of any future default, whether like or different in character.

19. **NO THIRD-PARTY BENEFICIARY.** Nothing contained in this Agreement, nor the performance of the parties hereunder, is intended to benefit, nor shall inure to the benefit of, any third party, including Client's contractors, if any.

20. **SEVERABILITY.** The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

21. **AUTHORITY.** The persons signing this Agreement warrant that they have the authority to sign as, or on behalf of, the party for whom they are signing.

22. **LIEN RIGHTS.** The Company hereby gives notice that, pursuant to Minnesota Stature Chapter 514, and as stated in the contract, it retains the right to file a lien against real property in the event of non-payment of invoices for engineering, landscape architecture, surveying, planning or environmental services performed with respect to the subject property. The lien will be prepared and filed in accordance with pertinent laws of the State of Minnesota.

23. **CONSEQUENTIAL DAMAGES.** Neither the Company nor the Client will be liable for any indirect, incidental, special or consequential damages (including loss of anticipated profits, business interruption or good will of other economic or commercial loss) relating to the services rendered.

24. **RELATIONSHIP OF PARTIES.** The Company will act solely as an independent contractor of the Client and not as the Client agent for any purpose. Neither the Company nor the Client may enter into any agreement or assume any obligation for the other, and nothing herein may be construed to establish any partnership, joint venture or principal-agent relationship between the Company and the Client.

25. **SUCCESSORS AND ASSIGNS.** The Client and the Company each binds itself, its successors, assigns and legal representatives to the other party with respect to all provisions of the contract/agreement. Neither the Client nor the Company shall assign, set over or transfer his interest in the contract/agreement, in whole or in part, without the prior written consent of the other, and any act in derogation hereof, shall, at the option of the non-assigning party, render the written contract/agreement terminated.

26. **ARBITRATION.** All claims, disputes and other matters in question arising out of, or relating to, the contract/agreement or the breach thereof shall be decided by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association then obtaining, unless the parties mutually agree other wise in writing. This agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law in the State of Minnesota. Notice of the demand for arbitration shall be filed in writing with the other party to the contract/agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim; dispute or other matter in question has arisen. In no event, shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable stature of limitation. Arbitration will not limit the Company's mechanic's lien rights. All arbitrations will be conducted in Hennepin County, Minnesota.

    The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. Arbitration of claims arising from the contract/agreement shall not be consolidated with any other arbitration proceedings except by written consent of the parties.

27. **ENTIRE AGREEMENT.** The Client's engagement of the Company to perform work represents the Client's acceptance of the terms and conditions contained herein, which constitute the entire understanding between the Company and the Client and supersede any previous communication, representations or agreements by either party, whether oral or written. The terms and conditions contained herein take precedence over the Client's additional or different terms and conditions that may be

contained in any purchase order, work order, invoice, gate pass, acknowledgment form, manifest or other document forwarded by the Client to the Company to which notice of objection is hereby given. Unless otherwise agreed to in writing by an officer of the Company, the Client's engagement of the Company is limited to these terms and conditions. The Company's commencement of performance will not be deemed or constructed as acceptance of the Client's additional or different terms and conditions.

No change of any of the terms or conditions herein will be valid or binding on either party unless in writing and signed by an owner or an officer of the Client and by an officer of the Company. If any of the provisions hereof are invalid under any applicable statute or rule or law or law, such provisions re, to that extent, deemed omitted, but the remaining terms and conditions of the contract/agreement will remain otherwise in effect. There are no understandings, agreements representations or warranties, express or implied, that are not specified herein respecting the subject hereof.

28. **APPLICABLE LAW.** The contract/agreement shall be governed by the laws of the State of Minnesota.

29. **EEO/AA.** The Company is an Equal Employment Opportunity/Affirmative Action Employer.

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

L.5.

June 27, 2016

Management, Honorable Mayor, and City Council
City of Isanti
Isanti, Minnesota

Thank you for the opportunity to continue to prepare your annual TIF reports for filing with the Office of the State Auditor (OSA). The filing deadline for the TIF reports is August 1. We will complete the reports during the month of the July. Our engagement is not to determine compliance with any legal requirements. If any arise, we will communicate any issues or difficulties observed to City Council in writing.

Annual TIF Report to the OSA, 2016 - **Per district**	$	500

We look forward to working with you in the very near future. Please call with questions or concerns.

Sincerely,

ABDO, EICK & MEYERS, LLP
Certified Public Accountants & Consultants

Steven R. McDonald, CPA
Governmental Services Partner

RESPONSE:
This letter correctly sets forth the understanding of the City of Isanti.

By:_____

Title:_____

Date:_____

5201 Eden Avenue, Suite 250
Edina, MN 55436
952.835.9090 | Fax 952.835.3261

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING 2016 TIF REPORTING PROPOSAL

WHEREAS, MN State Statutes require the City of Isanti to employ a certified public accounting firm to audit, examine and report upon the books and records of the accounts of the City; and

WHEREAS, the City of Isanti, through Resolution 2016-298, designated the public accounting firm of Abdo, Eick & Meyers, LLP for their auditors for 2016;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approve the proposal for 2016 TIF reporting in the amount of $500 per district. Costs will be allocated to each reported district as an accepted use of tax increment per state statute 469.175.

This resolution was duly adopted by the Isanti City Council this 2nd day of August 2017.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

RESOLUTION 2017-XXX

A RESOLUTION ACCEPTING DONATIONS FOR THE PASSPORT TO PARKS GRAND PRIZE

WHEREAS, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and,

WHEREAS, the City of Isanti is hosting a citywide scavenger hunt (Passport to Parks) with a grand prize drawing to be held August 12, 2017; and,

WHEREAS, the City has received the following donations for the Grand Prize Drawing:

Coborn's Marketplace – Gift Card	$100.00
WillowBridge – Gift Certificate	$25.00
Isanti Family Farmer's Market – Gift Certificate	$25.00
Anonymous – Cash	$100.00

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to accept the above donations in the total amount of $250.00 for the Passport to Parks Grand Prize Drawing.

This Resolution hereby approved by the Isanti City Council this 2nd day of August, 2017.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

M.1.

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
July 18, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:31 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: None

Staff Present: Don Lorsung, City Administrator; Katie Brooks, City Clerk/Human Resources; Clark Joslin, City Attorney; Ryan Kernosky, Community Development Director

Others Present: Steve Rice of Rice Companies on behalf of Coborn's LLC

D. Agenda Modifications.

None

2. Approval of Minutes from June 20, 2017 Planning Commission Meetings

Motion by Lundeen, second by Bergley to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing

A. Request from Rice Building Systems, Inc., on behalf of Coborn's Inc., for approval for the Site Plan Review Application and Amendment to the Conditional Use Permit approved through Resolution 2015-253, to allow construction of an Automobile Car Wash Establishment at the property legally described as Lot 1, Block 1 of Isanti Commons Second Additions, Isanti County, Isanti, Minnesota

Mayor Wimmer opened the Public Hearing at 7:31 p.m.

Mayor Wimmer closed the Public Hearing at 7:32 p.m.

Mayor Wimmer stated that this proposal was to put in the car wash that was part of the original plan. Mayor Wimmer stated that he would like the approval to include that the car was matches the appearance as provided to the City.

Motion by Lundeen, second by Collison to approve the proposal with the requirement that the car wash matches the appearance as provided to the City. Motion carried unanimously.

4. Other Business.

A. None.

5. Other Communications.

A. None.

6. Adjournment

Motion by Burgley, second by to Collison to adjourn the July 18th, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:32 p.m.

Dated at Isanti, Minnesota this 24th day of July, 2017

Respectfully submitted,

Ryan Kernosky
Community Development Director

AGENDA

CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
WEDNESDAY AUGUST 2, 2017 – 7:30 p.m.
(Immediately following the 7:00 p.m. City Council Meeting)
CITY HALL

A. Call to Order
B. Roll Call

C. Work Session Items
1. **General Fund Budget Updates**
2. **Review 2018 Preliminary Budgets – Enterprise Funds**
3. **Capital Outlay and Reserve for Replacement**
4. **Determine if Tuesday, August 15, 2017 Work Session is Necessary**

Adjournment

C.2.

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer & City Council Members**

From: Finance Director Betker

Date: July 26, 2017

Subject: Review 2018 Preliminary Budgets – Enterprise Funds

Expenditures – All Departments

- All wages include a 3% COLA for 2018 and include the necessary step increases, where applicable.
- Health Insurance is based on 2017 premiums plus 10%.
- Worker's compensation rates are based on 2017 rates and include a 7% inflationary factor.
- Property, liability, and volunteer insurance premiums are based on 2017 rates and include a 7% inflationary factor.
- Dental Insurance is based on 2017 premiums, plus 5%.
- Life/AD&D Insurance is based on 2017 rates plus 10%.
- Managed expenses throughout the enterprise fund budgets have been adjusted based on prior year actual costs, current year expenditures through June, actual maintenance agreements and contracted costs.

Water (Pages 48-53)

- Maint & Repairs – Bldgs (404) has increased nearly 150% from $2,000 in 2017 to $4,851 in 2018 to accommodate water tower door security and shop remodel costs. The latter of which are split between a total of five departments.
- Bond Payments (principal and interest) as well as fiscal agent fees have been adjusted to reflect payments per the bond schedule.
- Total budgeted expenditures for the Water Fund are $1,376,973.

Sewer (Pages 54-59)

- Bond Payments (principal and interest) as well as fiscal agent fees and amortization have been adjusted to reflect payments per the bond schedule.
- Total budgeted expenditures for the Sewer Fund are $1,753,591.

Storm Water (Pages 60-63)

- An MS4 Tech position has been added. Total hours are anticipated to be 867. With the total cost of the positon to the Storm Water Fund budgeted at $17,928.
- Professional Services (300) includes 39,210 for Bolton & Menk to provide MS4 assistance. The costs of hiring an MS4 tech and the MS4 assistance provided by Bolton & Menk are expected to have an inverse relationship. That is to say that we do not expect to incur both costs in full. Costs incurred in one category are expected to reduce the costs in the other category.
- Total budgeted expenditures for the Storm Water Fund are $328,375.

Liquor Store (Pages 64-67)

- Expenditure items for re-sale are based on 2016 actual, plus 2.5%.
- Total budgeted expenditures for the Liquor Store Fund are $2,756,767.
- The transfer from the Liquor Store has been budged at $350,000.
- Liquor Sales are based on 2016 actual, plus 2.5%.

C.3.

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer & City Council Members**

From: Finance Director Betker

Date: July 26, 2017

Subject: Capital Outlay and Reserve for Replacement

Capital Outlay and Reserve for Replacement (Page 70)

- Included within the packet is a summary of 2018 Capital Outlay Requests that were submitted by Department Heads (C.3.a) and are currently included in the preliminary 2018 budget. The summary includes estimated project cost as well as identified funding sources.

- Also included within the packet (C.3.b.) is a summary of the Reserve for Replacement Fund anticipated balances at 12/31/2017 and the recommended reserves as of 12/31/2017. The recommended reserve is underfunded by $701,067. Please note the items not included in the reserve for replacement listed in the lower left hand corner.

- $10,000 will be transferred for future development of a dog park. Additionaly $10,000 will be transferred for the reburishment of playground equipment at Bluebird Park, and $7,500 is being reserved for the C-I Bike Walk Trail Capital Improvements.

Finance Committee Meeting
2018 Capital Outlay Requests

C.3.a.

	Genl Fund Dept	Est. Cost	General	Water	Sewer	Storm
2 DS200 voting machines (50% - split w/Cty)	41200- Elections	$ 6,000	$ 6,000			
Landscaping - city hall south side	41941-Muni Bldg	$ 3,500	$ 3,500			
Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)		$ 4,500	$ 1,800	$ 900	$ 900	$ 900
Shop Lighting (20% Streets, Parks, Water, Sewer, Storm)		$ 1,500	$ 600	$ 300	$ 300	$ 300
Replace Exterior North ICC Doors	45300-PRC	$ 4,400	$ 4,400			
Kabota Lawn Mower (x2)	45300-PRC	$ 20,000	$ 20,000			
Truck with plow (25% PRC, Sts, Water, Sewer)		$ 49,000	$ 24,500	$ 12,250	$ 12,250	
Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)		$ 4,900	$ 1,960	$ 980	$ 980	$ 980
Mattson Tennis Court Resurfacing	45300-PRC	$ 18,800	$ 18,800			
ArcGIS Map for Desktop (x2)	41910-P&Z	$ 2,472	$ 2,472			
PD Storage Enclosure	42110-Police	$ 4,000	$ 4,000			
Bobcat Buyback Program	43100-Streets	$ 4,600	$ 4,600			
Brine tanks for Plow Truck	43100-Streets	$ 3,900	$ 3,900			
Portable Radio (2) (25% Storm, Sts, Water, Sewer)		$ 4,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Street Lighting Infill	43160-Str Light	$ 20,000	$ 20,000			
PPA-SL1000 Sample Analyzer	49400-Water	$ 3,100		$ 3,100		
Fluoride Ion Analyzer	49400-Water	$ 2,600		$ 2,600		
Replace double disc pump valves	49450-Sewer	$ 8,514			$ 8,514	
Clarifier rehab	49450-Sewer	$ 100,000			$ 100,000	
Repair backwash filter pump	49450-Sewer	$ 10,000			$ 10,000	
Storm Pond Maintenance Plan	49500-Storm	$ 110,500				$ 110,500
		$ 386,286	$ 117,532	$ 21,130	$ 133,944	$ 113,680
		$ 386,286				

CITY OF ISANTI
RESERVE FOR REPLACEMENT FUND 920
ESTIMATES as of 12/31/2017

C.3.b.

	12/31/2016 Balance	2017 Reserve Funding	2017 Purchases	12/31/2017 Est. Balance	Recommended Reserve^^	(Shortfall) Excess	
underfunded	(49,185)			(49,185)	-	(49,185)	
41110-City Council (56738)				-	-	-	
41200-Elections (56739)	6,479			6,479	6,169	310	
41500-Administration (56740)	32,650			32,650	17,662	14,988	
41910-Planing/Zoning (56748)	1,772			1,772	822	950	
42110-Police (56741)	9,353			9,353	123,334	(113,981)	
42402-Code Enforcement (56758)	2,900			2,900	-	2,900	
42401-Building Inspection (56749)	36,229			36,229	12,059	24,170	
45186-Community Ctr (56746)	36,617			36,617	-	36,617	
46500-EDA (56757)	(425)			(425)	1,487	(1,912)	
43010-General Maint (56743)	1,333			1,333	5,139	(3,806)	
43100-Streets (56742)	134,277			134,277	361,493	(227,216)	
43210-Sanitation/Waste (56745)	12,657			12,657	-	12,657	
45200-Park Mntc Equip (56744)	22,804	27,500	(7,500)	42,804	109,158	(66,354)	
45200-Park Structures (56752)	91,610			91,610	435,044	(343,434)	
-Public Safety Impr Reserve (56753)~~	19,542			19,542	-	19,542	
-Special Projects Reserve (56754)***	11,581			11,581	11,581	-	
-Reserve for Park Donations (56755) ##	5,846			5,846	5,846	-	
-Municipal Bldg-Bldg Reserve (56750)	176,686			176,686	197,000	(20,314)	includes PD/FD
-Gen Mntc - Bldg Reserve (56751)	50,000			50,000	37,000	13,000	
Totals	602,728	27,500	(7,500)	622,728	1,323,794	(701,067)	

-Public Safety Impr Reserve (56753)~~
-Reserve for Park Donations (56755) ##
Established per Resolution 2007-039 Designated for Park Type Organizations

^^Recommended Reserve is based on depreciated value as per the financial statements.

-Special Projects Reserve (56754)***

Not Designated	2,438.41
Designated for Codification	99.72
Designated for Salary Contingency	9,043.00
	11,581.13

Reserves does not include funding for:
Redbirds Field
Soccer Complex
Ice Rink
Bluebird Park Infrastructure
Community Center
Infrastructure
Civil Defense Sirens

City of Isanti
2018 Draft Budget

2018 Preliminary Budget

Table of Contents

Revenues..... 1
Expenditures..... 2
Bond Schedule..... 3
Pay Schedule 4
Wage and Benefit Information..... 5

Wage and Benefit by Department..... 10

Administration
Council 11
Elections..... 12
Financial Administration..... 13
Municipal Building..... 17
Animal Control..... 19

Parks, Rec & Culture
Parks, Rec & Culture 20

Planning, Building Inspections, EDA
Planning/Zoning..... 25
Building Inspection..... 27
EDA..... 30

Public Safety
Police 34
Code Enforcement..... 38
Civil Defense..... 39

Public Works
General Maintenance..... 40
Streets..... 42
Street Lighting..... 45
Sanitation..... 46
Water..... 48
Sewer..... 54
Storm Water..... 60

Fire
Fire District Payment..... 47

Liquor
Liquor Fund..... 64

Other
Transfers..... 68
Capital Outlay & Reserve for Replace 69

Revenues

REVENUES	2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
Property Taxes (Less MVHC Reduction)	$ 2,172,051	$ 2,009,086	$ 1,624,000	$ 1,921,733	$ 1,357,265	$ 1,425,810	$ 1,449,770	$ 1,340,110
Property Taxes (Fire District Budget)	-	-	110,000	-	-		-	-
Property Taxes (Pavement Management)	-	-	100,000	-	-	-	-	-
Property Taxes (Court Ordered Abatements)	-	-	75,000	-	-	-	-	-
Propert Taxes (Compost Site)	-	-	25,000	-	-	-	-	-
Property Taxes (Debt Service Levy)	530,936	578,475	451,561	620,000	-	314,943	426,104	360,178
Property Taxes (Abatement Levy)	-	-	155,000	-	-	-	-	-
Special Assessments	-	-	-	-	-	-	-	-
PERA Rebate	1,205	1,205	1,205	1,205	1,205	1,205	1,205	1,205
Business Licenses	13,000	13,000	13,000	13,350	12,675	11,975	12,200	15,350
Non Business Licenses and Permits	200,000	120,000	87,500	355,975	178,442	203,568	80,507	81,523
Local Government Aid	631,808	585,318	-	581,099	571,231	545,485	313,359	313,359
Police State Aid	62,500	60,000	60,000	66,150	55,829	60,928	57,908	48,005
Post Training	3,000	3,000	3,000	2,839	3,286	3,218	3,076	2,989
County-State Highway Aid	-	-	-	-	-	-	-	-
Fines & Forfeits	25,400	25,300	25,000	31,609	26,006	28,407	22,916	27,457
Grants & Aids	5,000	9,000	8,000	9,071	22,301	60,460	50,382	88,045
Municipal State Aid - Streets	58,734	60,000	58,000	59,117	58,266	54,494	52,167	54,172
Administrative Citations	7,000	7,000	5,000	9,150	11,303	5,365	4,700	5,650
Charges for Services	-	-	-	-	-	-	-	-
General Government	3,000	3,000	3,000	5,853	6,172	3,678	5,860	5,095
Planning & Zoning	8,000	7,500	7,500	12,190	8,025	8,331	6,767	4,341
Snow Removal	-	-	-	406	673	1,071	4,785	5,662
Weed & Grass	-	-	-	436	89	(1,401)	470	(2,879)
Park & Recreation	1,850	1,850	1,500	1,864	2,102	1,678	1,980	20
Public Works-Other	2,450	4,650	1,000	5,215	2,127	5,403	5,350	1,590
Police Department	2,450	3,250	3,500	2,070	3,425	3,178	4,379	7,247
Community Center Charges	11,000	10,500	10,500	11,233	11,763	12,713	8,010	7,896
Rental Fees	1,400	9,000	8,500	7,329	16,058	4,393	9,140	8,296
School District Resource Officer	29,300	27,000	27,711	27,738	27,037	20,496	20,496	20,496
Lease Revenue	124,800	123,100	122,173	123,741	81,729	20,668	19,593	17,693
Transfer of Liquor Store Profits	350,000	350,000	330,360	330,360	300,000	200,000	150,000	150,000
Transfer of P&R Dedication Interest	-	-	-	-	-	-	-	130,111
Transfer from EDA to Parks, Rec & Culture	19,150	19,150	16,150	16,150	16,150	16,150	-	-
Transfer from Technology Fund	-	-	-	-	-	-	-	-
Transfer from Capital Replacement	-	-	-	-	-	-	-	-
Transfer From Railroad Ave Imp Fund	-	-	-	-	-	-	-	-
Transfers to Close Funds	-	-	-	-	-	-	-	-
Transfer from Community Involvement Fund	-	-	-	-	-	-	-	-
Miscellaneous	26,000	26,000	25,000	39,002	77,958	30,347	27,292	31,446
Interest on Investments	12,000	25,000	25,000	11,858	16,766	38,426	(13,765)	24,728
Reserved Fund Balance - Fee Study	-	-	-	-	-	-	-	-
C/O 2008 Budget - Council Training	-	-	-	-	-	-	-	-
C/O 2009 Budget - Elections, Sealcoating	-	-	-	-	-	-	-	-
C/O 2011 Budget - Elections	-	-	-	-	-	-	-	-
Fund Balance Loan (3yr 0%)	-	-	-	-	-	-	-	-
C/O Prior Year LGA Collections	-	-	-	-	-	-	-	-
Gap Funding Sources	-	-	-	-	-	-	-	-
General Fund Fund Balance	-	-	-	-	-	-	-	-
Total	$ 4,302,034	$ 4,081,384	$ 3,383,160	$ 4,266,743	$ 2,867,882	$ 3,080,988	$ 2,724,650	$ 2,749,785

Exp Summary

	2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
Mayor & Council	$ 41,323	$ 42,553	$ 42,672	$ 26,901	$ 39,314	$ 25,533	$ 29,304	$ 22,281
Elections	15,560	7,350	16,709	7,788	1,078	4,172	1,128	4,472
Financial Administration	475,388	444,551	423,709	483,428	364,956	361,628	381,531	356,613
Municipal Building	37,636	34,927	31,841	37,184	52,354	31,127	23,159	19,778
Animal Control	5,309	5,721	5,896	4,705	4,903	4,665	4,007	5,069
Parks, Rec & Culture	425,819	406,884	320,165	281,854	259,868	311,818	176,905	186,674
Planning & Zoning	103,589	111,557	100,467	101,457	84,495	72,202	89,975	82,255
Building Inspections	154,729	162,392	160,659	185,276	151,435	123,354	122,344	129,052
Economic Development Authority	89,733	144,405	146,563	146,563	92,767	98,140	117,775	85,479
Police	1,340,752	1,300,339	1,288,476	1,246,995	1,128,273	1,036,830	969,531	930,661
Code Enforcement	38,613	37,962	46,193	39,456	28,634	26,138	18,903	19,004
Civil Defense	2,300	2,500	2,500	2,140	2,140	1,386	1,386	1,386
General City Maintenance	53,374	54,912	52,172	45,465	129,553	230,060	45,943	42,456
Streets	387,169	367,282	350,457	346,287	300,022	373,452	293,871	320,010
Street Lighting	80,000	83,125	77,662	71,766	86,329	58,818	59,873	59,738
Sanitation	18,230	18,649	43,627	32,983	6,426	6,714	6,468	6,288
Fire Protection	233,593	233,593	196,479	203,125	180,256	187,697	151,688	142,376
Miscellaneous	-	-	-	1,232	2,027	21,400	1,644	4,871
Txfr to City Hall (Bldg Loan) 2006-2015	-	-	-	-	49,252	49,255	49,255	49,255
Txfr to Sewer (3rd Ave Loan) P&I	9,525	10,502	10,502	10,502	10,502	10,502	10,502	10,502
Txfr to Water/Sewer (Deer Haven)	3,179	3,180	3,180	3,179	3,180	3,179	3,179	3,179
Txfr to Park Dedication Fund	-	-	-	-	-	-	-	-
Txfr to Forfeiture Fund	-	-	-	-	-	-	-	-
Txfr to Capital Projects	-	-	-	-	257,798	-	-	-
Fund Balance 3 Year Loan	-	-	-	-	-	-	-	-
Fund Balance - Replenish	-	-	-	-	-	-	-	-
Tax Abatements (101-49110-604)	1,231	9,920	10,399	10,399	10,877	11,630	12,349	12,948
Capital Replacement	27,500	7,500	7,500	7,500	-	-	-	-
G.O. Debt Service	530,936	578,475	606,561	620,000	-	314,943	426,104	360,178
Total Expenditures	4,075,487	4,068,278	3,944,388	3,916,185	3,246,439	3,364,643	2,996,824	2,854,528
Estimated Revenues	4,302,034	4,081,384	3,383,160	4,266,743	2,867,882	3,080,988	2,724,650	2,749,785
Surplus/(Deficit)	226,547	13,106	(561,228)	350,558	(378,558)	(283,655)	(272,174)	(104,742)

Debt Svc

Bond	Project Name	Original Amount	12/31/2017 Bond Payable Balance	Final Maturity	3/31/2017 Cash Balance	Required Levy Amt	2017 Special Assessments	2018 Debt Payment
2006 GO Improvement (Streets)	Dahlin, Richard, Candy, Shawn, Main & Broadway (Fund 918)	$ 2,355,000	$ -	1-Jan-17	$ 30,977	$ -	$ -	$ -
2008 GO Improvement (Streets)	1st & 2nd Ave, Broadway St., Elizabeth St., Alley NNSF; 2007 SE Quadrant Hwy 65 (Fund 919)	1,275,000	90,000	1-Dec-18	183,029	-	21,703	93,825
2009A GO Crossover Refunding	Refunded 2001A GO Imp Bonds (Fund 928 was 914)	610,000	-	1-Dec-17	111,862	-	20,293	-
2010B GO Improvement Refunding	Refunded 2003 and 2004 GO Impr Bonds (Fund 929 was 915 and 916)	1,825,000	1,225,000	1-Dec-21	558,420	**250,000**	9,752	231,090
2011A GO Improvement (Streets & Utilities)	Broadway St SW, Elizabeth St SW, 2nd Ave SW, 3rd Ave SW, 4th Ave SW, 5th Ave SW (Fund 930)	790,000	420,000	1-Feb-22	124,965	**7,061**	26,194	89,138
2014A GO Tax Abatement Bonds	BMX Facility and Related Site Improvements (Fund 931)	2,560,000	2,275,000	1-Feb-30	21,457	**221,616**	-	212,613
2014B General Obligation Bonds (Equipment Portion)	Capital Equipment (Fund 932)	390,000	310,000	1-Feb-24	5,011	**52,259**	-	44,960
Total			**$ 4,320,000**		**$ 1,035,721**	**$ 530,936**	**$ 77,942**	**$ 671,625**

2018 Debt Service	Required Levy Amt
2006 Street Improvement (Fund 918)	$ -
GO 2008 Improvement (Fund 919)	$ -
2009A GO Crossover Refunding (Fund 928)	$ -
2010B GO Improvement Refunding (Fund 929)	$ 250,000
2011A GO Improvement (Fund 930)	$ 7,061
2014A GO Tax Abatement Bonds (Fund 931)	$ 221,616
2014B General Obligation Bonds (Fund 932)	$ 52,259
Total Debt Service	**$ 530,936**

Pay 2018

JOB CLASSIFICATION 2018	POINTS	STEP 1 0.895	STEP 2 0.930	STEP 3 0.965	STEP 4 1.000	STEP 5 1.035	STEP 6 1.070	STEP 7 1.105
City Administrator	864	$7,889.53	$8,198.06	$8,506.59	$8,815.12	$9,123.65	$9,432.18	$9,740.71
per hour		$45.52	$47.30	$49.08	$50.86	$52.64	$54.42	$56.20
per year		$94,674.40	$98,376.75	$102,079.10	$105,781.45	$109,483.80	$113,186.15	$116,888.51
Finance Director	665	$6,893.32	$7,162.89	$7,432.46	$7,702.03	$7,971.60	$8,241.17	$8,510.74
per hour		$39.77	$41.32	$42.88	$44.43	$45.99	$47.55	$49.10
per year		$82,719.81	$85,954.67	$89,189.52	$92,424.37	$95,659.23	$98,894.08	$102,128.93
Public Services Director/Asst. City Administrator	650	$6,645.34	$6,905.21	$7,165.09	$7,424.96	$7,684.83	$7,944.71	$8,204.58
per hour		$38.34	$39.84	$41.34	$42.84	$44.34	$45.83	$47.33
per year		$79,744.08	$82,862.56	$85,981.05	$89,099.53	$92,218.02	$95,336.50	$98,454.98
Police Chief	643	$6,466.36	$6,719.24	$6,972.11	$7,224.99	$7,477.86	$7,730.74	$7,983.61
per hour		$37.31	$38.76	$40.22	$41.68	$43.14	$44.60	$46.06
per year		$77,596.36	$80,630.85	$83,665.34	$86,699.84	$89,734.33	$92,768.83	$95,803.32
Community Development Director	511	$5,842.55	$6,071.03	$6,299.51	$6,527.99	$6,756.46	$6,984.94	$7,213.42
per hour		$33.71	$35.03	$36.34	$37.66	$38.98	$40.30	$41.62
per year		$70,110.56	$72,852.32	$75,594.07	$78,335.83	$81,077.58	$83,819.33	$86,561.09
Economic Development Director	417	$5,782.13	$6,008.25	$6,234.36	$6,460.48	$6,686.60	$6,912.71	$7,138.83
per hour		$33.36	$34.66	$35.97	$37.27	$38.58	$39.88	$41.19
per year		$69,385.55	$72,098.95	$74,812.35	$77,525.75	$80,239.15	$82,952.55	$85,665.96
Police Lieutenant	394	$5,053.46	$5,251.08	$5,448.70	$5,646.33	$5,843.95	$6,041.57	$6,239.19
per hour		$29.15	$30.29	$31.43	$32.57	$33.72	$34.86	$36.00
per year		$60,641.54	$63,013.00	$65,384.46	$67,755.91	$70,127.37	$72,498.83	$74,870.28
Liquor Store Manager	358	$5,008.88	$5,204.76	$5,400.64	$5,596.52	$5,792.39	$5,988.27	$6,184.15
per hour		$28.90	$30.03	$31.16	$32.29	$33.42	$34.55	$35.68
per year		$60,106.57	$62,457.11	$64,807.65	$67,158.18	$69,508.72	$71,859.26	$74,209.79
Police Investigator	297	$4,834.68	$5,013.22	$5,191.75	$5,368.50	$5,545.25	$5,723.78	$5,902.31
per hour		$27.89	$28.92	$29.95	$30.97	$31.99	$33.02	$34.05
per year		$58,016.19	$60,158.59	$62,300.99	$64,421.97	$66,542.94	$68,685.34	$70,827.74
Human Resources/City Clerk	280	$4,915.65	$5,107.88	$5,300.11	$5,492.34	$5,684.57	$5,876.80	$6,069.04
per hour		$28.36	$29.47	$30.58	$31.69	$32.80	$33.90	$35.01
per year		$58,987.74	$61,294.53	$63,601.31	$65,908.09	$68,214.88	$70,521.66	$72,828.44
Building Official	280BO	$4,473.60	$4,648.55	$4,823.49	$4,998.44	$5,173.38	$5,348.33	$5,523.27
per hour		$25.81	$26.82	$27.83	$28.84	$29.85	$30.86	$31.87
per year		$53,683.20	$55,782.54	$57,881.88	$59,981.23	$62,080.57	$64,179.91	$66,279.25
Assistant Finance Director	233	$4,071.07	$4,230.28	$4,389.48	$4,548.69	$4,707.89	$4,867.09	$5,026.30
per hour		$23.49	$24.41	$25.32	$26.24	$27.16	$28.08	$29.00
per year		$48,852.89	$50,763.34	$52,673.78	$54,584.23	$56,494.68	$58,405.13	$60,315.58
Community Events/Parks Coordinator	230	$3,837.36	$3,987.42	$4,137.49	$4,287.55	$4,437.61	$4,587.68	$4,737.74
per hour		$22.14	$23.00	$23.87	$24.74	$25.60	$26.47	$27.33
per year		$46,048.29	$47,849.06	$49,649.83	$51,450.60	$53,251.37	$55,052.14	$56,852.91
Asst. Liquor Store Manager	195	$3,604.80	$3,745.77	$3,886.74	$4,027.71	$4,168.68	$4,309.65	$4,450.62
per hour		$20.80	$21.61	$22.42	$23.24	$24.05	$24.86	$25.68
per year		$43,257.63	$44,949.27	$46,640.90	$48,332.54	$50,024.18	$51,715.82	$53,407.46
Police Secretary/Administrative Assist.	183	$3,526.00	$3,663.89	$3,801.78	$3,939.67	$4,077.56	$4,215.44	$4,353.33
per hour		$20.34	$21.14	$21.93	$22.73	$23.52	$24.32	$25.12
per year		$42,312.03	$43,966.69	$45,621.35	$47,276.01	$48,930.67	$50,585.33	$52,239.99
Utility Billing Clerk/Accounting Clerk	173	$3,331.24	$3,461.52	$3,591.79	$3,722.06	$3,852.33	$3,982.60	$4,112.88
per hour		$19.22	$19.97	$20.72	$21.47	$22.22	$22.98	$23.73
per year		$39,974.92	$41,538.18	$43,101.45	$44,664.71	$46,227.98	$47,791.24	$49,354.51
Receptionist/Utility Billing Clerk	150	$3,065.28	$3,185.15	$3,305.02	$3,424.89	$3,544.77	$3,664.64	$3,784.51
per hour		$17.68	$18.38	$19.07	$19.76	$20.45	$21.14	$21.83
per year		$36,783.36	$38,221.82	$39,660.27	$41,098.73	$42,537.19	$43,975.64	$45,414.10
Receptionist/Secretary/Data Entry	144	$2,947.38	$3,062.64	$3,177.90	$3,293.16	$3,408.42	$3,523.68	$3,638.94
per hour		$17.00	$17.67	$18.33	$19.00	$19.66	$20.33	$20.99
per year		$35,368.51	$36,751.63	$38,134.76	$39,517.89	$40,901.01	$42,284.14	$43,667.26
Code Enforcement/Zoning Technician	142	$2,880.92	$2,993.58	$3,106.24	$3,218.90	$3,331.57	$3,444.23	$3,556.89
per hour		$16.62	$17.27	$17.92	$18.57	$19.22	$19.87	$20.52
Administrative Data Clerk	125	$2,616.44	$2,718.76	$2,821.08	$2,923.40	$3,025.72	$3,128.04	$3,230.35
per hour		$15.09	$15.69	$16.28	$16.87	$17.46	$18.05	$18.64
Liquor Store Clerk II	125	$2,616.44	$2,718.76	$2,821.08	$2,923.40	$3,025.72	$3,128.04	$3,230.35
per hour		$15.09	$15.69	$16.28	$16.87	$17.46	$18.05	$18.64
Liquor Store Clerk III	125	$2,386.01	$2,479.31	$2,572.62	$2,665.93	$2,759.24	$2,852.54	$2,945.85
per hour		$13.77	$14.30	$14.84	$15.38	$15.92	$16.46	$17.00
Liq. Store Clerk less than 20	125	$1,943.32	$2,019.32	$2,095.32	$2,171.31	$2,247.31	$2,323.30	$2,399.30
per hour		$11.21	$11.65	$12.09	$12.53	$12.97	$13.40	$13.84
PT Custodian	125	$1,941.99	$2,017.93	$2,093.87	$2,169.82	$2,245.76	$2,321.71	$2,397.65
per hour		$11.20	$11.64	$12.08	$12.52	$12.96	$13.39	$13.83
		Start	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Police Officer (Union)	280	$4,768.63	$4,929.31	$5,098.91	$5,275.66	$5,457.76	$5,638.08	$5,821.97
per hour		$ 27.51	$ 28.44	$ 29.42	$ 30.44	$ 31.49	$ 32.53	$ 33.59
per year		$ 57,223.50	$ 59,151.66	$ 61,186.94	$ 63,307.92	$ 65,493.17	$ 67,656.99	$ 69,863.66
Police Officer (Non-Union)	280	$4,681.96	$4,842.64	$5,012.25	$5,189.99	$5,371.10	$5,551.42	$5,735.31
per hour		$ 27.01	$ 27.94	$ 28.92	$ 29.94	$ 30.99	$ 32.03	$ 33.09
per year		$ 56,183.50	$ 58,111.66	$ 60,146.94	$ 62,267.92	$ 64,453.17	$ 66,616.99	$ 68,823.66
		Start	6 Months	1 Year	2 Year	3 Year	4 Year	5 Year
Maintenance Tech I (Union)		$2,886.88	$2,997.57	$3,108.27	$3,220.74	$3,333.22	$3,445.69	$3,561.74
per hour		$ 16.66	$ 17.29	$ 17.93	$ 18.58	$ 19.23	$ 19.88	$ 20.55
per year		$ 34,642.61	$ 35,970.90	$ 37,299.18	$ 38,648.90	$ 39,998.61	$ 41,348.32	$ 42,740.88
Maintenance Tech II (Union)	188	$3,576.02	$3,715.28	$3,852.75	$3,993.79	$4,131.26	$4,274.09	$4,415.13
per hour		$ 20.63	$ 21.43	$ 22.23	$ 23.04	$ 23.83	$ 24.65	$ 25.47
per year		$ 42,912.27	$ 44,583.34	$ 46,232.99	$ 47,925.49	$ 49,575.14	$ 51,289.06	$ 52,981.55
Equipment Mechanic (Union)		$3,917.02	$4,066.99	$4,218.74	$4,372.28	$4,525.82	$4,679.36	$4,836.47
per hour		$ 22.60	$ 23.46	$ 24.34	$ 25.22	$ 26.11	$ 27.00	$ 27.90
per year		$ 47,004.26	$ 48,803.87	$ 50,624.91	$ 52,467.38	$ 54,309.84	$ 56,152.30	$ 58,037.62
Working Foreman/Leadman (Union)	280	$4,545.46	$4,568.67	$4,740.06	$4,915.02	$5,088.20	$5,256.02	$5,430.98

NOTE: 1st step is after 6 months

Wage and Benefit Information

	By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp	2018 Stipend	Stipend FICA Medicare
Mayor and City Council																	
Mayor				$ 5,225.00					$ 5,225.00	$ 399.71							
4 City Council				$ 16,552.00					$ 16,552.00	$ 1,266.23							
	100% Council			$ 21,777.00					$ 21,777.00	$ 1,665.94	$ -	$ -	$ -	$ -	$ -	$ -	$ -
EDA Board																	
5 City Council Members				$ 3,000.00					$ 3,000.00	$ 229.50							
2 Members				$ 600.00					$ 600.00	$ 45.90							
	100% EDA			$ 3,600.00					$ 3,600.00	$ 275.40	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Parks Rec & Culture Board																	
1 City Council Member				$ 600.00					$ 600.00	$ 45.90							
4 Members				$ 1,200.00					$ 1,200.00	$ 91.80							
	100% Parks/Rec/Cult			$ 1,800.00					$ 1,800.00	$ 137.70	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Planning Commission																	
2 City Council Members				$ 1,200.00					$ 1,200.00	$ 91.80							
5 Members				$ 1,500.00					$ 1,500.00	$ 114.75							
	100% Plan/Zone			$ 2,700.00					$ 2,700.00	$ 206.55	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Finance Committee																	
2 City Council Members				$ 2,400.00					$ 2,400.00	$ 183.60							
									$ -	$ -							
	100% Admin			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Personnel Committee																	
2 City Council Members				$ 2,400.00					$ 2,400.00	$ 183.60							
									$ -	$ -							
	100% Admin			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Development & Operations Advisory Committee																	
2 City Council Members				$ 2,400.00					$ 2,400.00	$ 183.60							
	50% EDA								$ -	$ -							
	50% Plan/Zone			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Police Committee																	
2 City Council Members				$ 400.00					$ 400.00	$ 30.60							
									$ -	$ -							
	100% Police			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Public Works Committee	25% Streets																
2 City Council Members	25% Water			$ 400.00					$ 400.00	$ 30.60							
	25% Sewer								$ -	$ -							
	25% Storm Water			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Liquor Committee																	
2 City Council Members				$ 1,200.00					$ 1,200.00	$ 91.80							
									$ -	$ -							
	100% Liquor			$ 1,200.00					$ 1,200.00	$ 91.80	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Bldg & Grounds Committee																	
2 City Council Members	50% Muni Bldg			$ 400.00					$ 400.00	$ 30.60							
	25% Police								$ -	$ -							
	25% Parks/Rec/Cult			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Other Commissions, Boards and Advisory Committees																	
1 City Council Member				$ 3,150.00					$ 3,150.00	$ 240.98							
									$ -	$ -							
	100% Council			$ 3,150.00					$ 3,150.00	$ 240.98	$ -	$ -	$ -	$ -	$ -	$ -	$ -

Wage and Benefit Information

		By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp	2018 Stipend	Stipend FICA Medicare
Administration Department																		
Administrator	8810	69.0% Admin								$ 119,164.46	$ 9,116.08	$ 8,937.33	$ 17,602.87	$ 1,608.39	$ 75.90	$ 1,020.05	$ -	$ -
1/1/18	Step 7	5.2% Bldg Insp	2,080	$56.20	$116,888.51	$ 2,275.95												
		10.0% Liquor																
		9.0% Sewer																
		6.8% Water																
Finance Director	8810	71.7% Admin								$ 91,030.90	$ 6,963.86	$ 6,827.32	$ 17,602.87	$ 1,608.39	$ 75.90	$ 779.22	$ -	$ -
1/1/18	Step 3	2.5% Bldg Insp	896	$42.88	$ 38,420.10													
6/5/18	Step 4	10.0% Liquor	1,184	$44.43	$ 52,610.80													
		9.0% Sewer																
		6.8% Water																
HR/City Clerk	8810	74.2% Admin								$ 69,696.54	$ 5,331.79	$ 5,227.24	$ 8,016.00	$ 1,127.07	$ 75.90	$ 596.60	$ -	$ -
1/1/18	Step 5	0.0% Bldg Insp	744	$32.80	$ 24,399.94													
5/9/18	Step 6	10.0% Liquor	1,336	$33.90	$ 45,296.60													
		9.0% Sewer			$ 69,696.54													
		6.8% Water																
Administrative Data Cler	8810	74.2% Admin								$ 21,158.09	$ 1,618.59	$ 1,586.86	$ -	$ -	$ -	$ 181.11	$ -	$ -
1/1/18	Step 3	10.0% Liquor	1,300	$16.28	$ 21,158.09													
		9.0% Sewer																
		6.8% Water																
Economic Dev Director	8810	100.0% EDA	2,080	$41.19	$ 85,665.96					$ 85,665.96	$ 6,553.45	$ 6,424.95	$ 17,602.87	$ 1,608.39	$ 75.90	$ 733.30	$ -	$ -
1/1/18	Step 7																	
Asst. Finance Director	8810	69.0% Admin								$ 60,315.58	$ 4,614.14	$ 4,523.67	$ 8,016.00	$ 529.20	$ 75.90	$ 516.30	$ -	$ -
1/1/18	Step 7	5.2% Bldg Insp	2,080	$29.00	$ 60,315.58													
		10.0% Liquor																
		9.0% Sewer																
		6.8% Water																
Receipt/Utility Billing	8810	5% Liquor								$ 45,414.10	$ 3,474.18	$ 3,406.06	$ 17,602.87	$ 1,608.39	$ 75.90	$ 388.74	$ -	$ -
		25% Sewer																
1/1/18	Step 7	25% Water	2,080	$21.83	$ 45,414.10													
		25% Admin																
		10% Bldg Insp																
		3.5% Plan/Zone																
		3.0% EDA																
		3.5% Parks/Rec/Cult																
Utility Billing Clerk	8810	45.0% Water							WAIVE	$ 41,285.66	$ 3,464.96	$ 3,096.42	$ 4,008.00	$ 1,608.39	$ 75.90	$ 353.41	$ -	$ -
1/1/18	Step 1	45.0% Sewer	336	$19.22	$ 6,457.49													
2/27/18	Step 2	10.0% Storm Water	1,744	$19.97	$ 34,828.17													
TOTAL ADMINISTRATION DEPARTMENT										$ 533,731.27	$ 41,137.05	$ 40,029.85	$ 90,451.49	$ 9,698.22	$ 531.30	$ 4,568.74	$ -	$ -
Community Development Department																		
Community Dev Director	9410	80% Plan/Zone								$ 74,455.19	$ 5,695.82	$ 5,584.14	$ 8,016.00	$ 529.20	$ 75.90	$ 613.44	$ -	$ -
1/1/18	Step 2	10% Bldg Insp	864	$35.03	$ 30,261.73													
5/30/18	Step 3	0% Parks/Rec/Cult	1,216	$36.34	$ 44,193.46													
		10% Code Enforce																
Building Official	9410	100% Bldg Insp								$ 60,775.98	$ 4,649.36	$ 4,558.20	$ 17,602.87	$ 1,127.07	$ 75.90	$ 500.73	$ -	$ -
1/1/18	Step 3		2,080	$29.22	$ 60,775.98													
Code Enforce/Zoning Tec	9410	100% Code Enforce								$ 17,982.29	$ 1,375.64	$ 1,348.67	$ -	$ -	$ -	$ 148.16	$ -	$ -
1/1/18	Step 2		1,008	$17.27	$ 17,408.83													
12/18/18	Step 3		32	$17.92	$ 573.46													
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT										$ 153,213.45	$ 11,720.83	$ 11,491.01	$ 25,618.87	$ 1,656.27	$ 151.80	$ 1,262.33	$ -	$ -

Wage and Benefit Information

		By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp	2018 Stipend	Stipend FICA Medicare
Police Department	7720																	
1/1/18	Step 7	100% Police	2,080	$46.06	$ 95,803.32	$ 2,210.85				$ 98,014.17	$ 1,421.21	$ 15,878.30	$ 17,602.87	$ 1,608.39	$ 75.90	$ 4,331.34	$ -	$ -
Lieutenant	7720	100% Police								$ 82,090.95	$ 1,190.32	$ 13,298.73	$ 17,602.87	$ 1,608.39	$ 75.90	$ 3,627.68	$ -	$ -
1/1/18	Step 7		2,080	$37.80	$ 78,613.80		$ 3,477.15											
Investigator	7720	100% Police							WAIVE	$ 76,164.72	$ 1,162.50	$ 12,338.68	$ 4,008.00	$ 1,608.39	$ 75.90	$ 3,365.80	$ -	$ -
1/1/18	Step 7		2,080	$34.73	$ 72,244.30		$ 3,195.42	$ 725.00										
Officer	7720	100% Police								$ 64,070.33	$ 929.02	$ 10,379.39	$ 8,016.00	$ 529.20	$ 75.90	$ 2,831.33	$ -	$ -
1/1/18	Step 1		560	$ 28.44	$ 15,925.45													
4/7/18	Step 2		1,520	$ 29.42	$ 44,713.54		$ 2,706.35	$ 725.00										
Officer	7720	100% Police							WAIVE	$ 79,408.95	$ 1,209.55	$ 12,864.25	$ 4,008.00	$ 1,608.39	$ 75.90	$ 3,509.16	$ -	$ -
1/1/18	Step 6		2,080	$ 35.60	$ 74,055.48	$ 1,352.94	$ 3,275.53	$ 725.00										
Officer	7720	100% Police								$ 78,797.64	$ 1,142.57	$ 12,765.22	$ 17,602.87	$ 1,608.39	$ 75.90	$ 3,482.15	$ -	$ -
1/1/18	Step 6		1,040	$ 34.93	$ 36,329.11	$ 1,502.07	$ 3,213.73	$ 725.00										
7/1/18			1,040	$ 35.60	$ 37,027.74													
Officer	7720	100% Police							WAIVE	$ 78,273.67	$ 1,193.08	$ 12,680.33	$ 4,008.00	$ 1,608.39	$ 75.90	$ 3,458.99	$ -	$ -
1/1/18	Step 6		2,080	$ 34.93	$ 72,658.21	$ 1,676.73	$ 3,213.73	$ 725.00										
Officer	7720	100% Police								$ 76,454.52	$ 1,108.59	$ 12,385.63	$ 17,602.87	$ 1,608.39	$ 75.90	$ 3,378.60	$ -	$ -
1/1/18	Step 6		120	$ 34.26	$ 4,111.21	$ -	$ 3,151.93	$ 725.00										
1/21/18			1,960	$ 34.93	$ 68,466.39													
Officer	7720	100% Police								$ 76,516.33	$ 1,109.49	$ 12,395.65	$ 17,602.87	$ 1,608.39	$ 75.90	$ 3,381.33	$ -	$ -
1/1/18	Step 6		256	$ 33.59	$ 8,598.60	$ 1,612.24	$ 3,090.12	$ 725.00										
2/13/18			1,824	$ 34.26	$ 62,490.36													
Police Secretary	8810	100% Police								$ 52,943.22	$ 4,050.16	$ 3,970.74	$ 17,602.87	$ 1,127.07	$ 75.90	$ 436.20	$ -	$ -
1/1/18	Step 7		2,080	$25.12	$ 52,239.99	$ 703.23												
PT Data Entry Clerk	8810	100% Police								$ 21,142.07	$ 1,617.37	$ 1,585.66	$ -	$ -	$ -	$ 174.19	$ -	$ -
1/1/18	Step 6		1,040	$20.33	$ 21,142.07													
TOTAL POLICE DEPARTMENT										$ 783,876.57	$ 16,133.85	$ 120,542.58	$ 125,657.23	$ 14,523.39	$ 759.00	$ 31,976.78	$ -	$ -

Wage and Benefit Information

		By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp	2018 Stipend	Stipend FICA Medicare
Public Services Department		21.2% Streets														$ 5,192.38		
Director/Asst City Mgr	5506	4.1% Gen Maint								$ 93,681.30	$ 7,166.62	$ 7,026.10	$ 17,602.87	$ 1,608.39	$ 75.90		$ -	$ -
1/1/18	Step 5	1.0% Sanitation	1,104	$44.34	$ 48,946.49													
7/11/18	Step 6	25.0% Parks/Rec/Cult	976	$45.83	$ 44,734.82													
		4.3% Storm Water																
		18.6% Water																
		25.8% Sewer																
Mnte Tech II	5506	24.6% Streets								$ 57,416.27	$ 4,392.34	$ 4,306.22	$ 17,602.87	$ 1,608.39	$ 75.90	$ 1,420.63	$ -	$ -
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55											$ 140.07		
	C/D Licenses	1.1% Sanitation	2,080	$ 2.00	$ 4,160.00											$ 32.10		
		13.1% Parks/Rec/Cult			$ 57,141.55	$ 274.72										$ 348.48		
		5.0% Storm Water														$ 159.12		
		21.5% Water														$ 632.69		
		29.9% Sewer														$ 951.52		
Mnte Tech II	5506	24.6% Streets								$ 57,557.55	$ 4,403.15	$ 4,316.82	$ 17,602.87	$ 1,127.07	$ 75.90	$ 1,424.13	$ -	$ -
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55											$ 140.42		
	C/D, Pest Licenses	1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 32.18		
		13.1% Parks/Rec/Cult			$ 57,557.55											$ 349.34		
		5.0% Storm Water														$ 159.51		
		21.5% Water														$ 634.25		
		29.9% Sewer														$ 953.87		
Foreman	5506	24.6% Streets							WAIVE	$ 64,235.66	$ 5,220.64	$ 4,817.67	$ 4,008.00	$ 1,608.39	$ 75.90	$ 1,589.36	$ -	$ -
1/1/18	Year 2	4.8% Gen Maint	1,400	$ 28.36	$ 39,698.26											$ 156.71		
9/2/18	Year 3	1.1% Sanitation	680	$ 29.36	$ 19,961.40											$ 35.91		
	C/D, Mech, Pest Licenses	13.1% Parks/Rec/Cult	2,080	$ 2.20	$ 4,576.00											$ 389.87		
		5.0% Storm Water			$ 64,235.66											$ 178.02		
		21.5% Water														$ 707.84		
		29.9% Sewer														$ 1,064.54		
Mnte Tech II	5506	24.6% Streets								$ 58,185.48	$ 4,451.19	$ 4,363.91	$ 17,602.87	$ 1,608.39	$ 75.90	$ 1,439.66	$ -	$ -
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55											$ 141.95		
	C/D Licenses	1.1% Sanitation	2,080	$ 2.00	$ 4,160.00											$ 32.53		
		13.1% Parks/Rec/Cult			$ 57,141.55	$ 1,043.93										$ 353.15		
		5.0% Storm Water														$ 161.25		
		21.5% Water														$ 641.17		
		29.9% Sewer														$ 964.27		
Mnte Tech II	5506	24.6% Streets								$ 57,557.55	$ 4,403.15	$ 4,316.82	$ 17,602.87	$ 1,608.39	$ 75.90	$ 1,424.13	$ -	$ -
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55											$ 140.42		
	C/D, Pest Licenses	1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 32.18		
		13.1% Parks/Rec/Cult			$ 57,557.55											$ 349.34		
		5.0% Storm Water														$ 159.51		
		21.5% Water														$ 634.25		
		29.9% Sewer														$ 953.87		
Equipment Mechanic	7520	50.0% Water								$ 55,592.48	$ 4,252.82	$ 4,169.44	$ 17,602.87	$ 1,127.07	$ 75.90	$ 1,424.64	$ -	$ -
1/1/18	Year 3	50.0% Sewer	632	$ 26.11	$ 16,501.84											$ 1,540.63		
4/19/18	Year 4		1,448	$ 27.00	$ 39,090.64													
					$ 55,592.48													
Mnte Tech II	5506	50.0% Streets							WAIVE	$ 56,851.55	$ 4,655.76	$ 4,263.87	$ 4,008.00	$ 1,608.39	$ 75.90	$ 5,718.13	$ -	$ -
1/1/18	Year 3	25.0% Parks/Rec/Cult	696	$ 23.83	$ 16,588.60													
5/1/18	Year 4	25.0% Storm Water	1,384	$ 24.66	$ 34,126.95													
	C/D, Pest Licenses, Utility Lead		2,080	$ 2.95	$ 6,136.00													
					$ 56,851.55													
Comm Events & Parks C	9102	100.0% Parks/Rec/Cult								$ 50,965.78	$ 3,898.88	$ 3,822.43	$ 8,016.00	$ 529.20	$ 75.90	$ 2,361.30	$ -	$ -
1/1/18	Step 3		560	$23.87	$ 13,367.26													
4/6/18	Step 4		1,520	$24.74	$ 37,598.52													
Custodian	9102	100.0% Parks/Rec/Cult								$ 7,264.55	$ 555.74	$ 544.84	$ -	$ -	$ -	$ 336.57	$ -	$ -
1/1/18	Step 2		624	$11.64	$ 7,264.55													
MS4 TECH		100.0% Storm Water								$ 14,967.33	$ 1,145.00	$ 1,122.55	$ -	$ -	$ -	$ 693.45		
8/1/18			867	$17.27	$ 14,967.33													
TOTAL PUBLIC SERVICES DEPARTMENT										$ 574,275.52	$ 44,545.30	$ 43,070.66	$ 121,649.23	$ 12,433.68	$ 683.10	$ 36,195.32	$ -	$ -

Wage and Benefit Information

			By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp	2018 Stipend	Stipend FICA Medicare
Liquor Store																			
Manager		8017	100% Liquor								$ 74,209.79	$ 5,677.05	$ 5,565.73	$ 17,602.87	$ 1,608.39	$ 75.90	$ 2,461.54	$ -	$ -
	1/1/18	Step 7		2,080	$35.68	$ 74,209.79													
Asst. Manger			100% Liquor								$ 43,257.63	$ 3,309.21	$ 3,244.32	$ 17,602.87	$ 1,608.39	$ 75.90	$ 1,434.86	$ -	$ -
	1/1/18	Step 1		2,080	$20.80	$ 43,257.63													
Clerk II		8017	100% Liquor								$ 29,073.19	$ 2,224.10	$ 2,180.49	$ 13,202.15	$ 1,206.20	$ 56.93	$ 964.36	$ -	$ -
	1/1/18	Step 7		1,560	$18.64	$ 29,073.19													
Clerk III		8017	100% Liquor								$ 12,301.21	$ 941.04	$ 922.59	$ -	$ -	$ -	$ 408.03	$ -	$ -
	1/1/18	Step 2		860	$14.30	$ 12,301.21													
Clerk III		8017	100% Liquor								$ 11,729.06	$ 897.27	$ 879.68	$ -	$ -	$ -	$ 389.05	$ -	$ -
	1/1/18	Step 2		820	$14.30	$ 11,729.06													
		8017	100% Liquor								$ 36,029.08	$ 2,756.22	$ 2,702.18	$ -	$ -	$ -	$ 1,195.08	$ -	$ -
PT Clerk		Step 1		680	$11.21	$ 7,623.81													
PT Clerk		Step 1		480	$11.21	$ 5,381.51													
PT Clerk		Step 1		408	$11.21	$ 4,574.29													
PT Clerk		Step 4		580	$12.53	$ 7,265.54													
PT Clerk		Step 2		480	$11.65	$ 5,591.96													
PT Clerk		Step 2		480	$11.65	$ 5,591.96													
Total Part Time Clerks						$ 36,029.08													
TOTAL LIQUOR STORE											$ 206,599.96	$ 15,804.90	$ 15,495.00	$ 48,407.90	$ 4,422.98	$ 208.73	$ 6,852.92	$ -	$ -

Wages & Benefits By Dept

Total Wages and Benefts
Allocated by Department:

Mayor & Council	$	26,834
Finance/Adiministration	$	360,670
Municipal Building	$	215
Parks, Rec & Culture	$	200,625
Planning & Zoning	$	82,693
Building Inspections	$	123,968
EDA	$	130,297
Police	$	1,163,421
Code Enforcement	$	30,352
Liquor	$	350,245
Public Works:		
Streets	$	199,154
General Mntc	$	26,780
Sanitation	$	13,551
Storm Water	$	68,401
Water	$	246,761
Sewer	$	303,588
Total	**$**	**3,327,554**

Note: Uniforms, mileage, and unemployment claims are not included

Includes: Wages, Part-time, OT, Sick Pay, Holiday Pay, PERA, FICA, Health Ins., Dental Ins., Life Ins., AD&D Ins., and Workers Compensation

Council-41110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 24,927	$ 24,927	$ 25,177	$ 22,141	$ 23,027	$ 15,277	$ 15,277	$ 15,159
	Mayor	5,225								
	City Council Members	16,552								
	Other Commissions, Boards & Advisory Comm	3,150								
120	**Employer Contrib Ret General**		1,907	1,907	1,926	1,694	1,761	1,169	1,169	1,160
	FICA/Medicare - 7.65%									
151	**Worker's Comp Benefit**			-	-	88				
200	**Office Supplies (GENERAL)**		125	150	150	16	124	96	136	45
	Water/Name Plates									
208	**Training and Instruction**		4,750	4,750	4,750	400	2,294	610	1,163	1,113
	5 Members @ $750 Each	3,750								
	Goal Setting/Strategic Planning	1,000								
303	**Engineering Fees**		150	150	150	-	-	-	-	90
305	**Technology**		1,000	1,535	1,535	498	481	1,080	1,460	
	Council Chambers Equip Maint & Support	1,000								
	Switch Sound Convertor Software									
351	**Legal Notices Publishing**		2,500	3,000	3,000	1,833	2,370	1,991	4,468	2,934
361	**General Liability Insurance**		144	139	176	138	170	126	112	139
	Property/Liability/Volunteer Insurance	144								
433	**Dues and Subscriptions**		5,820	5,994	5,808	-	9,088	5,185	5,519	1,630
	League of MN Cities	5,790								
	MN Mayors Association	30								
437	**Other Miscellaneous**		-	-	-	94	-	-	-	13
439	**Election Expenses**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 41,323**	**$ 42,553**	**$ 42,672**	**$ 26,901**	**$ 39,314**	**$ 25,533**	**$ 29,304**	**$ 22,281**

Elections-41200

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 5,560	$ -	$ 5,400	$ 4,863	$ -	$ 2,690	$ -	$ 2,214
200	**Office Supplies (GENERAL)**		100	100	200	5	-	72	-	-
208	**Training and Instruction**		1,300	-	1,270	1,126	-	601	-	1,094
	Election Judge Training	1,000								
	Mileage	300								
303	**Engineering Fees**		-	-		-	94			
351	**Legal Notices Publishing**		200	250	250	111	-	164	-	425
361	**General Liability Insurance**		-	-	200	-	13	2	23	5
	Property/Liability/Volunteer Insurance	-								
439	**Election Expenses**		8,400	7,000	9,389	1,683	971	643	1,105	735
	Election Prep	200								
	Primary/General Meals	200								
	Misc Tabulator Costs	1,000								
	1 Automark machine (50% - split w/county)	-								
	2 DS200 voting machines (50% - split w/Cty)	6,000								
	Ballot Cost	1,000								
	Voting Stands	-								
	Voting Signs	-								
TOTAL BUDGET/EXPENDITURES			**$ 15,560**	**$ 7,350**	**$ 16,709**	**$ 7,788**	**$ 1,078**	**$ 4,172**	**$ 1,128**	**$ 4,472**

AdminFin-41500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 272,678	$ 261,615	$ 265,375	$ 248,171	$ 220,807	$ 212,634	$ 206,347	$ 189,741
	City Administrator	82,223								
	Finance Director/Asst City Administrator	65,269								
	HR/City Clerk	51,715								
	Administrative Data Clerk	15,699								
	Asst Finance Director	41,618								
	Receptionist/Data Entry/Utility Clerk	11,354								
	Finance Committee	2,400								
	Personnel Committee	2,400								
102	**FT Employees OT**					1,236	333	889		
103	**Health Stipend (HRA)**		-	-	-	-	-	686	55	-
112	**Contracted Services**		12,420	12,420	12,420	11,144	10,988	13,263	10,284	10,415
	Codification Maintenance Fee	1,000								
	Isantian Newsletter	7,420								
	Code Update	4,000								
120	**Employer Contrib Ret General**		40,951	39,467	39,844	36,673	31,970	31,188	29,718	27,221
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	**Employer Paid Ins General**		44,748	41,517	26,459	30,348	25,053	39,544	34,603	31,234
142	**Unemployment Comp Benefit**		-	-	-	184	-	-	-	-
151	**Worker's Comp Benefit**		2,293	2,095	2,087	2,323	2,650	1,554	1,693	1,874
200	**Office Supplies (GENERAL)**		3,500	3,250	3,250	3,838	3,736	2,992	2,174	1,761
	Misc (Envelopes, Letterhead, Toner, Supplies, Etc)	7,000								
	12.5% to EDA, PRC, P/Z, Bldg Insp	(3,500)								
202	**Duplicating and Copying Supply**		2,440	2,240	2,240	2,011	2,176	1,960	1,988	1,874
	Paper & Supplies	2,500								
	Copy Machine Annual Lease Agreement	3,600								
	15% to EDA, PRC, P/Z, Bldg Insp	(3,660)								
207	**Computer Supplies**		-	-	1,200	-	-	-	-	-
		-								

AdminFin-41500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		6,885	8,870	8,035	5,228	10,002	6,767	5,517	3,971
	MCFOA Conference - C Clerk	500								
	Clerk's Orientation - C Clerk	245								
	MN Municipal Clerk Institute	600								
	General HR training	1,240								
	ICMA Conference - C Mgr	2,200								
	MCMA Conference - C Mgr	600								
	League Conference - C Mgr	800								
	MNGFOA Conference - Fin Dir	700								
	OSA Training - Fin Dir									
	GFOA training									
	CPE for CPA (40 Hrs) - Fin Dir									
220	**General Supplies**					-	958			
300	**Professional Srvs (GENERAL)**		51,385	38,398	28,652	51,084	22,597	24,433	61,297	51,169
	36 Meetings @ $212 + 3% Increase	7,861								
	165 Hrs @ $127 + 3% Increase	21,584								
	12.5% to Bldg Insp	(2,698)								
	Mediation/arbitration	10,000								
	FMLA/Personnel Policy (6 mos. Benefits)	9,638								
	Labor attorney	5,000								
301	**Auditing and Acctg Services**		14,425	16,150	15,445	56,896	16,395	10,415	14,677	23,784
	AEM Annual Audit	28,850								
	Interim Services/AUP Engagements									
	10% to Liquor, Water, Sewer, Storm Water, Bldg Insp	(14,425)								
303	**Engineering Fees**		90	900	900	63	-	54	429	-
	General Consulting Services	100								
	10% to Bldg Insp	(10)								

AdminFin-41500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
305	**Technology**		5,056	3,292	2,220	4,900	3,105	1,577	1,808	
	US Internet Anti-Spam Software	245								
	IT Solutions	26,300								
	Split IT solutions to other departments (85%)	(22,355)								
	Civic System support (8.27%)	866								
320	**Communications (GENERAL)**		4,750							
	Midco fiber internet (375 per mth + 250 hookup)	4,750								
322	**Postage**		5,385	5,605	5,697	3,884	4,724	4,956	3,258	3,612
	Bulk Mailing - Isantian	2,000								
	PO Box Fee	120								
	Postage (6,000*$.49)	2,940								
	Certified Letters	325								
335	**Auto Expense**		2,953	2,953	2,973	2,719	2,847	2,916	2,983	2,956
	Mileage Allowance - $350/mth - Lorsung %	2,898								
	City Car (Fuel, Oil, Etc)	550								
	10% to P/Z	(55)								
	20% to Water, Sewer, Liquor, Bldg Insp	(440)								
351	**Legal Notices Publishing**		600	200	100	579	582	57	106	50
361	**General Liability Insurance**		2,561	2,609	3,868	2,577	3,726	3,526	3,359	4,100
	Property/Liability/Volunteer Insurance	2,561								
366	**Bonds/Life Insurance**		-	-	-	-	-	-	-	-
404	**Repairs/Maint Machinery/Equip**		-	-	-	-	-	-	-	-

AdminFin-41500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
433	**Dues and Subscriptions**		2,269	2,969	2,944	2,047	2,137	2,213	2,339	1,601
	MN City/Cty Management Assoc	130								
	MN Clerks & Finance Officers Assoc	35								
	SHRM Membership	185								
	ICMA	800								
	MN GFOA	60								
	Int'l Institute of Muncipal Clerks	255								
	American Planning Association	360								
	IPMA HR	149								
	MPERLA	200								
	MN Society of CPAs	0								
	AICPA	0								
	MN Board of Accountancy	0								
	TCHRA	95								
	National GFOA	0								
437	**Other Miscellaneous**		-	-	-	25	19	4	148	-
	Employee wellness	-								
500	**Capital Outlay (GENERAL)**		-	-	-	17,498	150	-	-	-
511	**Land Acquisition**		-	-	-	-	-	-	(1,250)	1,250
TOTAL BUDGET/EXPENDITURES			**$ 475,388**	**$ 444,551**	**$ 423,709**	**$ 483,428**	**$ 364,956**	**$ 361,628**	**$ 381,531**	**$ 356,613**

Muni Bldg-41941

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 200	$ 200	$ 200	$ -	$ -	$ -	$ -	$ -
	Bldg & Grounds Committee (50%)	200								
112	**Contracted Services**		1,350	1,161	1,134	1,393	1,035	711	547	486
	Alarm Monitoring (Simplex Grinnell)	600								
	Shred N Go	900								
	10% to Bldg Insp	(150)								
120	**Employer Contrib Ret General**		15	15	15	-	-	-	-	-
	FICA/Medicare - 7.65%									
210	**Operating Supplies (GENERAL)**		2,565	1,575	1,575	2,635	2,295	979	1,214	404
	Supplies	1,800								
	Flags	350								
	Furnace Filters	250								
	Ice Melt	200								
	Flourescent Bulb Replacement	250								
	10% to Bldg Insp	(285)								
300	**Professional Srvs (GENERAL)**					-	-	98		
303	**Engineering Fees**					-	(231)	4,402		
305	**Technology**		6,800	5,237	5,227	12,897	6,351	3,205	537	
	Panic Button Monitoring	225								
	IT Solutions (25%)	6,575								
320	**Communications (GENERAL)**		3,642	3,720	3,720	4,824	3,511	3,836	3,329	3,403
	Long Distance ($20 per mth)	240								
	Monthly Billing ($285 per mth)	3,420								
	Maintenance Agreement (Marco)	2,250								
	10% to EDA, PRC, P/Z, Bldg Insp	(2,268)								

Muni Bldg-41941

361	**General Liability Insurance**		2,054	2,009	2,460	1,986	2,367	2,175	1,514	1,674
	Property/Liability/Volunteer Insurance	2,054								
380	**Utilities**		9,018	9,018	9,018	8,181	8,019	8,963	8,397	6,891
	Connexus	7,200								
	Centerpoint	2,280								
	City of Isanti - Storm Water Utility	540								
	10% to Bldg Insp	(1,002)								
401	**Maint & Repairs - Bldgs**		8,492	8,492	8,492	5,268	16,639	6,758	7,620	6,871
	Disposal Service $9/Mth	108								
	Equipment Service	1,250								
	Janitorial Service $290/Mth	3,480								
	Window Washing - 7 mths	530								
	Annual Sprinkler Inspection	465								
	Rug Service	1,152								
	Annual Carpet Cleaning	450								
	Audio, Video, Wiring - Maint & Repair Est	2,000								
	10% to Bldg Insp	(944)								
410	**Rentals**		-	-	-	-	-	-	-	50
500	**Capital Outlay (GENERAL)**		3,500	3,500	-	-	12,367	-	-	-
	Landscaping - city hall south side	3,500								
	North City Hall doors	-								
	Electronic door locks	-								
700	**Transfers (GENERAL)**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 37,636**	**$ 34,927**	**$ 31,841**	**$ 37,184**	**$ 52,354**	**$ 31,127**	**$ 23,159**	**$ 19,778**

Animal Ctrl-42700

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
112	**Contracted Services**		$ 5,000	$ 5,200	$ 5,200	$ 4,590	$ 4,631	$ 4,384	$ 3,635	$ 4,920
	Animal Control/Kennel Services	5,000								
210	**Operating Supplies (GENERAL)**		200	200	150	96	247	182	183	68
	Misc Supplies	200								
219	**Disposal-Animal**		90	300	300	-	-	-	163	-
	3@$30	90								
300	**Professional Srvs (GENERAL)**		-	-	-	-	-	-	-	49
322	**Postage**		-	-	220	-	-	-	-	-
	Misc Mailings	0								
361	**General Liability Insurance**		19	21	26	19	25	25	26	33
	Property/Liability/Volunteer Insurance	19								
417	**Uniform Rentals**					-	-	75		
TOTAL BUDGET/EXPENDITURES			**$ 5,309**	**$ 5,721**	**$ 5,896**	**$ 4,705**	**$ 4,903**	**$ 4,665**	**$ 4,007**	**$ 5,069**

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 130,727	$ 120,396	$ 108,274	$ 106,383	$ 96,885	$ 98,976	$ 59,757	$ 54,352
	Community Events & Parks Coord	50,966								
	Receptionist/Data Entry/Utility Clerk (3.5%)	1,589								
	PS Director & 5 Main Tech's	62,059								
	PW Maint Tech	14,213								
	Parks Rec & Culture Board (100%)	1,800								
	Bldg & Grounds Committee	100								
101	**PT Salaries & Wages**		17,730	12,325	10,983	3,760	2,439	6,346	4,612	-
	PT Custodian	7,265								
	Seasonal	5,965								
	Intern	4,500								
102	**FT Employees OT**		-	-	-	7,966	3,541	2,897	96	1
103	**Health Stipend (HRA)**		-	-	-	-	-	5	2	-
112	**Contracted Services**		7,465	7,305	6,605	6,410	5,320	5,862	12,214	14,614
	Portable Restrooms	6,265								
	Quarterly Carpet Cleaning/Floor Waxing/Windows	1,200								
120	**Employer Contrib Ret General**		21,336	19,987	17,928	17,500	15,145	15,271	8,966	7,807
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,527								
130	**Employer Paid Ins General**		26,330	26,315	21,597	23,475	31,381	29,256	10,394	16,090
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		4,502	6,000	2,644	4,393	3,878	3,322	2,572	1,854
200	**Office Supplies (GENERAL)**		1,175	1,113	1,063	1,014	1,039	2,023	1,629	435
	12.5% from Financial Administration	875								
	Misc Office Supplies	300								
202	**Duplicating and Copying Supply**		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		1,650	1,350	1,210	1,749	2,388	1,973	523	24
	PW Technician Licensing	200								
	Community Events & Parks Coord - Misc. Training	650								
	Public Services Director Misc Training	800								
	Illustrator Software Training	0								
210	**Operating Supplies (GENERAL)**		3,700	5,370	4,600	3,296	2,133	1,428	1,258	-
	Misc Operating Supplies - IIA	1,200								
	Misc Operating Supplies - ICC	800								
	Misc Operating Supplies - Garden	500								
	Park Flags	800								
	Misc Operating Supplies - PRC	400								
212	**Motor Fuels**		1,800	2,500	2,500	1,104	1,188	2,658	2,458	2,102
220	**General Supplies**		3,700	7,582	2,500	2,170	2,636	1,584	885	3,049
	ICC Replacement Chairs	1200								
226	**Signs**		1,200	2,000	2,000	735	874			
	Reserved Parking Signs	400								
240	**Small Tools and Minor Equip**		4,200	5,350	2,000	1,394	1,132	5,302	19	-
	Winch for side by side	1000								
	Weed Sprayer	1500								
	Push Mower	700								
300	**Professional Srvs (GENERAL)**		1,493	1,493	1,493	2,097	1,980	1,231	1,692	1,357
	Safety Training	743								
	Attorney Fees	750								
303	**Engineering Fees**		1,500	1,500	1,500	658	1,987	9,304	332	315
305	**Technology**		2,315	1,000	1,240	3,403	740	705	1,212	-
	IT Solutions (5%)	1,315								
	Civic Systems (3.82%)	400								
	ICC Wireless Internet Firewall	600								

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
320	**Communications (GENERAL)**		2,847	2,860	2,860	2,377	2,515	3,017	1,824	1,067
	Monthly Billing	2,280								
	10% from Municipal Building	567								
322	**Postage**		25	50	50	6	-	21		
335	**Auto Expense**		-	-	-	-	-	-	-	-
340	**Advertising**		2,983	2,483	2,483	1,151	1,553	435		
	Park Brochure & Advertisng	1,983								
	Misc	1,000								
351	**Legal Notices Publishing**		200	200	200	48	211	169	227	107
361	**General Liability Insurance**		20,844	19,900	23,343	17,520	14,837	16,318	18,319	19,291
	Property/Liability/Volunteer Insurance	20,844								
	IIA	-								
380	**Street Lighting**		17,974	17,974	17,974	16,442	18,945	12,769	11,445	12,207
	Centerpoint	3,600								
	Connexus Energy	9,180								
	City of Isanti - Storm Water Utility	2,835								
	City of Isanti - IIA	2,359								
400	**Ground Maintenance**		27,000	25,000	21,000	9,223	6,336	20,910	18,805	35,021
	Special Assessments	-								
	Fertilizer, Grass Seed, Mulch, Weed Killer, LimeAgg, Etc.	20,667								
	Snow Removal ICC/IIA Retainer	333								
	Base mulch for BB/Riverside/RR Meadows Parks/VFW	6,000								

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
401	**Maint & Repairs - Bldgs**		10,760	10,343	12,100	7,796	5,695	5,728	2,888	2,476
	Disposal Service $120/Mth	1,440								
	Rug Service $30/Mth	360								
	Annual Sprinkler Inspection/Alarm Notification	760								
	Ansol Fire Suppression Semi-Annual Service	400								
	Misc Maint & Repairs	2,000								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
	Shop Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Fire Extinguisher Inspections - IIA & ICC	200								
	Replace Exterior North ICC Doors	4,400								
404	**Repairs/Maint Machinery/Equip**		14,500	16,600	11,000	12,288	8,790	9,627	7,696	11,478
	Repairs/Maint Park Maint Equipment	4,500								
	Repairs/Replacement Park Structures/Equip	6,500								
	Replacement Sand Digging Play Equipment	3,500								
410	**Rentals**		450	450	450	1,185	288	83	481	470
417	**Uniform Rentals**		739	739	739	680	717	671	516	553
	Cleaning $40 per month	480								
	Allowance	259								
433	**Dues and Subscriptions**		1,989	1,364	635	507	75	150	75	75
	TCALMC (25%)	75								
	MFMA	70								
	MRPA	280								
	NRPA	165								
	Graphic stock membership	99								
	Adobe suite annual dues (InDesign, Illust, etc.)	600								
	APWA (25%)	100								
	ICC Wireless Internet Firewall	600								

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
437	**Other Miscellaneous**		3,340	4,500	4,500	3,340	3,890	3,340	3,340	-
	C-I Bike/Walk Trail Agreement	3,340								
491	**Recreation Program**		3,550	4,983	4,804	1,443	5,030	4,461	1,433	1,215
	City Rec programs	1,050								
	Movies at ICC	1,500								
	Misc Program Supplies	1,000								
494	**Property Management**					-	-	596		
497	**Summer Events**		9,200	6,475						
	Celebrate Isanti / Scavanger Hunt	9,200								
498	**Farmers Market**		3,000	3,000	3,000	2,929	1,960	2,504	-	-
499	**Street Dance**		16,150	16,150	13,150	13,740	13,060	12,023	-	-
500	**Capital Outlay (GENERAL)**		58,530	51,388	12,900	2,993	574	30,203	490	-
	BB Park asphalt pad conversion to parking lot	6,500								
	Kabota Lawn Mowers	20,000								
	Truck with plow (25% PRC, Sts, Water, Sewer)	12,250								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
	Dog Park Development									
	Playground Refurbish - Bluebird Park									
	Mattson Tennis Court Resurfacing	18,800								
700	**Transfers (GENERAL)**		-	-	-	-	-	-	-	-
	TOTAL BUDGET/EXPENDITURES		$ 425,819	$ 406,884	$ 320,165	$ 281,854	$ 259,868	$ 311,818	$ 176,905	$ 186,674

P&Z-41910

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 65,054	$ 69,894	$ 65,427	$ 65,631	$ 57,380	$ 46,159	$ 56,034	$ 52,118
	Community Development Director	59,564								
	Receptionist/Data Entry/Utility Clerk	1,589								
	Planning Commission	2,700								
	Development & Operations Advisory Committee	1,200								
103	**Health Stipend (HRA)**		-	-	-	-	-	2	2	-
112	**Contracted Services**		-	-	-	-	-	-	-	-
120	**Employer Contrib Ret General**		9,563	10,296	9,620	9,864	8,425	6,456	7,898	7,426
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		7,572	7,566	7,750	6,878	7,019	6,256	11,258	12,084
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		504	440	582	434	552	744	671	340
200	**Office Supplies (GENERAL)**		1,100	1,288	1,288	966	973	770	765	908
	12.5% from Financial Administration	875								
	Misc Office Supplies	225								
202	**Duplicating and Copying Supply**		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								
208	**Training and Instruction**		1,130	2,050	2,000	939	1,167	3,103	1,565	1,178
	APA Membership & JAPA Subscription	430								
	MN APA Conference	700								
	Continuing Ed for CDD									
300	**Professional Srvs (GENERAL)**		5,000	4,000	4,000	4,765	3,659	3,355	3,264	2,721
	Attorney Fees	5,000								
	Comp Plan work									

303	**Engineering Fees**		4,500	4,000	3,000	4,687	3,240	1,803	5,495	2,450
	Zoning/Address Maps	1,500								
	Engineering Fees	3,000								
305	**Technology**		2,830	1,250	350	1,741	-	741	310	
	IT Solutions (10%)	2,630								
	Arcview software									
	Civic System support permits (1.91%)	200								
310	**Annexation Payments**		485	-	-	-	-	-	-	(16)
	Annexation Payments to Township	485								
320	**Communications (GENERAL)**		817	830	830	770	599	551	528	823
	10% from Municipal Bldg	567								
	Other Misc. Communications	250								
322	**Postage**		-	-	-	54	-	-	10	-
335	**Auto Expense**		55	55	75	84	68	152	85	58
	10% from Financial Administration	55								
351	**Legal Notices Publishing**		300	400	400	199	148	207	374	226
	Newpaper Publications	300								
361	**General Liability Insurance**		372	316	386	311	371	310	346	414
	Property/Liability/Volunteer Insurance	372								
437	**Other Miscellaneous**		920	920	920	915	187	942	625	812
	Isanti County Recorder	920								
500	**Capital Outlay (GENERAL)**		2,472	7,412	3,000	2,540				
	ArcGIS Map for Desktop (x2)	2,472								
	Comprehensive Plan Update	-								
TOTAL BUDGET/EXPENDITURES			**$ 103,589**	**$ 111,557**	**$ 100,467**	**$ 101,457**	**$ 84,495**	**$ 72,202**	**$ 89,975**	**$ 82,255**

Bldg Inspec-42401

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 84,372	$ 77,245	$ 73,452	$ 81,418	$ 97,272	$ 81,372	$ 76,664	$ 82,086
	Building Official (100%)	60,776								
	Community Development Director (10%)	7,446								
	Receptionist/Data Entry/Utility Clerk (10%)	4,541								
	City Administrator (5.2%)	6,197								
	Accounting Clerk (5.2%)	3,136								
	Finance Director/Asst City Administrator (2.5%)	2,276								
	HR/Deputy City Clerk (0%)	-								
101	**PT Salaries & Wages (intern)**		$ 2,400							
102	**FT Employees OT**		-	$ -		$ 93	$ 25	$ 67		
103	**Health Stipend (HRA)**		-	-	-	-	-	109	7	-
105	**Labor Credit - Work for Others**		-	-	-	-	-	-	-	(268)
112	**Contracted Services**		9,750	9,729	15,726	17,073	8,842	25	57	92
	Electrical Inspector (80% of Revenues-32219)	9,600								
	Building Official Transition	-								
	10% from Municipal Building	150								
120	**Employer Contrib Ret General**		12,966	11,717	11,128	12,231	14,406	11,963	11,334	11,983
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	**Employer Paid Ins General**		23,530	23,312	23,463	23,179	11,480	13,059	18,016	17,363
142	**Unemployment Comp Benefit**		-	-	-	6	-	-	-	-
151	**Worker's Comp Benefit**		700	541	1,120	629	1,123	1,134	932	654
200	**Office Supplies (GENERAL)**		1,265	1,013	1,013	1,196	1,857	696	625	701
	12.5% from Financial Administration	875								
	Misc Office Supplies	390								
202	**Duplicating and Copying Supply**		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								

Bldg Inspec-42401

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
207	**Computer Supplies**		-	300	-	-	-	-	-	-
208	**Training and Instruction**		1,600	1,900	1,100	1,099	779	585	569	608
	Building Official Certification Class	200								
	Univ of MN Conference	500								
	Building Code Books	400								
	Misc Training & Cont Ed	500								
210	**Operating Supplies (GENERAL)**		285	175	175	270	321	137	76	55
	10% from Municipal Building	285								
300	**Professional Srvs (GENERAL)**		4,500	3,559	3,377	4,337	4,155	4,280	4,103	5,487
	City Attorney - 12.5% from Fin Admin	2,698								
	Miscellaneous	852								
	Aware Safety Program	950								
301	**Auditing and Acctg Services**		2,885	3,230	3,089	11,379	3,279	2,083	2,446	3,180
	10% from Financial Administration	2,885								
303	**Engineering Fees**		10	100	100	-	-	-	40	-
	10% from Financial Administration	10								
305	**Technology**		3,325	1,539	618	5,256	1,608	1,198	1,399	
	PSN Annual Sec Compliance & Monthly eBill (20%)	138								
	Civic Sytems Bldg Permit Support (18.89%)	2,472								
	WiFi service	420								
	Upgrade StruCalc Software	295								
320	**Communications (GENERAL)**		1,215	1,655	820	1,388	872	740	730	737
	10% from Municipal Building	567								
	Cell Phone	648								

Bldg Inspec-42401

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
335	**Auto Expense**		2,110	2,810	2,700	894	2,035	2,423	1,963	2,048
	Mileage Allowance - $350/mth - Lorsung %	218								
	20% from Financial Administration	110								
	Fuel	1,300								
	General Maintenance	482								
351	**Legal Notices Publishing**		50	-	-	15	9	168	-	-
361	**General Liability Insurance**		670	647	867	639	835	743	687	1,125
	Property/Liability/Volunteer Insurance	670								
380	**Street Lighting**		1,002	1,002	1,002	849	831	936	933	766
	10% from Municipal Building	1,002								
401	**Maint & Repairs - Bldgs**		944	944	944	585	792	751	893	1,599
	10% from Municipal Building	944								
433	**Dues and Subscriptions**		235	135	125	-	135	235	125	125
	ICC Building Code Membership	135								
	BO Certification, Every 3 Years, Next due 2018	100								
437	**Other Miscellaneous**					-	14			
500	**Capital Outlay (GENERAL)**		-	20,000	19,000	22,059	60	-	-	-
		-								
		-								
		-								
700	**Transfers (GENERAL)**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 154,729**	**$ 162,392**	**$ 160,659**	**$ 185,276**	**$ 151,435**	**$ 123,354**	**$ 122,344**	**$ 129,052**

EDA-108-46500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 91,828	$ 88,469	$ 85,359	$ 85,527	$ 70,310	$ 67,325	$ 65,271	$ 64,097
	Economic Dev Director (100%)	85,666								
	Receptionist/Data Entry/Utility Clerk (3%)	1,362								
	EDA Board	3,600								
	Development & Operations Advisory Committee (50%)	1,200								
101	**PT Wages & Salaries**		4,000	4,000	-	$ 2,206	$ -	$ 2,741	$ 3,331	
	Economic Dev/Marketing Intern (100%)	4,000								
103	**Health Stipend (HRA)**		-	-	-	-	-	650	2	-
112	**Contracted Services**		-	-	-	-	-	-	-	-
120	**Employer Contrib Ret General**		13,858	13,349	12,571	12,968	9,955	9,766	9,597	9,181
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		19,866	19,859	20,127	15,717	16,741	16,982	16,727	18,941
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		745	734	610	697	793	496	527	614
200	**Office Supplies (GENERAL)**		875	813	813	844	915	705	579	616
	12.5% from Financial Administration	875								
202	**Duplicating and Copying Supply**		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								
208	**Training and Instruction**		1,500	1,450	850	851	1,982	937	641	606
	EDAM Conference	850								
	Professional Development	600								
	Miscellaneous Luncheons	50								

EDA-108-46500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
300	**Professional Srvs (GENERAL)**		5,000	3,000	3,000	3,513	3,128	4,992	2,375	1,415
	Attorney	2,000								
	TIF/Tax Abatement Consultant	3,000								
303	**Engineering Fees**		1,000	1,000	-	250	873	206	1,213	-
305	**Technology**		1,581	300	300	285	450	1,679	734	
	IT Solutions (5%)	1,315								
	Civic Systems (2.55%)	266								
320	**Communications (GENERAL)**		1,191	1,840	1,840	1,387	1,513	1,657	1,286	1,249
	10% from Municipal Building	567								
	Cell Phone	624								
335	**Auto Expense**		-	-	-	-	-	-	-	-
351	**Legal Notices Publishing**		100	100	-	111	184	66	282	33
361	**General Liability Insurance**		565	396	413	391	397	414	361	417
	Property/Liability/Volunteer Insurance	565								
380	**Utilities**		1,079	1,079	1,079	1,054	1,083	1,079		
	City of Isanti - Storm Water Utility	1,079								
433	**Dues and Subscriptions**		1,145	1,000	1,100	545	-	650	500	260
	EDAM Membership	295								
	GPS 45:93	850								
	ICSC	-								
437	**Other Miscellaneous**		-	-	-	-	15	-	-	-
494	**Property Management**		-	-	-	3,450	-	1	1,672	-

EDA-108-46500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
495	**Marketing**		12,604	11,625	34,430	12,307	15,697	10,832	7,117	5,985
	Initiative Foundation	825								
	Direct Mail to Manufacturers	250								
	Mayor's Employer Luncheon	1,000								
	Chamber Meetings	-								
	Misc Signs & Sponsorships	300								
	MN Economic Development Magazine	-								
	Farm Tour	500								
	Real Estate Journal Flyer/Conference(s)	2,500								
	ICSC Conference Site Selector Event (Las Vegas)	-								
	NEW Print/Marketing Materials and or updates	2,000								
	DEED Opportunities (CORE NET, Trade Shows, Industrial)	-								
	Loopnet/MNCar Listings/Membership	-								
	Networking Events (ARCC, Chambers, MNCAR, DEED, EDAM)	229								
	Tourism (Hotel Contingent)	5,000								
498	**Farmers Market**		-	-	-	-	-	-	1,647	
499	**Street Dance**		-	-	-	-	-	-	12,929	
511	**Land Acquisition**		-	-	-	-	-	14,000		
531	**Improvement-Land**		-	-	-	-	-	-	-	-
602	**Loan Payment**		-	-	-	-	-	-	-	-
700	**Transfers (GENERAL)**		19,150	19,150	16,150	16,150	16,150	16,150	-	-
	Contribution to PRC (Farm Mkt/Street Dance)	19,150								
	TOTAL BUDGET/EXPENDITURES		**$ 177,002**	**$ 169,004**	**$ 179,481**	**$ 158,932**	**$ 140,891**	**$ 151,981**	**$ 127,536**	**$ 104,128**

EDA-108-46500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	REVENUES									
31000	Property Taxes		56,327							
33601	Regional Grants		-	-	-	-	-	-	-	-
33621	Cable Franchise Fee (60%)		18,000	18,000	18,000	19,195	18,229	16,009	16,235	13,690
34110	Land Rent		6,920							
34901	Assign & Assum Agreement		-	-	-	-	-	-	-	-
36200	Contribution from General Fund				-	-	-	-	-	-
36201	Refunds & Reimbursements		-	-	-	4,695	1,595	68	215	172
36210	Interest Earnings		600	600	600	587	438	1,226	310	1,252
36220	Farmer's Market Sponsorships/Vendor Fees		1,500	2,000	2,000	1,510	2,140	2,455	1,855	-
36225	Street Dance Sponsorships/Vendor Fees		4,000	4,000	3,000	3,600	4,150	3,635	1,085	-
36230	Contributions and Donations		-	-	-	-	-	411	11	75
39102	Sale of Property		-	-	-	-	-	-	-	-
39203	Transfer from Other Fund		89,733	144,405	146,563	146,563	92,767	98,140	117,775	85,479
	Carryover of Marketing Funds		-	-	-	-	-	-	-	-
	TOTAL REVENUES		$ 177,080	$ 169,005	$ 170,163	$ 176,150	$ 119,319	$ 121,944	$ 137,486	$ 100,668

Police-42110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 784,377	$ 708,880	$ 705,894	$ 695,877	$ 639,208	$ 589,789	$ 582,557	$ 559,494
	Wages & Salaries	783,877								
	Police Committee	400								
	Bldg & Grounds Committee (25%)	100								
101	**PT Officers Salaries & Wages**		35,000	32,109	31,109	34,398	28,257	40,432	34,592	36,524
102	**FT Employees OT**		31,000	31,000	25,000	29,113	34,088	19,807	26,890	17,845
102.1	**S&S Reimburseable OT**		(7,000)	(7,000)	(5,000)					
103	**Health Stipend (HRA)**		-	-	-	-	-	115	-	2,000
112	**Contracted Services**		-	-	-	-	-	1,995	-	-
113	**Uniform Pay**		12,780	11,780	11,856	13,114	12,201	11,373	11,536	8,764
	$1,020/Officer x 9 (gets COLA)	9,180								
	Firearm Maint Stipend	700								
	Misc/Repair/Replacement	2,900								
114	**Crime Prevention**		300	500	500	210	259	375	370	18
120	**Employer Contrib Ret General**		147,128	133,370	131,800	131,621	117,260	101,250	98,365	94,052
	PERA 16.2%									
	FICA/Medicare - 1.45%									
130	**Employer Paid Ins General**		140,940	140,871	139,578	108,886	110,674	92,192	89,085	117,948
151	**Worker's Comp Benefit**		31,977	38,485	38,910	32,635	41,078	37,955	26,892	21,944
200	**Office Supplies (GENERAL)**		4,000	4,000	4,000	3,074	4,811	3,930	6,620	2,467
207	**Computer Supplies**		100	250	250	-	-	-	757	214
	Misc Computer Supplies	100								

Police-42110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		16,500	18,500	18,500	16,626	9,967	7,817	7,073	6,791
	Ammunition	4,000								
	MN Chiefs Annual Conference	700								
	Jubiliee Days Meeting	350								
	Misc Training/Courses	7,450								
	Tuition Reimbursement	4,000								
240	**Small Tools and Minor Equip**		2,960	4,000	5,500	2,634	1,571	4,520	2,212	2,101
	Copy Machine Lease	960								
	Misc Small Tools/Equipment	800								
	Misc Investigator Equipment	1,200								
300	**Professional Srvs (GENERAL)**		42,493	41,701	41,701	61,527	42,523	41,817	2,478	2,857
	Prosecution ($3,234/month)	39,600								
	Safety Training	743								
	Admin Citation Payment	2,000								
	Random Testing ($30x5)	150								
305	**Technology**		12,646	8,300	8,300	9,599	15,451	7,913	4,171	
	LETG Software Maintenance and Support	7,400								
	IT Solutions (10%)	2,630								
	Civic Systems Support (22.27%)	2,330								
	Anti-Spam Software	286								

Police-42110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
320	**Communications (GENERAL)**		6,344	5,496	5,496	5,886	5,804	3,414	3,455	4,613
	Radar Calibration	200								
	CenturyLink	1,680								
	5 Aircards	2,100								
	Verizon - Investigator Cell	624								
	Squad Cell Phone	840								
	BCA Connection	200								
	Dennison Tech Group	700								
321	**Cell Phone Reimbursement**		-	-	720	720	720	570	720	240
	Cell Phone x2 (Chief, Lt)									
335	**Auto Expense**		38,400	50,000	50,000	25,203	30,595	37,028	43,539	33,912
	Fuel/Washes	17,400								
	PW Labor	1,000								
	Repairs	20,000								
336	**PD Reserves**		2,000	2,420	2,000	1,924	756	1,396	1,307	1,467
	MN Police Reserve Membership	200								
	Uniforms	1,000								
	Fuel/Washes	300								
	Taser Refresher Annual Training	500								
351	**Legal Notices Publishing**					1,332	219	8		
361	**General Liability Insurance**		22,543	20,312	21,982	25,071	21,923	20,847	15,716	7,095
	LMCIT Property/Liability/Volunteer Insurance	22,543								
	Isanti County Sherrif's Office - SRT Team Liab	-								

Police-42110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
380	**Street Lighting**		6,780	6,780	7,247	5,630	6,350	6,724	6,345	5,659
	Connexus	4,200								
	Centerpoint	2,000								
	City of Isanti - Storm Water Utility	580								
401	**Maint & Repairs - Bldgs**	-	4,000	4,000	3,692	4,314	3,304	4,823	4,026	3,911
	Disposal Service $9/Mth	110								
	Janitorial Service $150/Mth	1,800								
	Window Washing	350								
	Annual Sprinkler Inspection	150								
	Rug Service	390								
	Annual Carpet Cleaning	500								
	Misc Bldg Repairs/Maintenance	700								
	Special Assessment	-								
404	**Repairs/Maint equipment**		-	1,500						
410	**Rentals**		-	-	-	-	-	-	-	-
433	**Dues and Subscriptions**		1,485	1,085	1,440	1,603	1,255	740	500	730
	Post License $90 every 3 years ('14-1,'15-5,'16-3)	180								
	Tri County Law Enforcement	75								
	MN Chiefs of Police Assoc	230								
	Range Dues/Special Response Team	1,000								
440	**Prisoner Expense**		-	-	2,000	-	-	-	223	-
442	**Forfeitures**		-	-	-	-	-	-	103	15
500	**Capital Outlay (GENERAL)**		4,000	42,000	36,000	36,000	-	-	-	-
	Squad Car Replacement / Equip / Graphics	-								
	Squad Video/ Integrated Body Camera System	-								
	PD Storage Enclosure	4,000								
721	**Contingency Fund**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 1,340,752**	**$ 1,300,339**	**$ 1,288,476**	**$ 1,246,995**	**$ 1,128,273**	**$ 1,036,830**	**$ 969,531**	**$ 930,661**

Code-42402

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 7,446	$ 8,059	$ 7,511	$ 7,951	$ 6,605	$ 5,334	$ 7,978	$ 10,408
	Community Development Director (10%)	7,446								
101	PT Salaries & Wages		$ 17,982	16,642	17,310	$ 14,305	$ 14,342	$ 11,996	$ 3,526	
	Code Enforcement/Zoning Technician (100%)	17,982								
120	Employer Contrib Ret General		3,852	3,742	3,760	3,446	3,159	2,516	1,633	1,502
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	Employer Paid Ins General		862	861	883	851	803	806	-	-
151	Worker's Comp Benefit		209	163	237	180	223	380	225	112
200	Office Supplies (GENERAL)		300	300	300	72	7	60	336	269
	Toner, Etc.	300								
207	Computer Supplies		300	300	-	-	-	-	-	-
208	Training and Instruction		250	250	250	-	530	638	-	-
300	Professional Srvs (GENERAL)		4,000	4,000	4,000	1,704	1,428	1,283	2,720	5,256
	Attorney/Nuisance Abatement/Admin Hearings									
305	Technology		1,186	1,400	500	1,122	240	372	1,018	
	Verizon WiFi	420								
	Civic System support permits (5.68%)	766								
320	Communications		450	450	-	-	-	-	-	-
322	Postage		50	50	50	-	-	-	-	27
335	Auto Expense		800	800	800	772	466	1,768	757	607
	Fuel/Maintenance	800								
351	Legal Notices Publishing		270	270	270	-	120	12	245	526
361	General Liability Insurance		255	275	322	271	306	569	464	299
	Property/Liability/Volunteer Insurance	255								
494	Property Management		400	400		175	404	404		
500	Capital Outlay (GENERAL)		-	-	10,000	8,607				
	PC and Monitor									
		-								
TOTAL BUDGET/EXPENDITURES			$ 38,613	$ 37,962	$ 46,193	$ 39,456	$ 28,634	$ 26,138	$ 18,903	$ 19,004

Civil Def-42500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
112	**Contracted Services**		$ 2,300	$ 2,500	$ 2,500	$ 2,140	$ 2,140	$ 1,386	$ 1,386	$ 1,386
	Siren Maintenance	2,140								
	Miscellaneous	160								
220	**General Supplies**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 2,300**	**$ 2,500**	**$ 2,500**	**$ 2,140**	**$ 2,140**	**$ 1,386**	**$ 1,386**	**$ 1,386**

Genl Maint-43010

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 17,999	$ 17,199	$ 16,564	$ 17,133	$ 16,303	$ 15,680	$ 15,151	$ 14,519
	PS Director (4.1%) & 5 Main Tech's (4.8%)	17,999								
102	**FT Employees OT**		500	500	500	194	85	282	929	0
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
120	**Employer Contrib Ret General**		2,817	2,695	2,585	2,607	2,382	2,316	2,303	2,111
	PERA 7.5%									
	FICA/Medicare - 7.65%	192								
130	**Employer Paid Ins General**		4,744	4,742	4,608	4,119	3,480	3,651	2,654	4,651
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		720	90	-	731	-	(1,141)	362	779
208	**Training & Instruction**		200	100		249	81	30		
220	**General Supplies**		500	450	450	488	809	199	911	326
	Misc General Supplies	500								
222	**Gen I Operating Expense**		5,325	7,500	7,500	5,311	5,207	2,348	4,323	5,880
	Torch Gases	225								
	Rugs/Towels Cleaning	600								
	Parts/Oil/Supplies/Hardware	4,500								
	Mosquito Control Chemicals	-								
240	**Small Tools and Minor Equip**		900	900	900	798	996	(48)	538	730
300	**Professional Srvs (GENERAL)**		-	-	-	-	77	220	-	-
303	**Engineering Fees**		-	-	-	-	-	31,189	504	-
305	**Technology**		66	100	100	175	249	9	58	-
320	**Communications (GENERAL)**		424	24	24	8	13	22	21	21
	CenturyLink Long Distance	24								
	Shop phone repair	400								

Genl Maint-43010

351	**Legal Notices**					-	3			
361	**General Liability Insurance**		1,152	1,110	1,439	1,097	1,385	1,301	1,162	1,161
	Property/Liability/Volunteer Insurance	1,152								
380	**Utilities**		13,500	15,000	15,000	8,163	11,963	15,819	13,772	10,250
	Connexus	4,500								
	Centerpoint	9,000								
400	**Ground Maintenance**		-	2,000	-	-	-	-	-	-
	Brush Disposal									
401	**Maint & Repairs - Bldgs**		3,100	2,000	2,000	4,041	2,948	3,145	2,084	1,413
	Disposal Service $118/Month	1,416								
	Misc Maint & Repairs - Bldgs	1,584								
	Rekeying facility	100								
404	**Repairs/Maint Machinery/Equip**		500	250	250	122	1,555	751	953	193
	Annual Lift Inspection	250								
410	**Rentals**		675	-	-	-	184	-	-	-
417	**Uniform Rentals**		252	252	252	229	245	320	218	421
	Cleaning ($15 per mth)	180								
	Allowance	72								
500	**Capital Outlay (GENERAL)**		-	-	-	-	50,391	-	-	-
	Mosquito Control Equipment	-								
501	**Replacement Fund**		-	-	-	-	-	-	-	-
530	**ImprovsOtherThanBldgs**		-	-	-	-	31,195	153,968		
700	**Transfers (GENERAL)**		-	-	-	-	-	-	-	-
701	**Equipment/Bldg Payments**		-	-	-	-	-	-	-	-
720	**Operating Transfers**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 53,374**	**$ 54,912**	**$ 52,172**	**$ 45,465**	**$ 129,553**	**$ 230,060**	**$ 45,943**	**$ 42,456**

Streets-43100

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 120,945	$ 113,332	$ 110,042	$ 109,745	$ 108,477	$ 93,786	$ 94,802	$ 89,499
	PS Director (21.2%) & 5 Main Tech's (24.6%)	92,419								
	PW Main Tech (50.0%)	28,426								
	Public Works Committee (25%)	100								
101	PT Salaries & Wages		3,621	1,207	-	-	-	-	-	-
102	FT Employees OT		9,000	9,000	9,000	8,022	1,979	13,260	6,243	5,211
103	Health Stipend (HRA)		-	-	-	-	-	-	-	-
105	Labor Credit - Work for Others		(1,500)	(1,500)	-	(848)	(1,493)	(2,350)	(1,153)	(1,300)
112	Contracted Services		-	-	-	-	-	-	427	1,770
120	Employer Contrib Ret General		20,185	18,826	18,027	17,921	15,879	15,564	14,269	13,777
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,990								
130	Employer Paid Ins General		27,195	27,182	24,450	21,796	18,563	19,250	16,350	28,681
142	Unemployment Comp Benefit		-	-	-	-	-	-	-	-
151	Worker's Comp Benefit		18,208	19,169	20,712	20,365	24,198	20,508	12,788	8,594
208	Training and Instruction		800	500	500	887	1,183	30	165	174
212	Motor Fuels		15,000	25,000	25,000	10,983	11,050	26,737	24,580	21,018
220	General Supplies		12,000	14,000	14,000	3,136	12,848	12,224	13,843	12,895
226	Signs		3,000	9,500	9,500	9,190	4,907	-	-	-
229	Gravel		7,800	3,900	3,900	4,067	3,505	32	1,591	430
230	Salt/Sand		40,000	40,000	40,000	35,431	31,447	25,899	40,066	25,432

Streets-43100

231	**Street Maintenance**		10,500	12,500	9,000	9,418	7,453	9,208	5,677	3,582
	Special Assessments	1,239								
	Misc Patching/Street repair	6,761								
	Seal Coating	-								
	Sidewalk repair	2,500								
240	**Small Tools and Minor Equip**		2,650	1,000	1,000	883	711	1,340	716	-
	Portable Radio (2) (25% Storm, Sts, Water, Sewer)	1,000								
	Felling trailer ramps	650								
300	**Professional Srvs (GENERAL)**		1,500	1,500	1,500	1,429	2,249	1,483	1,100	842
	Safety Training	743								
	CDL Drug Testing	757								
303	**Engineering Fees**		30,000	10,000	10,000	29,365	23,196	47,301	25,325	77,941
305	**Technology**		458	1,000	1,000	918	476	133	471	
	Civic Systems (3.82%)	400								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		3,180	1,752	1,752	3,058	2,381	1,828	1,611	1,401
	PW Cell Phones (1/3) On-Call Phone	2,400								
	Verizon HotSpot	420								
	PW Building Land Line	360								
351	**Legal Notices Publishing**		-	-	-	10	17	52		
361	**General Liability Insurance**		6,441	6,626	8,750	6,547	8,432	6,747	6,798	7,839
	Property/Liability/Volunteer Insurance	6,441								
380	**Utilities**		200	275	275	-	-	372	-	258

Streets-43100

400	**Grounds Maintenance**		1,000	1,000	-	-	-	-	-	-
401	**Maint & Repairs - Bldgs**		2,700	1,500	1,500	531	1,772	1,488	976	497
	Disposal Service $45/Month	540								
	Misc Repairs	960								
	Mech Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
404	**Repairs/Maint Machinery/Equip**		27,000	24,000	24,000	40,484	17,210	24,642	24,746	19,847
410	**Rentals**		350	1,000	1,000	336	83	-	42	197
417	**Uniform Rentals**		1,530	1,529	1,529	1,438	1,500	1,409	1,166	1,348
	Cleaning ($80 per mth)	960								
	Allowance	570								
433	**Dues and Subscriptions**		175	150	120	65	75	75	75	75
	TCALMC (25%)	75								
	APWA (25%)	100								
494	**Property Management**		1,500	1,500	-	-	1,460	1,322	705	
500	**Capital Outlay (GENERAL)**		21,730	21,834	13,900	11,110	463	42,807	490	-
	Bobcat Buyback Program	4,600								
	Brine tanks for Plow Truck	3,900								
	Truck with plow (25% PRC, Sts, Water, Sewer)	12,250								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
511	**Land Acquisition**		-	-	-	-	-	-		-
531	**Improvement-Land**		-	-	-	-	-	8,307		
	TOTAL BUDGET/EXPENDITURES		**$ 387,169**	**$ 367,282**	**$ 350,457**	**$ 346,287**	**$ 300,022**	**$ 373,452**	**$ 293,871**	**$ 320,010**

Str Light-43160

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
303	**Engineering Fees**		$ -	$ -	$ -	$ -	$ 59	$ -	$ -	$ -
361	**General Liability Insurance**		-	-	1	-	1	8	189	20
	Property/Liability/Volunteer Insurance	-								
380	**Utilities**		60,000	63,125	63,125	59,132	63,753	58,810	59,684	59,717
	Street Lighting	60,000								
500	**Capital Outlay (GENERAL)**		20,000	20,000	14,536	12,634	22,517	-	-	-
	Street Lighting Infill	20,000								
TOTAL BUDGET/EXPENDITURES			**$ 80,000**	**$ 83,125**	**$ 77,662**	**$ 71,766**	**$ 86,329**	**$ 58,818**	**$ 59,873**	**$ 59,738**

Sanitation-43210

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 4,181	$ 3,994	$ 3,842	$ 9,392	$ 3,753	$ 3,600	$ 3,466	$ 3,328
	PS Director (1.0%) & 5 Main Tech's (1.1%)	4,181								
101	PT Salaries & Wages (seasonal)		6,671	6,671	-	-	-	-	-	-
102	FT Employees OT		250	250	250	250	219	46	168	361
103	Health Stipend (HRA)		-	-	-	-	-	-	-	-
112	Contracted Services		-	-	-	-	-	-	-	-
120	Employer Contrib Ret General		1,185	1,156	620	1,050	578	528	521	536
	PERA 7.5%									
	FICA/Medicare - 7.65%	44								
130	Employer Paid Ins General		1,099	1,098	1,068	954	798	832	607	1,066
142	Unemployment Comp Benefit		-	-	-	-	-	-	-	-
151	Worker's Comp Benefit		165	21	-	-	-	-	-	-
208	Training & Instruction		50			-	12			
212	Motor Fuels		900	1,500	1,500	675	679	1,519	1,404	1,201
220	General Supplies		-	-	-	0	1	-	3	3
300	Professional Srvs (GENERAL)		150	300	300	55	133	140	223	(256)
	Clean-Up Day	150								
303	Engineering Fees		-	-	-	63	180	-	21	
305	Technology		-	-	-	39	17	2	13	
351	Legal Notices		-	-	-	-	1	-	-	-
361	General Liability Insurance		62	142	31	141	30	29	28	35
	Property/Liability/Volunteer Insurance	62								
400	Ground Maintenance		3,500	3,500	36,000	20,351	7	-	-	-
	Compost screening	3,500								
	Estimated Cost of ReOpening Site	-								
417	Uniform Rentals		17	17	17	14	19	19	14	14
	Allowance	17								
TOTAL BUDGET/EXPENDITURES			**$ 18,230**	**$ 18,649**	**$ 43,627**	**$ 32,983**	**$ 6,426**	**$ 6,714**	**$ 6,468**	**$ 6,288**

Fire-42280

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
300	Professional Srvs (GENERAL)					0	0	23639.38		
390	Public Safety Expense		233,593	233,593	196,479	203,125	180,256	163,983	151,688	142,376
401	Maint & Repairs - Bldgs					-	-	75		
TOTAL BUDGET/EXPENDITURES			$ 233,593	$ 233,593	$ 196,479	$ 203,125	$ 180,256	$ 187,697	$ 151,688	$ 142,376

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 127,314	$ 129,662	$ 118,855	$ 113,687	$ 116,845	$ 104,324	$ 93,219	$ 89,215
	PSD (18.6%) & 5 Main Techs (21.5%)	80,840								
	1 Main Tech (50%)	27,796								
	Utility Billing Clerk (45%)	18,579								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		10,000	10,000	10,000	10,814	10,764	11,321	9,910	8,195
103	**Health Stipend (HRA)**		-	-	-	-	-	97	20	-
108	**Wages & Salaries Admin**		35,926	34,448	34,256	29,430	29,362	33,975	27,733	25,585
	Receptionist/Data Entry/Utility Clerk (25%)	11,354								
	Administrator, Finance Director, City Clerk, Accounting Clerk (6.8%)	23,134								
	Administrative Data Clerk (6.8%)	1,439								
112	**Contracted Services**		15,250	15,250	10,250	2,017	2,096	6,868	16,071	20,683
	Cummins NPower Annual Svc Agreement	2,000								
	Watermain Breaks	7,000								
	Misc Leak/Curb Stop Repairs	6,000								
	Code Updates	250								
120	**Employer Contrib Ret General**		21,000	21,211	19,514	19,336	18,514	17,397	14,577	13,716
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,665								
128	**Employer Contrib Ret Admin**		5,462	5,238	5,190	4,270	4,350	4,247	4,004	3,679
	PERA 7.5%									
	FICA/Medicare - 7.65%	248								
129	**Pension Expense (GASB 68)**		1,200	1,200		4,069	1,173			
130	**Employer Paid Ins General**		33,259	34,803	34,429	31,555	28,546	26,720	20,578	29,934
138	**Employer Paid Ins Admin**		8,658	8,341	6,962	6,781	6,188	11,895	8,234	6,290
142	**Unemployment Comp Benefit**		-	-	-	17	-	-	-	-
151	**Worker's Comp Benefit**		5,141	5,212	6,822	5,282	6,922	6,593	6,037	4,357
208	**Training and Instruction**		2,800	2,500	2,500	2,751	3,227	1,948	649	2,585
	Registration/Lodging/Meals Expense	2,514								
	Mileage Allowance - $350/mth - Lorsung %	286								

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
211	**S/W Billing Supplies**		1,788	1,788	1,788	1,210	1,596	3,520	1,495	57
	Post Card Paper	788								
	Printer Toner	270								
	Window Envelopes	280								
	Misc Supplies	450								
212	**Motor Fuels**		3,110	4,110	4,000	1,693	1,731	3,881	3,554	3,031
	20% from Financial Administration	110								
	Maintenance Fuel	3,000								
220	**General Supplies**		9,000	9,000	9,000	10,123	7,474	8,923	7,198	6,662
221	**Chemicals**		32,000	32,000	32,000	30,969	13,988	30,128	27,217	21,764
	Water Treatment Chemicals	32,000								
232	**Water Meters**		15,000	25,318	10,000	23,168	13,486	16,339	1,694	(1,581)
240	**Small Tools and Minor Equip**		2,000	1,000	1,000	1,548	(19)	775	1,120	10
	Portable Radio (2) (25% Storm, Sts, Water, Sewer)	1,000								
300	**Professional Srvs (GENERAL)**		4,200	5,243	5,243	1,431	1,749	1,148	1,993	2,005
	City Attorney	2,000								
	Safety Training	950								
	CDL Drug Testing	500								
	Northland Securities Cont Disc Report	750								
301	**Auditing and Acctg Services**		2,885	3,230	3,089	15,567	3,279	2,083	2,446	3,379
	10% from Financial Administration	2,885								
	2015 Rate Study (45%)	-								
303	**Engineering Fees**		24,000	24,000	24,000	6,164	28,117	11,636	31,650	20,781

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
305	**Technology**		4,361	3,960	2,280	3,434	2,317	2,586	2,122	
	Civic System support (11.48%)	1,396								
	IT Solutions (10%)	2,630								
	PSN Annual Sec Compliance & Monthly eBill (35%)	241								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		4,296	3,360	3,360	3,997	3,189	3,003	2,502	2,258
	PW Cell Phones (1/3)	2,400								
	PW wifi hotspot	600								
	Century Link Services	1,296								
322	**Postage**		4,501	4,411	4,501	2,396	3,991	1,947	1,184	-
	PO Box Fee (45%)	45								
	Monthly Statement Mailing (45%)	3,213								
	Pre-Stamped Window Envelopes (45%)	1,103								
	Annual Mailing Fee (45%)	90								
	Water Samples	50								
351	**Legal Notices Publishing**		200	200	-	548	167	252	169	150
361	**General Liability Insurance**		16,953	16,507	19,365	16,311	18,625	18,033	16,944	20,373
	Property/Liability/Volunteer Insurance	16,953								
380	**Utilities**		46,030	48,313	48,313	41,042	43,344	47,428	44,203	43,529
	Connexus	38,093								
	Centerpoint	7,024								
	City of Isanti - Storm Water Utility	913								
400	**Ground Maintenance**		8,000	12,500	17,500	977	7,766	13,936	6,828	18
401	**Maint & Repairs - Bldgs**		4,850	2,000	2,000	2,976	2,378	4,372	2,491	24
	Rekeying W facilities	500								
	Mech Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Water tower door security	1,150								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
404	**Repairs/Maint Machinery/Equip**		10,000	10,000	10,000	5,744	12,556	9,830	6,900	772
405	**Depreciation (GENERAL)**		370,500	370,500	352,210	378,946	370,245	358,817	357,343	341,726
415	**Other Equipment Rentals**		-	500	500	-	-	-	-	-
417	**Uniform Rentals**		1,294	1,294	1,294	1,089	1,323	1,172	1,135	1,082
	Cleaning ($75 per mth)	900								
	Allowance	394								
433	**Dues and Subscriptions**		3,745	3,720	3,690	3,667	3,175	3,218	1,307	4,358
	Gopher State One-Call Locates	1,240								
	American Water Works Assocation (AWWA)	180								
	WTF Hazardous Chemical	25								
	Well Monitoring Permits	300								
	Annual Water Use Report	1,700								
	MN Rurual Water Assn (50%)	125								
	TCALMC (25%)	75								
	APWA (25%)	100								
437	**Other Miscellaneous**		350	325	325	446	322	292	266	2,451
	Railroad Mgmt Pipeline	350								
438	**Bank Charges**					5	35	5		
492	**Testing-Waste/Water**		2,500	1,500	1,500	1,776	1,009	431	655	743
494	**Property Management**		800	800	-	-	823	745	397	-
500	**Capital Outlay (GENERAL)**		19,230	47,826	13,809	2,992	60	-	-	303
	PPA-SL1000 Sample Analyzer	3,100								
	Fluoride Ion Analyzer	2,600								
	Shop Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Truck with plow (25% PRC, Sts, Water, Sewer)	12,250								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
530	**Improvements Other Than Bldg**		-	-	-	-	-	-	-	-
535	**2011 Water Impr Projects**		-	-	-	-	-	-	-	-
536	**2011 Water Meters**		-	-	-	-	-	-	-	-

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	BOND PAYMENTS									
	2005A GO Improv Bonds (2013A)									
22510	Principal (45%)		-	-	-	-	261,000	258,750	(205,023)	234,000
611	Interest (45%)		-	-	-	-	1,436	2,600	17,026	34,754
	2007 MFPA									
22530	Principal		52,000	51,000	49,000	49,000	48,000	47,000	46,000	44,000
611	Interest		13,676	15,017	16,306	16,306	17,568	18,805	20,014	21,172
	2009 MFPA									
22530	Principal		249,000	242,000	235,000	235,000	228,000	221,000	215,000	208,000
611	Interest		97,315	104,677	111,826	111,826	118,761	125,484	132,025	138,352
	2008B GO Water Rev Bonds (2013A)									
22530	Principal		30,000	35,000	25,000	425,000	25,000	20,000	20,000	20,000
611	Interest		7,640	7,990	20,700	20,700	29,753	22,613	23,263	23,913
	2010A GO Utility Rev Bonds									
22530	Principal		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
611	Interest		5,520	6,120	6,620	6,620	7,120	7,520	7,920	8,320
	2011 MPFA									
22530	Principal		32,000	32,000	32,000	32,000	31,000	31,000	30,125	17,920
611	Interest		7,696	8,186	8,677	8,677	9,152	9,627	9,867	5,481
	2013A GO Refunding									
22530	Principal					-				
611	Interest					7,990				
611	Interest Accrual Adjustment		-	-	-	(4,742)	(3,140)	4,977	(4,008)	(1,255)
620	Fiscal Agent Fees (2010A)		190	190	190	684	189	190	163	164
621	Bond Discount		-	-	-	-	-	-	27,382	
630	Amortization of Bond Discount		-	-	-	-	-	-		-
700	Operating Transfers		4,333	4,333	4,333	4,333	4,377	4,398		-
	GO Improv Bond 2011 A - Fund 930	4,333								
	TOTAL BUDGET/EXPENDITURES		$ 1,376,973	$ 1,427,783	$ 1,349,195	$ 1,721,623	$ 1,568,926	$ 1,563,849	$ 1,083,599	$ 1,452,953

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	REVENUES									
	Water Sales		$ 1,045,835	$ 906,923	$ 906,923	$ 980,455	$ 916,942	$ 906,923	$ 918,563	$ 969,146
	Water Connection Fees (WAC)		36,770	55,155	55,155	299,161	165,093	145,853	(7,314)	72,348
	Miscellaneous		30,000	-	-	16,108	9,762	14,462	11,646	9,885
	Contributions		-	-	-	-	-	-	-	3,859
	Special Assessments		-	-	-	-	(1,619)	864	1,119	1,371
	Interest Income		16,800	24,864	24,864	23,088	22,987	47,238	(3,613)	30,966
13300	Deer Haven Improv - Principal Only 10 Years Beginning 2012 thru 2021		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
13300	2013 RR Ave & Walk Improv end 2015		-	-	-	-	14,352	29,221	-	-
	TOTAL REVENUES		$ 1,130,995	$ 988,532	$ 988,532	$ 1,320,401	$ 1,129,106	$ 1,146,151	$ 921,991	$ 1,089,165
	PROFIT(LOSS)		$ 154,662	$ (13,015)	$ 12,556	$ 361,181	$ 157,298	$ 149,241	$ (37,096)	$ 178,845
	CASH FLOW		$ 124,521	$ (68,751)	$ (8,453)	$ (22,275)	$ (69,575)	$ (58,881)	$ 195,734	$ (22,062)

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 158,835	$ 159,782	$ 147,860	$ 144,651	$ 145,336	$ 130,764	$ 119,814	$ 115,323
	PSD (25.8%) & 5 Main Techs (29.9%)	112,361								
	1 Main Tech (50%)	27,796								
	Utility Billing Clerk (45%)	18,579								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		10,000	10,000	10,000	11,130	9,901	9,881	9,612	6,990
103	**Health Stipend (HRA)**		-	-	-	-	-	117	22	-
108	**Wages & Salaries Admin**		43,876	42,072	42,009	36,652	35,637	41,605	33,738	31,188
	Receptionist/Data Entry/Utility Clerk (25%)	11,354								
	Administrator, Finance Director, City Clerk, Accounting Clerk (9%)	30,619								
	Administrative Data Clerk (9%)	1,904								
112	**Contracted Services**		5,750	4,750	4,750	3,600	9,088	8,141	16,997	20,872
	Cummins NPower Annual Svc Agreement	3,000								
	Code Updates	250								
	WWTP Meter Calibrations	1,000								
	Sewer Repair Services	1,500								
120	**Employer Contrib Ret General**		25,801	25,798	23,909	24,032	22,538	21,170	18,330	17,268
	PERA 7.5%									
	FICA/Medicare - 7.65%	3,002								
128	**Employer Contrib Ret Admin**		6,647	6,399	6,364	5,195	5,283	5,171	4,871	4,484
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
129	**Pension Expense (GASB 68)**		1,500	1,500		7,933	1,481			
130	**Employer Paid Ins General**		41,566	43,106	42,497	38,788	34,633	33,173	25,257	38,084
138	**Employer Paid Ins Admin**		9,899	9,480	7,634	7,548	6,758	12,770	9,207	7,161
142	**Unemployment Comp Benefit**		-	-	-	23	-	-	-	-
151	**Worker's Comp Benefit**		6,963	7,190	9,371	7,711	9,965	9,115	8,238	4,813

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		3,800	3,500	3,500	3,979	2,654	2,069	3,927	1,465
	Registration/Lodging/Meals Expense	3,422								
	Mileage Allowance - $350/mth - Lorsung 9%	378								
211	**S/W Billing Services**		1,788	1,788	1,788	1,210	1,596	3,520	1,578	18
	Post Card Paper	788								
	Printer Toner	270								
	Window Envelopes	280								
	Misc Supplies	450								
212	**Motor Fuels**		3,110	4,110	4,000	1,688	1,561	3,493	3,339	2,730
	20% from Financial Administration	110								
	Maintenance Fuel	3,000								
220	**General Supplies**		7,500	10,000	10,000	5,934	6,863	5,400	7,465	6,434
221	**Chemicals**		120,000	100,000	100,000	88,589	77,717	24,776	119,839	105,983
240	**Small Tools and Minor Equip**		2,000	1,000	1,000	870	607	704	899	75
	Portable Radio (2) (25% Storm, Sts, Water, Sewer)	1000								
260	**Hauling**		-	-	-	-	-	-	-	-
300	**Professional Srvs (GENERAL)**		2,243	3,243	3,243	1,018	1,764	1,032	1,310	1,182
	Safety Training	743								
	Northland Securities Cont Disc Report	500								
	City Attorney	1,000								
301	**Auditing and Acctg Services**		2,885	3,230	3,089	14,072	3,279	2,083	2,446	3,653
	10% from Financial Administration	2,885								
	2015 Rate Study (45%)	-								
303	**Engineering Fees**		4,000	4,000	4,000	2,819	2,262	10,185	1,186	-

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
305	**Technology**		4,427	2,842	1,940	3,004	2,180	2,290	2,261	
	Civic Systems support (12.12%)	1,462								
	IT Solutions (10%)	2,630								
	PSN Annual Sec Compliance & Monthly eBill (35%)	241								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		3,360	3,240	3,240	3,066	3,024	3,626	3,097	2,903
	PW Cell Phones (1/3)	2,400								
	PW wifi hotspot	600								
	Century Link Services	360								
322	**Postage**		4,501	4,501	4,501	2,396	3,991	1,947	1,159	-
	PO Box Fee (45%)	45								
	Monthly Statement Mailing (45%)	3,213								
	Pre-Stamped Window Envelopes (45%)	1,103								
	Annual Mailing Fee (45%)	90								
	Miscellaneous Postage	50								
351	**Legal Notices Publishing**		200	100	-	290	62	304	27	-
361	**General Liability Insurance**		17,262	17,405	20,093	17,197	19,321	18,975	21,086	18,412
	Property/Liability/Volunteer Insurance	17,262								
380	**Utilities**		86,025	92,210	92,210	76,691	83,875	87,041	89,519	86,320
	Connexus	74,910								
	Centerpoint	8,030								
	Lakes Gas	2,075								
	City of Isanti - Storm Water Utility	1,010								

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
400	**Ground Maintenance**		1,000	1,500	1,500	-	214	1,104	-	2,498
401	**Maint & Repairs - Bldgs**		11,700	10,200	10,200	1,181	3,159	3,536	52,843	5,372
	Rekeying W facilities	500								
	Mech Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
404	**Repairs/Maint Machinery/Equip**		20,000	20,000	20,000	17,972	18,149	20,445	8,214	19,179
405	**Depreciation (GENERAL)**		461,000	461,000	421,317	477,425	460,958	449,077	457,792	451,332
410	**Rentals**		-	-	-	-	35	5,132	-	462
415	**Other Equipment Rentals**		-	-	500	-	-	-	-	-
417	**Uniform Rentals**		1,560	1,399	1,399	1,481	1,698	1,548	1,466	1,473
	Cleaning ($75 per mth)	960								
	Allowance	600								
433	**Dues and Subscriptions**		1,850	1,825	1,795	2,977	1,675	1,643	1,550	563
	WWTF Hazardous Chemical	25								
	WWTP Annual Permit Fee	1,500								
	MN Rurual Water Assn (50%)	125								
	MWOA	25								
	TCALMC (25%)	75								
	APWA (25%)	100								
437	**Other Miscellaneous**		-	-	-	-	46	-	-	-
438	**Bank Charges**		-	-	-	-	-	-	-	-
492	**Testing-Waste/Water**		8,000	10,000	10,000	4,862	5,535	7,935	5,354	4,873
494	**Property Management**		800	800	-	-	857	776	414	-
500	**Capital Outlay (GENERAL)**		131,744	35,826	1,009	2,992	60	-	-	303
	Replace double disc pump valves	8,514								
	Clarifier rehab	100,000								
	Truck with plow (25% PRC, Sts, Water, Sewer)	12,250								
	Repair backwash filter pump	10,000								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
530	**Improvements Other Than Bldg**		-	-	-	-	(1)	-	-	-

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	BOND PAYMENTS									
	1997 MFPA									
22530	Principal		-	261,862	255,661	255,661	249,068	242,644	236,386	230,290
611	Interest		-	5,173	11,941	11,941	18,534	24,958	31,216	37,312
	2005A GO Improv Bonds (2013A)									
22510	Principal (55%)		-	-	-	-	319,000	316,250	304,698	286,000
611	Interest (55%)		-	-	-	-	1,755	3,178	12,671	42,477
	2009A GO Crossover Refund Bonds									
22530	Principal		55,000	55,000	50,000	50,000	50,000	50,000	50,000	50,000
611	Interest		3,850	5,555	7,005	7,005	8,355	9,605	10,730	11,730
	2010A GO Utility Rev Bonds									
22530	Principal		35,000	35,000	30,000	30,000	30,000	30,000	30,000	30,000
611	Interest		8,945	9,995	10,745	10,745	11,495	12,095	12,695	13,295
	2014B GO Bonds									
22530	Principal		100,000	95,000	90,000	90,000	-	-	-	-
611	Interest		14,568	15,375	15,933	15,933	13,465	-	-	-
	2016A GO Bonds									
22530	Principal		65,000	-	-	-	-	-	-	-
611	Interest		50,500	50,500	-	19,078	13,465	-	-	-
22530	*PFA Loan Forgiven*		173,893	173,893	173,893	173,893	173,893	173,893	173,893	173,893
611	Interest Accrual Adjustment		-	-	-	1,747	(1,159)	(2,400)	(4,657)	(2,986)
620	Fiscal Agent Fees (2009A/2010A)		575	575	575	-	504	19,621	510	470
621	Bond Discount		-	-	-	71,498	-	9,391	21,448	
630	Amortization of Bond Discount		-	-	-	(3,009)	-	-	-	-
700	Operating Transfers		34,668	34,668	34,668	34,668	35,013	35,185	-	-
	GO Improv Bond 2011 A - Fund 930	34,668								
	TOTAL BUDGET/EXPENDITURES		1,753,591	1,846,391	1,695,136	1,788,135	1,907,148	1,854,967	1,912,444	1,833,891

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	REVENUES									
	Sewer Sales		$ 1,379,000	$ 1,379,000	$ 1,341,517	$ 1,398,803	$ 1,375,982	$ 1,341,517	$ 1,321,607	$ 1,291,380
	Sewer Connection Fees (SAC)		64,590	64,590	64,590	361,336	193,703	166,673	(8,570)	84,732
	Miscellaneous		8,000	-	-	8,209	2,703	6,623	6,155	6,827
	Special Assessments		-	-	-	-	(1,520)	1,659	2,179	2,696
	Contributions		-	-	-	-	-	-	-	33,205
	Interest Income		30,000	16,029	16,029	37,140	27,370	28,086	(2,849)	15,567
	Loan Forgiveness		173,893	173,893	173,893	173,893	173,893	173,893	173,893	173,893
13300	Municipal Building - Principal Only 2010-2015		-	-	-	-	49,252	49,255	49,255	49,255
13300	Deer Haven Improv - Principal Only 2012-2021		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
13300	3rd Ave Improv - Principal 2010-2019		9,852	9,542	9,241	9,241	8,951	8,669	8,396	8,131
13300	2013 RR Ave & Walk Improv end 2015		-	-	-	-	14,352	29,221	-	-
36210	3rd Ave Improv - Interest 2010-2019		650	960	1,261	1,261	1,552	1,833	2,106	2,371
	TOTAL REVENUES		$ 1,667,575	$ 1,645,604	$ 1,608,121	$ 1,991,473	$ 1,847,826	$ 1,809,019	$ 1,553,761	$ 1,669,647
	PROFIT(LOSS)		$ 398,179	$ 444,663	$ 502,717	$ 705,053	$ 688,553	$ 678,104	$ 377,054	$ 546,963
	CASH FLOW		$ 374,983	$ 260,213	$ 334,302	$ 677,754	$ 401,635	$ 403,129	$ 99,110	$ 287,088

Storm-603-49500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 52,185	$ 36,193	$ 33,868	$ 33,787	$ 36,981	$ 32,912	$ -	$ -
	PSD (4.3%) & 5 Main Techs (5%)	18,776								
	MS4 Tech	14,967								
	PW Main Tech (25.0%)	14,213								
	Utility Billing Clerk (10%)	4,129								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		350	350	450	71	115	288	-	-
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
108	**Wages & Salaries Admin**		-	-	-	-	-	-	-	-
	Utility Billing Clerk (10%)									
112	**Contracted Services**		250	250	250	181	-	552	-	-
	Code Updates	250								
120	**Employer Contrib Ret General**		8,074	5,612	5,192	4,887	5,378	4,263	-	-
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,603								
128	**Employer Contrib Ret Admin**		-	-	-	-	-	-	-	-
	PERA 7.5%									
	FICA/Medicare - 7.65%									

Storm-603-49500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
129	Pension Expense (GASB 68)		5,000	5,000	-	(3,225)	5,409	-	-	-
130	Employer Paid Ins General		6,940	7,228	6,088	5,499	4,743	4,054	-	-
138	Employer Paid Ins Admin		-	-	-	-	-	1,138	-	-
151	Worker's Comp Benefit		853	891	35	38	44	30	-	-
208	Training and Instruction		1,000	500	500	958	1,043			
211	S/W Billing Supplies		397	397	397	269	355	787	-	-
	Post Card Paper	175								
	Printer Toner	60								
	Window Envelopes	62								
	Misc Supplies	100								
212	Motor Fuels		1,250	1,250	1,250	843	849	-	-	-
	Maintenance Fuel (5%)	1,250								
220	General Supplies		500	1,000	1,000	220	230	406	-	-
230	Salt/Sand/Sweepings		5,500	3,500	3,500	10,398	3,754	3,128	-	-
231	Street Maintenance					312				
240	Small Tools and Minor Equip		1,750	1,000	1,000	737	459	-	-	-
	Portable Radio (2) (25% Storm, Sts, Water, Sewer)	1,000								
300	Professional Srvs (GENERAL)		39,460	500	500	176	119	-	-	-
	City Attorney	250								
	Bolton & Menk MS4 Assistance	39,210								
301	Auditing and Acctg Services		2,885	3,230	3,089	11,379	3,279	2,083	-	-
	10% from Financial Administration	2,885								
	2015 Rate Study (10%)	-								

Storm-603-49500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
303	**Engineering Fees**		40,000	40,000	40,000	36,842	21,717	4,143	-	-
305	**Technology**		379	1,111	887	606	538	4,774	-	-
	Civic System support (2.18%)	274								
	PSN Annual Sec Compliance & Monthly eBill (10%)	69								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
322	**Postage**		989	989	989	533	887	445	-	-
	PO Box Fee (10%)	10								
	Monthly Statement Mailing (10%)	714								
	Pre-Stamped Window Envelopes (10%)	245								
	Annual Mailing Fee (10%)	20								
351	**Legal Notices Publishing**		250	500	500	48	283	41	-	-
361	**General Liability Insurance**		1,119	948	718	936	711	194	-	-
	Property/Liability/Volunteer Insurance	1,119								
380	**Utilities**		3,800	3,105	3,105	3,587	3,746	3,008	-	-
	City of Isanti - Storm Water Utility	3,800								
400	**Ground Maintenance**		15,000	40,000	20,000	7,740	-	145	-	-
	Rain Garden Incentive Program	5,000								
	Misc storm pond maintenance	10,000								
404	**Repairs/Maint Machinery/Equip**		6,200	8,000	8,000	2,650	2,902	5,265	-	-
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
	Mech Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								

Storm-603-49500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
405	Depreciation		20,500	20,500	8,808	36,991	20,409	5,872	-	-
410	Rentals		1,000	250	250	587	-	-	-	-
417	Uniform Rentals		250	350	350	203	217	170	-	-
	G&K Services ($6.14 per mth)	84								
	Allowance	166								
433	Dues & Subscriptions		1,015	915	915	-	400			
	MS4 Stormwater Permit	400								
	MCSC Membership	515								
	APWA (25%)	100								
437	Other Miscellaneous		-	-	-	-	188			
500	Capital Outlay (GENERAL)		111,480	15,293	1,009	2,992	59	-	-	-
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
	Storm Pond Maintenance Plan	110,500								
700	Operating Transfers		-	-	-	-	94,367	-	-	-
	TOTAL BUDGET/EXPENDITURES		$ 328,375	$ 198,863	$ 142,651	$ 160,244	$ 209,182	$ 73,699	$ -	$ -
	REVENUES									
	Storm Water Sales		$ 262,540	$ 262,540	$ 250,846	$ 266,632	$ 262,741	$ 240,275	$ -	$ -
	Other Sales		$ -	$ -	$ -	90,731.01	18,173.55	5,070.43	-	-
	Interest Income		250	250	250	(804)	(417)	(266)	-	-
	TOTAL REVENUES		$ 262,790	$ 262,790	$ 251,096	$ 356,559	$ 280,498	$ 245,080	$ -	$ -
	PROFIT(LOSS)		$ 45,895	$ 63,927	$ 108,444	$ 196,315	$ 71,315	$ 171,381	$ -	$ -
	CASH FLOW		$ (45,085)	$ 84,427	$ 117,253	$ 233,306	$ 91,724	$ 177,253		

Liquor-609-49750

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 171,771	$ 130,377	$ 127,370	$ 116,789	$ 116,093	$ 113,526	$ 114,763	$ 113,224
	Liquor Store Manager	74,210								
	Asst. Manager	43,258								
	Clerk II, Clerk III x2	53,103								
	Liquor Committee	1,200								
101	PT Salaries & Wages		36,029	47,229	46,303	60,873	48,601	41,706	41,258	38,985
102	FT Employees OT		-	-	-	179	48	129	-	-
103	Health Stipend (HRA)		-	-	-	-	-	98	130	-
105	Labor Credit - Work for Others		-	-	-	-	-	-	-	268
108	Wages & Salaries Admin		38,407	36,831	37,302	32,735	30,443	36,831	29,129	27,122
112	Contracted Services		-	-	-	3	-	-	102	-
120	Employer Contrib Ret General		31,392	26,817	26,221	26,674	23,853	22,559	21,950	21,219
	PERA 7.5%									
	FICA/Medicare - 7.65%									
128	Employer Contrib Ret Admin		5,819	5,608	5,651	4,484	4,539	4,480	4,217	3,901
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
129	Pension Expense (GASB 68)		550	550		15,883	581			
130	Employer Paid Ins General		53,040	34,143	34,196	31,284	31,481	32,345	33,731	36,465
138	Employer Paid Ins Admin		6,606	6,142	4,031	4,329	3,492	5,410	5,142	4,676
142	Unemployment Comp Benefit		-	-	-	93	83	993	13	-
151	Worker's Comp Benefit		7,182	9,658	8,005	8,595	8,130	7,322	6,245	4,016
200	Office Supplies (GENERAL)		6,000	7,000	7,000	4,771	5,690	7,825	6,272	6,043

Liquor-609-49750

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		2,700	2,700	2,710	1,622	1,109	1,730	1,854	1,354
	20% of City Car (from Finance)	110								
	Mileage Allowance - $350/mth - Lorsung 10%	420								
	MMBA Conference	600								
	MMBA Bootcamp	600								
	Alcohol Server Training	350								
	Food/Wine Pairing Training	200								
	Regional Meeting/Misc Training	420								
251	**Liquor for Resale**		600,459	567,318	539,407	585,813	553,481	526,250	505,569	475,924
252	**Beer for Resale**		1,042,697	1,013,139	1,004,176	1,017,266	988,429	979,684	965,745	963,314
253	**Wine for Resale**		169,135	151,658	143,699	165,010	147,959	140,194	141,266	127,189
257	**Ice for Resale**		8,592	8,292	7,437	8,383	8,090	7,255	6,894	7,558
259	**Other for Resale**		119,384	104,101	93,702	116,472	101,562	91,416	82,723	84,619
260	**Hauling**		7,904	7,294	7,317	7,712	7,116	7,139	6,743	6,686
300	**Professional Srvs (GENERAL)**		1,200	1,943	1,943	942	932	743	743	765
	Safety Training	960								
	Misc Attorney, Engineering, Etc.	240								
301	**Auditing and Acctg Services**		2,885	3,230	3,089	11,379	3,279	2,083	2,446	3,777
	10% from Financial Administration	2,885								
305	**Technology**		5,890	3,709	694	2,068	1,170	349	531	
	Civic System support (6.36%)	666								
	Battery backup for register	250								
	IT Solutions (10%)	2,630								
	Zabinski - Firewall, Software Updates	2,344								

Liquor-609-49750

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
320	Communications (GENERAL)		1,680	1,800	1,800	1,722	1,569	1,777	1,600	1,462
	CenturyLink	1,680								
322	Postage		-	-	-	-	-	-	-	-
340	Advertising		7,500	9,000	7,000	7,003	6,395	7,740	6,533	6,230
	Tastings	2,000								
351	Legal Notices Publishing		500	500	500	664	252	356	204	12
361	General Liability Insurance		3,954	3,818	4,735	3,773	4,553	4,446	4,622	5,484
	Property/Liability/Volunteer Insurance	3,954								
364	Dram Shop		2,914	2,715	2,881	2,649	2,619	2,619	3,710	3,396
	Insurance	2,914								
380	Utilities		13,300	12,520	13,776	12,905	13,319	13,955	12,877	12,361
	Connexus	12,000								
	Centerpoint	840								
	City of Isanti - Storm Water Utility	460								
400	Ground Maintenance		1,700	1,700	367	154	167	-	271	475
	Snow Removal Retainer	1,500								
	Outdoor Sprinkler System	200								
401	Maint & Repairs - Bldgs		4,988	4,976	4,976	15,937	1,395	2,091	2,927	2,449
	Disposal Service $41/Month	492								
	Window Washing Services $25/Month	300								
	Rug Service $33/Month	396								
	Floor Waxing 2x per Year	650								
	Misc Main & Repairs	3,150								
404	Repairs/Maint Machinery/Equip		3,550	3,550	3,550	2,485	933	3,393	1,797	2,267
	Logivision Dial Up Card - Every 3 yrs	400								
	Register Equipment Repairs Fee/Misc	1,650								
	Register Service	1,500								

Liquor-609-49750

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
405	Depreciation (GENERAL)		14,900	14,900	13,976	20,078	14,895	13,683	13,373	15,345
431	Over/Short		-	-	-	18	17	95	(95)	20
433	Dues and Subscriptions		2,010	1,992	1,894	1,870	1,905	1,788	1,630	1,740
	MMBA	1,700								
	Buyer's Card MOOFSL	20								
	Tobacco License	150								
	Other	140								
437	Other Miscellaneous		-	-	-	-	-	1	10,000	-
438	Bank Charges		31,000	28,000	27,000	30,545	28,146	27,345	25,713	24,732
443	Check Recovery Fee		-	-	-	-	-	-	-	-
490	Donations-Organizations		-	-	-	(273)	-	-	-	-
493	Alarm System		1,130	1,092	1,090	1,196	1,283	1,090	1,090	1,090
	Monitoring Service	1,130								
500	Capital Outlay (GENERAL)		-	-	-	-	30	-	-	1,466
	Caselle Clarity Modules	-								
501	Replacement Fund		-	-	-	-	-	-	-	-
520	Building Structures		-	-	-	-	-	-	-	-
720	Operating Transfers		350,000	350,000	330,360	330,360	300,000	200,000	150,000	150,000
TOTAL BUDGET/EXPENDITURES			**$ 2,756,767**	**$ 2,604,302**	**$ 2,514,157**	**$ 2,654,447**	**$ 2,463,639**	**$ 2,310,445**	**$ 2,213,720**	**$ 2,155,633**
REVENUES										
	Sales		$ 2,679,523	$ 2,537,815	$ 2,475,760	$ 2,614,169	$ 2,475,917	$ 2,415,375	$ 2,314,308	$ 2,268,932
	Interest Income		5,400	5,400	5,400	$ 5,041	$ 7,972	$ 14,087	$ (4,338)	$ 5,311
TOTAL REVENUES			**$ 2,684,923**	**$ 2,543,215**	**$ 2,481,160**	**$ 2,619,210**	**$ 2,483,889**	**$ 2,429,463**	**$ 2,309,970**	**$ 2,274,243**
PROFIT(LOSS)			**$ (71,844)**	**$ (61,087)**	**$ (32,997)**	**$ (35,237)**	**$ 20,251**	**$ 119,018**	**$ 96,250**	**$ 118,610**
CASH FLOW			**$ (56,944)**	**$ (46,187)**	**$ (19,021)**	**$ (15,159)**	**$ 35,146**	**$ 132,701**	**$ 109,623**	**$ 133,954**

Transfers

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
303	Engineering Fees		-	-	-	-	-	-	-	-
320	Communications (GENERAL)		-	-	-	-	-	-	-	-
380	Utilities		-	-	-	-	238	(881)	327	326
437	Other Miscellaneous		-	-	-	-	237	(511)	(789)	2,173
490	Donations-Organizations		-	-	-	-	-	-	-	-
604	TIF-Pay as You Go (101-49110-604)		1,231	9,920	10,399	10,399	10,877	11,630	12,349	12,948
612	Interest Expense		-	-	-	-	1,552	1,833	2,106	2,371
700	Transfers (GENERAL)		117,233	143,525	146,563	146,563	350,565	-	-	-
720	Operating Transfers		-	-	-	-	-	-	-	-
	Transfer to Water Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st Installment 2012)									
	Transfer to Sewer Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st Installment 2012)									
	Transfer to City Hall Fund		-	-	-	-	49,252	49,255	49,255	49,255
	(10 year loan - 1st Installment 2006)									
	Transfer to Sewer Fund - 3rd Avenue		9,525	10,502	10,502	10,502	10,502	10,502	10,502	10,502
	(10 year loan - 1st Installment 2010)									
	TOTAL BUDGET/EXPENDITURES		$ 131,169	$ 167,127	$ 170,644	$ 170,643	$ 426,403	$ 75,008	$ 76,930	$ 80,755

- After Current Year Payment -									
Balance of Loan from Sewer Fund - City Hall Project (0% Interest)	$ -	$ -	$ -	$ -	$ (49,252)	$ 49,252	$ 98,507	$ 147,762	
Balance of Loan from Sewer Fund - 3rd Avenue (3.25% Interest)	$ 6,714	$ 16,239	$ 26,741	$ 26,741	$ 37,243	$ 47,745	$ 56,415	$ 64,810	
Balance of Loan From Sewer/Water Fund - Deer Haven (0% Interest)	$ 9,536	$ 12,715	$ 15,895	$ 15,895	$ 19,075	$ 22,255	$ 25,434	$ 28,614	

Capital Outlay and Replacement

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2015 Final Budget	2014 Original Budget	2013 Original Budget	2012 Original Budget
500	**Capital Outlay (GENERAL)**								
	41000-Capital Outlay		$ -	$ -	$ -	$ -	$ 13,000	$ -	$ -
	41110-City Council (Special Projects)		-	-	-	-	-	-	-
	41200-Elections		6,000	-	-	-	-	-	-
	41500-Administration		-	-	-	-	-	-	4,917
	41910-Planning/Zoning		2,472	7,412	3,000	-	-	-	1,639
	41941-Muni Bldg		3,500	3,500	-	-	-	-	-
	42000-Public Safety		-	-	-	-	-	-	-
	42110-Police		4,000	42,000	36,000	-	29,000	-	-
	42401-Building Inspection		-	20,000	19,000	-	-	-	-
	42402-Code Enforcement		-	-	10,000	-	-	-	-
	45186-Community Ctr		-	-	-	27,000	-	-	-
	46500-EDA		-	-	-	-	-	-	-
	43010-General Maint		-	-	-	-	-	-	-
	43100-Streets		21,730	21,834	13,900	257,000	375,000	130,000	410
	43160-Street Lighting		20,000	20,000	14,536	-	-	-	-
	43210-Sanitation/Waste		-	-	-	-	-	-	-
	45200-Park Mnt Equip and Structures		-	-	-	7,000	10,000	-	410
	45300-Parks, Rec, Culture		58,530	69,190	12,900	7,000	10,000	-	410
	Total Capital Outlay		**$ 116,232**	**$ 183,936**	**$ 109,336**	**$ 298,000**	**$ 437,000**	**$ 130,000**	**$ 7,786**

Capital Outlay and Replacement

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2015 Final Budget	2014 Original Budget	2013 Original Budget	2012 Original Budget
501	**Replacement Fund**								
	Underfunded		$ -	$ -	$ -	$ -	$ -	$ -	$ -
	City Council Reserves (56738)		-	-	-	-	-	-	-
	Elections Reserve (56739)		-	-	-	-	-	-	-
	Admin Reserves (56740)		-	-	-	-	-	-	-
	Police Reserves (56741)		-	-	-	-	-	-	-
	Streets Reserves (56742)		-	-	-	150,000	-	-	-
	Maintenance Reserves (56743)		-	-	-	-	-	-	-
	Park Reserves (56744) (920-45300-501)		27,500	7,500	7,500	7,500	-	-	-
	Sanitation Reserves (56745)		-	-	-	-	-	-	-
	ICC Reserves (56746)		-	-	-	-	-	-	-
	Planning/Zoning Reserves (56748)		-	-	-	-	-	-	-
	Bldg Inspection Reserves (56749)		-	-	-	-	-	-	-
	Mun Bldg - Bldg Reserves (56750)		-	-	-	-	-	-	-
	Gen Maint - Bldg Reserves (56751)		-	-	-	-	-	-	-
	Park Structures Reserve (56752)		-	-	-	-	-	-	-
	Public Safety Impr Reserve (56753)		-	-	-	-	-	-	-
	Special Projects Reserves (56754)		-	-	-	-	-	-	-
	Reserve for Park Donations (56755)		-	-	-	-	-	-	-
	Reserve for Land Acquisition (56756)		-	-	-	-	-	-	-
	EDA Reserves (56757)		-	-	-	-	-	-	-
	Code Enforcement Reserves (56758)		-	-	-	-	-	-	-
	Total Reserve for Replacement		**$ 27,500**	**$ 7,500**	**$ 7,500**	**$ 157,500**	**$ -**	**$ -**	**$ -**

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, AUGUST 15, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

1. Isanti County Beyond the Yellow Ribbon

F. Approve City Council Minutes
1. August 2, 2017 – Regular Meeting of the City Council
2. August 2, 2017 – City Council Budget Work Session Meeting

G. Citizens Input

H. Announcements

1. Parks, Recreation, and Culture Board Meeting	Tuesday, August 22, 2017 at 6:00 p.m.
2. **CITY OFFICES CLOSED**	Monday, September 4, 2017 *(in observance of Labor Day)*
3. City Council Meeting	Tuesday, September 5, 2017 at 7:00 p.m.
4. Economic Development Authority	Tuesday, September 5, 2017 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings
1. Consider Awarding Business Subsidy to Isanti Hotel Partners, LLC *(Mayor Wimmer)*

K. Business Items

City Administrator Don Lorsung

1. Consider Resolution Approving Snow Plowing Policy 2017-XXX and Resolution Approving Exempt Sidewalks from Snow Removal 2017-XXX
2. Consider Resolution Requesting Quotations for Ancillary Snow Removal for the Liquor Store, Community Center and Isanti Indoor Arena Parking Lots 2017-XXX

City Engineer Brad DeWolf

3. Consider Resolution Approving Change Order for the 2017 Palomino Road Street & Utility Improvement 2017-XXX

Economic Development Director Sean Sullivan

4. Consider Resolution 2017-XXX Authorizing the Execution of Repayment Agreement on Lot 27, Block 3, Sun Prairie Third Addition with J Robinson Construction, Inc
5. Consider Resolution 2017-XXX Authorizing the Execution of Repayment Agreement on Lot 2, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.
6. Consider Resolution 2017-XXX Authorizing the Execution of Repayment Agreement on Lot 8, Block 3, VOR with J Robinson Construction, Inc.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $330,357.90 and Payroll in the amount of $104746.46
2. Contractor Pay Request No. 12 Wastewater Treatment Improvements to Gridor Construction in the amount of $43,077.00
3. Final Meeting Minutes for the July 5, 2017 Economic Development Authority Meeting
4. Consider Resolution 2017-XXX Designating the Data Practices Responsible Authority and Designee for the City of Isanti
5. Consider Resolution 2017-XXX Terminating Agreement for Development Legal Services
6. Consider Resolution 2017-XXX Approving Entering Into a New Agreement with Toshiba and Upgrade to a New Copier at City Hall
7. Consider Resolution to Declare Metal as Scrap and Authorize Its' Disposal 2017-XXX

M. Other Communications

1. Draft Meeting Minutes for the August 2, 2017 Economic Development Authority Meeting
2. July Police Department Report
3. July Code Enforcement Report
4. July Building Inspector Report
5. August Engineering Report

N. Closed Session

1. Discussion pursuant to Attorney-Client privileged matter pursuant to MN Statute 13D.05, Subdivision 3(b).

The City Council will resume in open session following each or any Closed Session matter. After reopening the meeting, the Council may take such action, if any as it deems appropriate pertaining to the matter discussed in closed session.

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 2, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Steve Lundeen, and Ross Lorinser

Members Absent: None.

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, Finance Director Mike Betker, Public Service Director/Assistant City Administrator Josi Wood, Economic Development Director Sean Sullivan, City Attorney Clark Joslin, and City Engineer Brad DeWolf

Others Present: A. Strom, J. Schwietering

D. Adopt Agenda

Motion by Collison, second by Lorinser to approve the agenda. Motion carried.

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

1. July 18, 2017– Regular Meeting of the City Council

Motion by Bergley second by Lorinser to approve minutes as presented. Motion carried.

G. Citizens Input

None.

H. Announcements

1. City Council Meeting — Tuesday, August 15, 2017 at 7:00 p.m.
2. Planning Commission Meeting — Tuesday, August 15, 2017 at 7:00 p.m.
   (Immediately following City Council Meeting)
3. Parks, Recreation, & Culture Meeting — Tuesday, August 22, 2017 at 6:00 p.m.

I. Council Committee Reports

Mayor Wimmer remarked that a second Parks and Recreation Board meeting was cancelled due to a lack of attendance. Therefore, the City Council would be hearing items that could have been addressed at a regular meeting. If this continues, it will have to be addressed.

J. **Public Hearings**
None.

K. **Business Items**

1. **Presentation of Center Point Energy Community Partnership Grant Check**
Jason Schwietering of Center Point Energy presented the City of Isanti with a Community Partnership Grant Program check in the amount of $2,500.00. The Community Partnership Program enables Centerpoint Energy to support their partner cities with safety projects and equipment purchases. The Partnership Grant will be used to purchase portable 800 MHZ radios. Mayor Wimmer expressed his appreciation on behalf of the City of Isanti.
2. **Resolution 2017-201 Approving a Special Event Permit for BMX State Series Final Race**
Andy Strom, President of the Rum River BMX Association, said the state finals race brings people from all across the state and beyond. He said it is a big plus that the City of Isanti is so supportive of the track and the sport. He continued by saying that the City of Isanti continues to host the BMX State Finals because it has the best track in not only the state, but the entire country, based on an independent rating. Mr. Strom continued by saying this race series is watched by the entire country and other states constantly try to emulate them. Mayor Wimmer commented that this was good not only for the Rum River BMX Association, but for the City of Isanti.

Motion by Lundeen, second by Bergley to approve the request. Motion carried.

City Administrator Don Lorsung

3. **Resolution 2017-202 Approving Safety Climb Cable System Installation on the Interior of the Water Tower**

Motion by Lundeen, second by Lorinser to approve the request. Motion carried.

4. **Ordinance No. 677 Amending City Code Chapter 160 Fees and Resolution 2017-203 Amending the Fee Schedule**

Motion by Lorinser, second by Collison to approve the request. Motion carried.

5. **Resolution 2017-204 Amending the Conditional Use Permit Approved Though Resolution 2015-253 and of a Site Plan/Building Appearance Review for Coborn's Grocery to Add an Automobile Car Wash Establishment**

Motion by Lundeen, second by Lorinser to approve the request as presented. Motion carried.

Economic Development Director Sean Sullivan

6. **Resolution 2017-205 Authorizing Appraisal of Isanti EDA Land**

Motion by Bergley, second by Collison to approve the request. Motion carried.

L. **Approve Consent Agenda**

1. Consider Accounts Payable in the Amount of $650,684.04 and Payroll in the amount of $98,355.41
2. **Resolution 2017-206** Approving Gambling Permit for Pheasants Forever Chapter Isanti County
3. **Resolution 2017-207** to Declare Vehicles as Surplus and Sale to Public Auction

4. **Resolution 2017-208** Authorizing Contract with Carlson McCain for Phase 2 Environmental
5. **Resolution 2017-209** Approving 2016 TIF Reporting Proposal
6. **Resolution 2017-210** Accepting Donations for the Passport to Parks Grand Prize

Motion by Lorinser, second by Lundeen to approve to consent agenda as presented. Motion carried.

M. Other Communications

1. Final Meeting Minutes for the July 18, 2017 Planning Commission Meeting

N. Closed Council Session

1. Discuss Regarding Employee Medical Leave Request Pursuant to MN Statute 13D.05 Subdivision 2

At 7:11 p.m. the City Council went into a closed session.

O. Open Session

At 7:26 p.m. Council came out of closed session. Mayor Wimmer requested that City Attorney Clark Joslin provide a summary of the closed session. City Attorney Joslin stated that the closed session was regarding an employee's request for medical leave of up to one year. The Council reviewed the City policies for granting medical leave and discussed this matter with the employee.

Motion by Lorinser to approve the employee's request for medical leave of up to one year according to the City of Isanti policies, second by Lundeen. Motion carried.

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

Jeannifer Anderson
Administrative Data Clerk

F.2.

MINUTES
CITY OF ISANTI
CITY COUNCIL BUDGET WORK SESSION
WEDNESDAY, AUGUST 2, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:16 p.m.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Ross Lorinser and Steve Lundeen

Members Absent: None

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, Finance Director Mike Betker, Public Service Director/Assistant City Administrator Josi Wood, Economic Development Director Sean Sullivan, City Attorney Clark Joslin

Finance Director Mike Betker began by saying that he would be happy to field any questions, comments, or concerns that the Council may have regarding budget items. He continued by saying that in an effort to be respectful of the Council's time, he wouldn't go through the Budget line by line or read any of the memos the Councilmembers had in front of them.

Regarding General Fund Budget Updates:
Mr. Betker said there are no General Fund Budget updates of any substance at this time.

Regarding Preliminary Budgets for the Enterprise Funds:
Mr. Betker continued by saying the base assumptions regarding wages and employer paid insurances are the same as those of the General Fund, which were reviewed at the last Budget Work Session.

However, he wanted to note that of the four Enterprise Funds, one big item that is new to this year's budget is the addition of the MS4 Technician position, which is accounted for within the Storm Water Fund. Mr. Betker said he had provided some commentary on those proposed costs in his first memo to the City Council.

Regarding Capital Outlay Requests:
Mr. Betker reminded the Council that the proposed list of Capital Outlay Expenditures is the result of many meetings with department heads and the Finance Committee, and represents just a portion of the original requests. He commented that the largest outlay item belonged to the Sewer and Storm Water Funds.

Mr. Betker concluded by saying the city will be putting $20,000.00 aside for Reserve Funding in 2018, with $10,000.00 each for the future dog park development and for work to be done at Bluebird Park.

Mayor Wimmer then provided some clarification regarding the Water and Sewer from a revenue standpoint. He began by saying that by using assumptions from last year's revenue and then reducing rates this year, the provided numbers were fairly conservative. However, he said if there was continued revenue generated by building projects, the city could possibly be looking at another reduction in usage rates sometime in the future, even with the increase in the Storm Water Fund due to the MS4 Technician position. Mayor Wimmer then asked Public Service Director/Assistant City Administrator Josi Wood to explain the new inspection requirements the City is facing, commenting that it may result in a small fee increase in billing.

Ms. Wood began saying that the City of Isanti is an MS4 Community with enforcement beginning in August of 2018, requiring the MS4 Tech position. This means the City will need to be in compliance with the Pollution Control Agency and their regulatory requirements to keep the City's storm water systems clean and clear. Requirements include regular inspections with documentation, completing the paperwork the agency requires, and tracking records so if there is an audit, all of the required information is readily available for the City to submit.

Mayor Wimmer explained that the City had two options; contract with a company like Bolton and Menk to do the inspections at a costly rate, or to hire the position directly with the City of Isanti. The position is expected to be part-time, at least to begin with. It will result in an increase from a cost stand-point for the City, but it is a requirement the City has to comply with.

When asked to clarify his earlier comment regarding an increase in billing, Mayor Wimmer responded by saying he expects property owners will see a fee increase of a dollar added to their monthly bill, or $12.00 per home per year, beginning early 2018. He then briefly commented that due to building projects, there has been an increase in Revenue and the Water and Sewer Fund, even with the reduced usage rate, is doing well at this time.

Mayor Wimmer concluded by saying the Council is still looking at some items that could possibly be pared down in the budget, such as advertising for the Liquor Store and legacy items that are no longer necessary.

Adjournment
Motion by Lorinser, second by Lundeen to adjourn. Motion carried unanimously. The Budget Work Session adjourned at 7:26 p.m.

Respectfully Submitted,

Jeannifer Anderson
Administrative Data Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: August 15, 2017

Subject: **PUBLIC HEARING: Consider Awarding Proposed Business Subsidy to Isanti Hotel Partners LLC**

Background:

The City of Isanti has identified a hotel as a priority Economic Development project for the City of Isanti. The proposed project consists of construction of a 60 unit hotel with a tax assessed valuation of $2,827,100. This project is anticipated to generate $137,000 in annual property taxes and to create 4 Full time and 8 part time jobs in the City of Isanti. This project will provide positive economic impact on the business community and residents and it builds synergy with venues such as Isanti Indoor Arena – Home of Rum River BMX, the Isanti Soccer Complex, David Johnson Civic Arena, and other regional athletic and community events. It has been included within the Comprehensive Economic Development Strategy (CEDS) that is provided to the East Central Regional Development Commission (ECRDC) and documented as Resolution 2016-282. In order to finalize financing structure and to quantify sources and uses it is required to define the City of Isanti and EDA assistance to the project. Without assistance from the City of Isanti, and other local taxing jurisdictions this project would not happen. The City Council of the City of Isanti will hold a public hearing on August 15, 2017 to consider a business subsidy pursuant to Minnesota Statutes Sections 116J.993 to 116J.995 to be made by the City of Isanti, Minnesota to Isanti Hotel Partners, LLC.

The City of Isanti, Minnesota proposes provide the following to Isanti Hotel Partners, LLC:

1. A loan to Isanti Hotel Partners, LLC from the Economic Development Authority from the net proceeds of the revenue bonds to be issued by the City of Isanti EDA not exceed $2,100,000.
2. Land to be purchased by the City of Isanti identified as Tax Identification Number 16.029.0101 and valued at $98,000.
3. $700,000 cash from City of Isanti to Isanti Hotel Partners LLC as a cash grant.
4. $182,549 in Tax Abatement from the City of Isanti.
5. Waiver of $85,000 of sewer and water access and from City of Isanti.

The Public Hearing for the business subsidy hearing has been properly noticed in the Isanti County News. Once the Development Agreement is complete it will be available for public inspection at a future date.

City of Isanti Business Subsidy Criteria and Project Qualification

The City of Isanti has adopted business subsidy criteria to be used to assure that public purpose and city economic development, and comprehensive plan goals are being met. Below is an excerpt from the adopted criteria with explanation on how each of the criteria is met.

1 PUBLIC PURPOSE REQUIREMENT

1.1 All business subsidies must meet a public purpose. ***See below***

1.2 The creation or retention of jobs may be, but is not required to be, a public purpose for granting a subsidy. The determination that jobs are not a public purpose for the subsidy and that the related wage and job goals are zero shall be made following a public hearing. ***Isanti Hotel Partners LLC has agreed to create 4 Full time positions and 8 part time positions as a result of this project as identified in the Isanti Project Summary dated 8.7.17.***

1.3 Job retention may only be used as a public purpose in cases where job loss is specific and demonstrable. The City shall document the information used to determine the nature of the job loss. *N/A*

1.4 The creation of tax base shall not be the sole public purpose of a subsidy. ***The new jobs to be created are outlined above as well as the positive impact and diversity to the local economy. A market study conducted by IDM in 2016 documented the demand for 75 rooms in the Isanti Trade area. The private sector approached the city of Isanti requesting assistance to make the project feasible. In addition, the configuration of the property requires the vacation of a street that bisects the property to allow for development and without involvement from the City of Isanti it would not be economically feasible for the project to move forward as identified on the Site reconfiguration exhibit. Although the increase in tax base and the related increase in property taxes generated cannot be the only reason it is important to understand how much this project does increase tax base within the city and county and school district jurisdictions.***

Based on information provided by the Isanti Hotel Partners LLC and the Isanti County Assessor the City of Isanti anticipates the following as a result of the project:

- ***$2,827,100 in assessed value at project completion (increase of $2,711,100 in market value)***
- ***$137,000 in taxes annually (increase annually of $132,702 in property taxes)***

1.5 The wage floor for wages to be paid for the jobs created shall be six dollars ($6) for commercial businesses and eight dollars fifty cents ($8.50) for Industrial businesses. The City will seek to create jobs with higher wages as appropriate for the overall public purpose of the subsidy.

The proposed project meet that job wage floor requirement of the city approved business subsidy criteria.

2 BUSINESS SUBSIDY APPROVAL CRITERIA

2.1 All new projects approved by the Grantor should meet the following minimum approval criteria. However, it should not be presumed that a project meeting these criteria will automatically be approved. Meeting these criteria creates no contractual rights on the part of any potential developer.

2.2 To be eligible to receive a business subsidy, the recipient must meet the following minimum requirements:

a. The subsidy must achieve a public purpose. ***This project satisfies the public purpose criteria.***
b. The project must comply with local plans and ordinances. ***The project is in compliance. The property is zoned commercial and a hotel is a permitted use within the zoning district as identified on zoning map dated 3/21/2017 and Section 7 of Zoning.***
c. The recipient shall provide information demonstrating that granting the subsidy is necessary for the proposed development to occur. ***Isanti Hotel Partners LLC has provided documentation in the projected cash flow showing that without the proposed business subsidy the project is not economically feasible.***
d. The recipient must enter into an agreement pursuant to these criteria and the Statutes. ***Isanti Hotel Partners, LLC will enter into a business subsidy agreement at the time the Development Agreement is complete. A draft Development Agreement will be available for review at the time of the Business Subsidy Hearing on August 15, 2017.***

2.3 The business subsidy shall be provided within applicable state legislative restrictions, debt limit guidelines, and other appropriate financial requirements and policies. ***The business subsidy is compliant based on review of the City Attorney and/or Bond Counsel and the documents cited within this memo.***

2.4 The project must be in accord with the Comprehensive Plan and Zoning Ordinances, or required changes to the plan and Ordinances must be under active consideration by the City at the time of approval. ***The project is in compliance. The property is zoned commercial (B-2) and a hotel is a permitted use within the zoning district. The City Site Plan process will require it to meet the requirements of the Comprehensive Plan and Zoning Ordinances.***

2.5 Business subsidies will not be provided to projects that have the financial feasibility to proceed without the benefit of the subsidy. In effect, business subsidies will not be provided solely to broaden a developer's profit margins on a project. Prior to consideration of a business subsidy request, the Grantor may undertake an independent underwriting of the project to help ensure that the request for assistance is valid. ***Based on information provided by private financial institution and Isanti Hotel Partners LLC and review by City Staff and consultants it has been determined that the project is not economically feasible unless the City provides a business subsidy.***

2.6 Prior to approval of a business subsidy, the developer shall provide any required market and financial feasibility studies, appraisals, soil boring, information provided to private lenders for the

project, and other information or data that the Grantor or its financial consultants may require in order to proceed with an independent underwriting. ***Criteria will be meet within the Development Agreement that will be executed between the City of Isanti and Isanti Hotel Partners LLC.***

2.7 Any developer requesting a business subsidy should be able to demonstrate past successful general development capability as well as specific capability in the type and size of development proposed. ***The Developer has a record of successful hotel projects and has demonstrated the capacity to complete the project.***

2.8 The developer must retain ownership of the project at least long enough to complete it, to stabilize its occupancy, to establish the project management, and to initiate repayment of the business subsidy, if applicable. ***The Developer is an owner in Isanti Hotel Partners LLC and will be required to operate for 5 years which will be incorporated in to the Development Agreement***

2.9 A recipient of a business subsidy must enter into a subsidy agreement with the Grantor as described in Section 4. ***The business subsidy agreement will be a part of the Development Agreement to be executed between the City of Isanti and Isanti Hotel Partners LLC***

2.10 A recipient of a business subsidy must make a commitment to continue operations within the City for at least five years after the benefit date. ***This requirement will be included in the Development Agreement to be executed between Isanti Hotel Partners LLC and the City of Isanti***

2.11 Any business subsidy will be at the lowest possible level and for the least amount of time necessary, after the recipient maximizes the use of private debt and equity financing first. ***The proposed business subsidy is being provided at the lowest possible level for the least amount of time to make the project economically feasible. The private debt/equity structure proposed is consistent with maximizing the use of private debt/equity.***

Requested Action:

Consider Adoption of Resolution 2017- ___ Awarding Business Subsidy to Isanti Hotel Partners LLC

The proposed business subsidy be contingent on the execution of a future Development Agreement between the City of Isanti and Isanti Hotel Partners LLC that incorporates the specifics outlined above. In addition, the City of Isanti and City of Isanti Economic Development Authority will only enter into the Development Agreement and related documents upon satisfactory review by the City Attorney and Bond Counsel.

Attachment:

1) Resolution 2017- ___ Awarding Business Subsidy to Isanti Hotel Partners LLC

RESOLUTION 2017-___

AWARDING BUSINESS SUBSIDY TO ISANTI HOTEL PARTNERS, LLC

WHEREAS, the City is actively negotiating a deal that would bring a 60 unit Hotel to the City of Isanti, MN to be located on parcel identified as TAX ID Number 16.029.0101; and;

WHEREAS, the City of Isanti and the City of Isanti Economic Development Authority propose to provide the Isanti Hotel Partners, LLC the following business subsidy in the forms and amounts listed below:

1. The issuance by the City of Isanti Economic Development Authority of revenue bonds in an aggregate principal amount not to exceed $2,100,000 and the loan of the net proceeds of the revenue bond to Isanti Hotel Partners, LLC.
2. Land to be purchased by the City of Isanti identified as tax identification number 16.029.0101 valued at $98,000.
3. $700,000 cash from City of Isanti to Isanti Hotel Partners, LLC as a Grant.
4. $182,549 in Tax Abatement from the City of Isanti.
5. Waiver of $85,000 of sewer and water access and from City of Isanti.

WHEREAS, without provision of the above business subsidy the project would not be economically feasible and it would not happen in the City of Isanti. Minnesota.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorize the following:

1) The proposed business subsidy is contingent on: (1) the issuance of revenue bonds by the City of Isanti Economic Development Authority in a principal amount not to exceed $2,100,000 and (2) the execution of a Development Agreement between the City of Isanti and Isanti Hotel Partners, LLC that incorporates the following specific business subsidy:

    a. A loan from the City of Isanti Economic Development Authority of the net proceeds of the revenue bonds to Isanti Hotel Partners, LLC.
    b. Land to be purchased by the City of Isanti identified as tax identification number 16.029.0101 valued at $98,000
    c. $700,000 cash from City of Isanti to Isanti Hotel Partners LLC as a Grant.
    d. $182,549 in Tax Abatement from the City of Isanti.
    e. Waiver of $85,000 of sewer and water access and from City of Isanti.

2) The foregoing business subsidy is contingent upon the required public hearings, issuance of revenue bonds and approval of the Development Agreement by the City Council.

This Resolution hereby approved by the Isanti City Council this 15th day of August 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Wimmer and Members of City Council**

From: **Josi Wood, Public Services Director/Asst. City Admin.**

Date: August 15th, 2017

Subject: Consider Resolution Approving Snow Plowing Policy 2017-XXX and Resolution Approving Exempt Sidewalks from Snow Removal 2017-XXX

The Public Works Committee has completed their annual review of the City of Isanti Snow Plowing Policy and Operational Guidelines, pursuant to Section V., Administration, City Council Resolution 2006-295, and also Exempt Sidewalks from Snow Removal pursuant to Resolution 2014-007.

Public Works Committee Recommendation:
The Public Works Committee Recommends no changes to the existing Snow Plowing Policy and Exempt Sidewalks.

Request:
It is requested that City Council review and take action on this item.

Attachments:

- Resolution 2017-XXX – Resolution Approving Snow Plowing Policy and Operational Guidelines
- Resolution 2017-XXX – Resolution Approving Exempt Sidewalks From Snow Removal

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING SNOW PLOWING POLICY AND OPERATIONAL GUIDELINES

I. PERSONNEL

All Department of Public Works personnel shall be available for all snow plowing operations, unless on approved leave or unable to respond due to a medical condition.

II. PROCEDURES

A. Alert and Call Out

During normal working hours, the Public Services Director or designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures. After hours, on weekends, and during holidays the Police Department shall notify the Public Works On-Call or designee when snow and ice conditions warrant crew alert. Snowplows will not be sent out in situations that may be hazardous due to severely restricted visibility.

B. Salting and Sanding

The City shall consider in order the following factors when establishing application rates and locations for application of salt and/or sand. The City shall use salt as the primary treatment. Sand may be used if there is a traction issue or if weather conditions deem it effective either combined with salt or as a separate treatment.

1) Safety of the Motoring Public
2) Environmental impact of salt usage
3) Cost

Salt or sand shall be applied to the street surface in such quantities so as to provide a level of skid resistance that is consistent with standards normally experienced on city streets throughout the State of Minnesota. It is recognized that a bare pavement policy is not possible at all times during winter.

Streets shall be spot salted (or sanded) to provide skid resistance and traction consistent with area standards in accordance with the following priorities:

1) All controlled intersections along Main Street, Heritage Blvd, County Road 23 and all curves.
2) School zones
3) Commercial and industrial streets
4) Residential – blanket sanding of general snow pack on residential streets will not be done.
5) In rare instances, when ice accumulation renders the streets unsafe to drive, the Public Services Director may authorize blanket sanding of city streets to restore vehicle traction.

C. Snow Plowing

The City will plow all storms of over 2 inches. During the season, snowfall of less than 2 inches may be removed depending on road conditions. Snow plowing shall normally begin when accumulation reaches a point where functional traffic flow is inhibited. Typical plow start time is 3:00 a.m. Plowing may start earlier in the prior evening, or delayed after 3:00 a.m., or may start during the daytime if conditions warrant. Plowing shall begin as close as practicable to the time snowfall ceases and will continue as visibility and operator safety permit. Work periods shall not exceed safe limits that operators can continue without rest.

Snow removal operations shall proceed as rapidly as possible in accordance with the following priorities:

1) Fire Hall Access Area

2) Police Department Access Area
3) Snow Emergency Routes - These routes (listed in this resolution) are typically first plowed. In extreme snowfalls, these routes shall be plowed to maintain the driving lanes in a passable condition until normal snow plowing activities resume.
4) 2" or more snow event, Downtown sidewalks from the Railroad Tracks on the east and traveling west to the intersection of Main and 2nd Avenue.
5) Sidewalk Routes to Schools – First day sidewalks listed in this resolution.
6) Residential Streets
7) City Downtown Parking Lot, City Hall Parking lot and Isanti Community Center Lot
8) Municipal Liquor Store Parking Lot
9) Alleys
10) Eagle Park Parking Lot
11) Isanti Indoor Arena
12) All Other Sidewalks – Second day sidewalks (except exempt sidewalks)
13) River Bluff Preserve and Bluebird Park Parking Lots
14) Ice Skating Rink

For a storm of roughly 6 to 10 inches, it shall be the goal of the City to have all streets plowed curb-to-curb within 12 hours after snowfall stops. Storms of larger magnitude or extremely wet snow will take longer depending on severity. Extreme snowfalls may warrant the opening of two lanes in the middle of the street initially with full width plowing to follow at a later time.

It shall be the policy of the City that the opening of driveways will not be the responsibility of the City. Property owners shall be responsible for clearing driveways, and walkways. For a 2"or more snow event, the City shall clean all sidewalks and trails that provide direct access to the Primary, Intermediate and Middle Schools.

D. Snow Hauling

Snow will be hauled from the following streets:

1) Main Street between 3rd Avenue and Elim Lane.

Late spring and early fall snowfalls may be left on roadways if melting is determined to be imminent or if substantial damage will be caused to the pavement structure. Clearing of intersection snow banks will be accomplished when needed on collector streets and near schools.
Snow hauling could begin as early as 3:00 a.m. or 1 hour following the beginning of snow removal operations. Hauling will continue for as many nights as is necessary.
Snow pickup shall be accomplished using such personnel, equipment and methods appropriate to maintaining a reasonable and safe passage of vehicles and pedestrians at all times. Traffic may be restricted by the Police Chief or his designee as emergency conditions may dictate.

E. Snow Plowing Alleys

Alleys will be opened in the aforementioned priority to provide functional traffic movement.

F. Wingbacks

During planned City-wide wingbacks, resident notification will be made on the City Website and by News Blasts. The Public Services Director, Designee or route driver will determine that areas may need wingbacks more often due to drifting snow or other conditions at the time, in these instances notice may not be given.

The Public Works Department will try to minimize impact to driveways and sidewalks but some snow removal may be required by the homeowner.

G. Complaints

Complaints concerning snow and ice removal will be handled in the following manner:

1) All complaints shall be referred to the Public Services Director or designee.
2) Slippery Street and sidewalk complaints shall be listed and given to Public Works for investigation and possible action.
3) All other complaints shall be given to Administration for investigation and possible action.

H. Property Damage

It is recognized by the City that on occasion private property is damaged during snow and ice control operations. Where this happens, it shall be the policy of the City to handle damages in the following manner:

1) **Mailboxes** – Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow shall be plowed to the curb to allow for passage of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from mailboxes so mail can be delivered.
Where damage to the mailbox occurs, such damage shall be investigated by the Public Services Director or Designee. If it is determined that the weight of the snow movement caused the damage, the City will not assume responsibility for repair of the mailbox. If the mailbox was built according to Isanti County specifications, and was struck directly by the plow, the City will repair or replace the mailbox in kind, not to exceed $100.00.

2) **Boulevard Damage** – The City will repair physical damage to boulevard areas and may replace sod in extreme cases as determined by the Public Services Director. Typical repairs will be with dirt and seed. The City will not repair winter kill or salt damaged lawn areas. The City will not replace or repair sprinkler systems, landscaping or other structures in the boulevard.

3) **Curbs** – Concrete curbs will not be replaced unless the curb back is broken.

4) **Driveway Ramps** – Damage caused to driveway ramps or fillets where mountable curb is in place will not be repaired by the City unless authorized by the Public Services Director.

5) **Garbage Receptacles** – Garbage receptacles are not to be placed in the street section. The City is not responsible for damage of receptacles or clean-up of waste.

I. Snow Emergency Routes

The following routes are designated as Snow Emergency Routes and shall be marked by signage:

Cajima Street - T.H. 65 to 8th Ave NE

8th Ave NE - Cajima Street to Heritage Blvd

8th Ave SE Boulevard - Heritage Blvd to CSAH 55

Main Street East - Railroad Tracks to T.H. 65

Dahlin Avenue - Broadway to Heritage Blvd

Main Street West - Whiskey Road to Railroad Tracks

First Avenue NW. - Main Street to Heritage Blvd

Centennial Drive - Oakwood Street to Heritage Blvd

Oakwood Street - Whiskey Road to Centennial Drive

Whiskey Road - Heritage Blvd to Isanti Parkway West

Hillock Street NW - Whiskey Road to 11th Avenue NW

11th Avenue NW - Hillock Street NW to Blossom Boulevard

Blossom Boulevard - 11th Avenue NW to Isanti Parkway West

Isanti Parkway West - Blossom Boulevard to 3rd Avenue N.

3rd Avenue N - Heritage Blvd to Isanti Parkway

Isanti Parkway East - 3rd Avenue N to East Dual Boulevard

East Dual Boulevard - Heritage Blvd to Cajima

Cajima Street - East Dual Blvd. to T.H. 65

Railroad Avenue - Main St to South Passage

Palomino Road - Railroad Avenue to T.H. 65

Townsedge Road - Railroad Avenue to T.H. 65

South Passage - Railroad Avenue to Whiskey Rd

Sixth Avenue SW - South Passage to S Brookview Lane

Dogwood Street SW - Whiskey Rd to 3rd Avenue SW

South Passage - Whiskey Rd to Rum River Drive SW

Rum River Drive SW - South Passage to Birch Street SW

Birch Street SW - Rum River Drive SW to Whiskey Rd

J. **<u>Sidewalk Routes to Schools</u>**

Broadway Street - Railroad Avenue to Candy Avenue

Dahlin Avenue - Broadway Street to Main Street

Main Street West - Whiskey Rd to Dahlin Avenue

Oakwood Street - Whiskey Rd to Centennial Drive

Heritage Blvd - Whiskey Rd to 65

First Avenue N - Main Street to Heritage Blvd

Second Avenue N - Main Street to Heritage Blvd

Third Avenue N - Main Street to Heritage Blvd

Fourth Avenue N - Main Street to Heritage Blvd

Fifth Avenue N - Main Street to Heritage Blvd

Fifth Avenue S – Main Street to S Brookview Lane SW

Whiskey Road - South Passage to Heritage Blvd

Whiskey Road - Heritage Blvd to Isanti Parkway West

Wendover Street NW - Whiskey Road to Rum River Drive NW

Rum River Drive NW - Wendover Street NW to Hillock Street NW

Eleventh Ave – Winsome Way to Wendover St NW

Nemo – Broadway St SE to Main St E

Isanti Parkway NW – 3rd Ave NW to 701 Isanti Parkway NW

First Ave NW – Broadway St to Heritage Blvd

8th Ave SE – Marion St SE to Heritage

9th Ave SE – Marion St SE to 8th Ave SE

Marion St SE – 8th Ave SE to 9th Ave SE

III. POST PLOWING OPERATIONS

Once plowing is completed from curb to curb, post plowing operations will begin in the following priority:

A. Fire Hydrants

Fire hydrants on public streets serving commercial/industrial areas, high density residential units and school facilities shall be plowed or shoveled out so as to be readily accessible for use.

B. Intersections

If in the discretion of staff, snow piles at busy intersections are of such height as to create unsafe conditions, the piles will be pushed back at those intersections on the following streets:

1) County Road 5
2) Main Street
3) County Road 23

IV. EMERGENCY ASSISTANCE

At the discretion of the City Administrator, the Public Works Department can hire either additional equipment or drivers for assistance with snow removal.

V. ADMINISTRATION

A. Council Review

The City Council's Public Works Committee shall annually review the City's Snow Removal Policy and Operational Guidelines, prior to the next year's snow season and make any recommendations for amendments to the City Council.

VI. REPEAL

This resolution repeals all previous snow plow policies.

This Resolution was duly adopted by the Isanti City Council this 15th day of August, 2017.

_____

Mayor George A. Wimmer

Attest:

_____

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING EXEMPT SIDEWALKS FROM SNOW REMOVAL

WHEREAS, Resolution 2014-007 states sidewalk routes shall be reviewed by the City Council's Public Works Committee on an annual basis, prior to the next year's snow season regarding School Routes to School and for sections of sidewalk that due to lack of development do not provide a connecting link between private and public facilities, residences and commercial/industrial businesses; and,

WHEREAS, those sections of sidewalk identified in the review and approved for exemption by the City Council, shall not be required to have snow removed that snow season; and,

WHEREAS, Public Works Committee met and are recommending that the following properties are exempted from the sidewalk snow removal requirement for the 2017-2018 snow season:

- Bellaire Blvd NW – Sidewalk section north of intersection with Blossom Blvd.
- 7th Avenue NE – Sidewalk section between Cajima St NE and Golden Way NE (no development on either side);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, that the sidewalks listed above are exempt from snow removal for 2017-2018.

This Resolution was duly adopted by the Isanti City Council this 15th day of August, 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Wimmer and Members of City Council**

From: **Josi Wood, Public Services Director/Asst. City Admin.**

Date: August 15th, 2017

Subject: Consider Resolution Requesting Quotations for Ancillary Snow Removal for the Liquor Store, Community Center and Isanti Indoor Arena Parking Lots 2017-XXX

The Public Works Department removes snow from parking lots within the City, however, there may be infrequent times when they are unavailable to remove snow from the Isanti Liquor Store, Isanti Community Center and primary lot in Bluebird Park for the Isanti Indoor Arena for events and after hours. Ancillary snow removal of such lots would be times when snowfall is greater than two inches. The attached 'Exhibit A' outlines the specifications for each parking lot.

Public Works Committee Recommendation:
The Public Works Committee Recommends approval of ancillary snow removal for such lots as described in the attached Resolution.

Request:
It is requested that City Council review and take action on this item.

Attachments:

- Resolution 2017-XXX – Resolution Requesting Quotations for Ancillary Snow Removal
- Exhibit A – Specifications for Ancillary Parking Lot Snow Removal

RESOLUTION NO. 2017-XXX

A RESOLUTION REQUESTING QUOTATIONS FOR ANCILLARY SNOW REMOVAL FOR THE LIQUOR STORE, COMMUNITY CENTER AND ISANTI INDOOR ARENA PARKING LOTS

WHEREAS, the Public Works Department clears snow from City Parking Lots; and,

WHEREAS, there may be occasions when accumulated snow exceeds two inches from the time the Public Works Department leaves for the day and the Liquor Store is still open or there are events held at the Isanti Indoor Arena or Isanti Community Center; and,

WHEREAS, the City solicits quotations from private firms for such snow removal for the parking lots at the Liquor Store, the Isanti Community Center and the Isanti Indoor Arena primary BMX parking lot in Bluebird Park. These ancillary services are for snow removal during time periods that Public Works is not available; and,

WHEREAS, the specifications for parking lot snow removal is outline in 'Exhibit A'; and,

WHEREAS, the City of Isanti has determined it is in the City's best interest to solicit quotes every three (3) years for ancillary snow removal services;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, as follows:

1. Directs staff to advertise and procure quotations for ancillary snow removal for the Liquor Store, Community Center and Isanti Indoor Arena for the winter season 2017-18 through winter season 2019-20.

2. In the future, staff will solicit quotes for ancillary snow removal services for a 3-year time period, which will cover 3 snow seasons. The next solicitation will be in the fall of 2020.

This Resolution was duly adopted by the Isanti City Council this 15th day of August, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

'Exhibit A"

CITY OF ISANTI
SPECIFICATIONS FOR ANCILLARY PARKING LOT SNOW REMOVAL
ISANTI COMMUNITY CENTER, MUNICIPAL LIQUOR STORE, AND PRIMARY BLUEBIRD PARK
PARKING LOT FOR THE ISANTI INDOOR ARENA

The City is interested in a quotation for this work, as further described.

Provision of Services:

It is intended that these services are supplemental only, and do not replace regular snow removal activity by the City of Isanti. The intent is the removal of snow from the three facility parking lots in early evening hours or on weekends when the facilities are open or in times of continuing snowfall and City equipment is not available. The vendor will provide a contact phone number to the City (that is monitored on a 24-hour basis). The vendor shall give the caller a time when they can expect the vendor to be on-site to remove snow. The contracted service shall be a 3-year term for the 2017-18 through 2019-20 winter Seasons.

Isanti Community Center Procedures:

a. Service requests will be made on an "on-call" basis by the Public Services Director, Community Events & Parks Coordinator or in their absence, the City Administrator. Removal requests for snowfall amounts shall be greater than 2 inches.

b. Removal of snowfall at the Community Center includes the parking lot, shoveling of the exterior front entryway of the building and salting of the exterior front entryway.

c. The service provider must discuss with the Public Services Director on where to store snow prior to providing service.

d. Billing shall be made for each removal at a set fee for snow removal of the entire parking area for a 2 inch or greater snowfall.

Municipal Liquor Store Procedures:

a. Service Requests will be made on an "on-call" basis, upon contact by the Liquor Store Manager (or Managing Clerk). Removal requests for snowfall amounts shall be greater than 2 inches.

b. The vendor must stop and verify with the Liquor Store Manager (or Managing Clerk) that they are on-site and ready to remove snow prior to beginning any work.

c. The service provider must discuss with the Public Services Director on where to store snow prior to providing service.

d. Billing shall be made for each removal at a set fee for snow removal of the entire parking area for a 2 inch or greater snowfall.

Primary Parking Lot for the Isanti Indoor Arena in Bluebird Park Procedures:

a. Removal of snowfall refers to only the parking lot located directly west of the Isanti Indoor Arena - BMX facility.

b. Service requests will be made on an "on-call" basis by the Public Services Director, Community Events & Parks Coordinator or in their absence, the City Administrator. Removal requests for snowfall amounts shall be greater than 2 inches.

c. The service provider must discuss with the Public Services Director on where to store snow prior to providing service.

d. Billing shall be made for each removal at a set fee for snow removal of the entire parking area for a 2 inch or greater snowfall.

The service provider selected by the City Council shall provide liability insurance ($1,000,000), with the City listed as an additional insured, and workers compensation insurance, as required.

Please provide a quotation for the cost of snow removal for each facility per snowfall event. Please use the attached form.

SNOW REMOVAL QUOTE FOR THE 2017/18 – 2019/20 SEASONS FOR THREE (3) PARKING LOTS ISANTI COMMUNITY CENTER, MUNICIPAL LIQUOR STORE AND PRIMARY BLUEBIRD PARK PARKING LOT FOR ISANTI INDOOR ARENA - BMX

Please print or type:

Vendor Name:_____

Primary Contact Person:_____

Address:_____

_____

_____

Phone Number:_____

Cost Per Time For Snow Removal Service for Isanti Community Center:

$_____

Cost Per Time For Snow Removal Service for Municipal Liquor Store:

$_____

Cost Per Time For Snow Removal Service for Isanti Indoor Arena Primary BMX Lot in Bluebird Park:

$_____

Contractor Request(s):

_____

_____

_____

_____

Annual Increase (if any) _____%

Retainer (if any) $_____

Authorized Signature:_____

Date:_____

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: August 9, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: 2017 Palomino Road SE Improvements Project
City of Isanti, MN
Additional Curb Replacement
BMI Project No. R13.112450

The 2017 Palomino Road Improvements project is scheduled to begin construction in September, and will include removing and replacing existing curb that has reached a failed condition. The original plan for replacing curb as needed resulted in approximately 50% of the curb along Palomino Road needing to be replaced.

The low bid for this project came in at $553,800. This is $81,200 under the engineers estimate. Due to the good bid price, it was requested to obtain the added cost of replacing all curb along Palomino Road. The contractor has submitted revised pricing for the added work and it would cost approximately $37,500 in order to replace the additional curb, for an estimated project cost of $591,300. This is still $43,700 under the engineers estimate.

The assessments for this project are based on 25% of the assessable cost, and residents along the project were told to expect an assessment of $3,656.77/parcel. After adjusting the assessments based on the amount bid, the new assessment would be approximately $2,900/parcel. If the full curb replacement is included then the assessment would be approximately $3,300/parcel, which is $350 under the original reported assessment amount.

The finance committee met on 08-03-2017 and approved the additional cost for the full curb replacement. Therefore, we recommend the council approve the attached change order to replace all curb & gutter along Palomino Road.

Please contact me at (612) 756-1032 if you have any questions or need additional information.

Bolton & Menk is an equal opportunity employer.

CHANGE ORDER

No. 1

PROJECT: 2017 Palomino Road Improvements

DATE OF ISSUANCE: 8-9-17 EFFECTIVE DATE: 8-15-17

OWNER: City of Isanti, MN

ENGINEER'S Project No.: R13.112450

CONTRACTOR: C&L Excavating Inc. ENGINEER: Bolton & Menk, Inc.

You are directed to make the following changes in the Contract Documents.

Description:

Replace Schedule of Unit Prices with the attached. Revisions include:

ADD 2,074 LIN FT of Remove Curb & Gutter
ADD 65 SQ YD of Remove Concrete Driveway Pavement
ADD 35 LIN FT of Sawing Concrete Pavement (Full Depth)
ADD 12 LIN FT of Concrete Curb & Gutter Design B618
ADD 2052 LIN FT of Concrete Curb & Gutter Design D418
ADD 65 SQ YD of 6" Concrete Driveway Pavement
ADD 1,016 SQ YD of Sodding Type Lawn
CHANGE UNIT PRICE of Remove Curb & Gutter to $1.60 per LIN FT
CHANGE UNIT PRICE of Concrete Curb & Gutter Design D418 to $15.00 per LIN FT

Reason for Change Order:

City requested removal and replacement of all curb & gutter along the Palomino Road improvements.

Attachments: (List documents supporting change)

1) Revised Schedule of Unit Prices

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price $553,814.25	Original Contract Times Final Completion : 06/22/2018 Ready for final payment : ____ days or dates
Net changes from previous Change Orders $0.00	Net changes from previous Change Orders No. to No 0 days
Contract Price Prior to this Change Order $553,814.25	Contract Times prior to this Change Order Final Completion : 06/22/2018 Ready for final payment : ____ days or dates
Net Increase of this Change Order $37,498.30	Net Increase of this Change Order 0 days
Contract Price with all approved Change Orders $591,312.55	Contract Times with all approved Change Orders Final Completion : 06/22/2018 Ready for final payment : ____ days or dates

RECOMMENDED:

By: _____
Engineer (Authorized Signature)

Date: 8/09/2017

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: 8-11-17

APPROVED:

By: _____
City of Isanti (Authorized Signature)

Date: _____

SCHEDULE OF UNIT PRICES

CITY OF ISANTI

2017 PALOMINO ROAD IMPROVEMENTS

SAP 245-108-001 **DATE: 8/7/2017**

BMI PROJECT NUMBER - R13.112450

ITEM	SPEC #	BID ITEM	NOTES	UNIT	QUANTITY	UNIT PRICE	AMOUNT
1	2021.501	MOBILIZATION		LUMP SUM	1	$50,000.00	$50,000.00
2	2101.511	CLEARING & GRUBBING		LUMP SUM	1	$1,000.00	$1,000.00
3	2102.501	PAVEMENT MARKING REMOVAL		SQ FT	166	$2.00	$332.00
4	2104.501	REMOVE CURB & GUTTER		LIN FT	4424	$1.60	$7,078.40
5	2104.501	REMOVE SEWER PIPE (STORM)		LIN FT	66	$10.00	$660.00
6	2104.503	REMOVE BITUMINOUS WALK		SQ FT	860	$1.85	$1,591.00
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT		SQ YD	185	$3.00	$555.00
8	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT		SQ YD	136	$1.00	$136.00
9	2104.509	REMOVE MANHOLE OR CATCH BASIN		EACH	1	$350.00	$350.00
10	2104.509	REMOVE SIGN		EACH	2	$25.00	$50.00
11	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)		LIN FT	102	$3.00	$306.00
12	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)		LIN FT	317	$3.00	$951.00
13	2104.602	SALVAGE & REINSTALL SIGN	[6]	EACH	11	$125.00	$1,375.00
14	2104.603	SAND FILL & ABANDON WATERMAIN		LIN FT	480	$6.50	$3,120.00
15	2104.618	SALVAGE & REINSTALL BRICK PAVERS		SQ FT	214	$15.00	$3,210.00
16	2105.501	COMMON EXCAVATION (EV) (P)	[P] [1]	CU YD	354	$15.00	$5,310.00
17	2105.507	SUBGRADE EXCAVATION (EV)	[2]	CU YD	250	$15.00	$3,750.00
18	2105.607	HAUL & STOCKPILE BIT MATERIAL (LV)		CU YD	3575	$4.00	$14,300.00
19	2105.607	SALVAGED AGGREGATE FROM STOCKPILE (SV)		CU YD	1694	$6.00	$10,164.00
20	2118.607	AGGREGATE SURFACING (CV) CLASS 2		CU YD	20	$50.00	$1,000.00
21	2215.501	FULL DEPTH RECLAMATION		SQ YD	7685	$0.65	$4,995.25
22	2231.604	BITUMINOUS PATCH SPECIAL	[3]	SQ YD	70	$24.50	$1,715.00
23	2360.503	TYPE SP 9.5 WEAR COURSE MIX (2,B), 1.5" THICK		SQ YD	7620	$5.35	$40,767.00
24	2360.503	TYPE SP 12.5 NON WEAR COURSE MIX (2,B), 2.5" THICK		SQ YD	7620	$8.00	$60,960.00
25	2411.618	MODULAR BLOCK RETAINING WALL		SQ FT	70	$28.00	$1,960.00
26	2503.511	12" RC PIPE SEWER CLASS V		LIN FT	86	$45.00	$3,870.00
27	2504.602	CONNECT TO EXISTING WATERMAIN		EACH	7	$950.00	$6,650.00
28	2504.602	ADJUST GATE VALVE & BOX		EACH	8	$200.00	$1,600.00
29	2504.602	6" GATE VALVE & BOX		EACH	7	$1,230.00	$8,610.00
30	2504.602	8" GATE VALVE & BOX		EACH	3	$1,600.00	$4,800.00
31	2504.602	10" GATE VALVE & BOX		EACH	4	$2,210.00	$8,840.00
32	2504.602	HYDRANT		EACH	6	$3,700.00	$22,200.00
33	2504.602	1" CORPORATION STOP		EACH	22	$560.00	$12,320.00
34	2504.602	1" CURB STOP & BOX		EACH	22	$245.00	$5,390.00
35	2504.603	1" TYPE K COPPER PIPE		LIN FT	760	$18.40	$13,984.00
36	2504.603	6" WATERMAIN DUCTILE IRON CLASS 52		LIN FT	97	$35.00	$3,395.00

ITEM	SPEC #	BID ITEM	NOTES	UNIT	QUANTITY	UNIT PRICE	AMOUNT
37	2504.603	8" WATERMAIN DUCTILE IRON CLASS 52		LIN FT	126	$36.00	$4,536.00
38	2504.603	10" WATERMAIN DUCTILE IRON CLASS 52		LIN FT	2008	$42.00	$84,336.00
39	2504.608	WATERMAIN FITTINGS		POUNDS	1836	$6.50	$11,934.00
40	2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (2'X3') (R-1)		LIN FT	4	$545.00	$2,180.00
41	2506.516	CASTING ASSEMBLY		EACH	1	$700.00	$700.00
42	2506.522	ADJUST FRAME AND RING CASTING		EACH	22	$400.00	$8,800.00
43	2506.602	CONNECT TO EXISTING STRUCTURE		EACH	1	$850.00	$850.00
44	2521.501	4" CONCRETE WALK	[4]	SQ FT	10875	$4.00	$43,500.00
45	2531.501	CONCRETE CURB & GUTTER DESIGN B618		LIN FT	140	$20.00	$2,800.00
46	2531.501	CONCRETE CURB & GUTTER DESIGN D418		LIN FT	4274	$15.00	$64,110.00
47	2531.507	6" CONCRETE DRIVEWAY PAVEMENT		SQ YD	275	$58.00	$15,950.00
48	2531.604	8" CONCRETE VALLEY GUTTER		SQ YD	65	$70.00	$4,550.00
49	2531.618	TRUNCATED DOMES	[4]	SQ FT	100	$45.00	$4,500.00
50	2540.602	RELOCATE MAILBOX		EACH	9	$125.00	$1,125.00
51	2563.601	TRAFFIC CONTROL		LUMP SUM	1	$4,500.00	$4,500.00
52	2564.636	INSTALL SIGN PANEL TYPE C	[5]	EACH	7	$125.00	$875.00
53	2573.502	SILT FENCE, TYPE MS	[7]	LIN FT	515	$2.75	$1,416.25
54	2573.53	STORM DRAIN INLET PROTECTION	[7]	EACH	13	$200.00	$2,600.00
55	2573.535	STABILIZED CONSTRUCTION EXIT	[7]	LUMP SUM	1	$700.00	$700.00
56	2574.525	LOAM TOPSOIL BORROW (LV)		CU YD	159	$18.00	$2,862.00
57	2575.505	SODDING TYPE LAWN		SQ YD	3516	$5.15	$18,107.40
58	2582.502	4" SOLID LINE EPOXY		LIN FT	120	$1.00	$120.00
59	2582.502	24" SOLID LINE EPOXY		LIN FT	115	$8.75	$1,006.25
60	2582.502	4" BROKEN LINE EPOXY		LIN FT	430	$1.00	$430.00
61	2582.503	CROSSWALK EPOXY		SQ FT	306	$5.00	$1,530.00
					TOTAL BID:		**$591,312.55**

NOTES:

(P) DENOTES PLAN QUANTITY

[1] COMMON EXCAVATION INCLUDES SUBGRADE PREPARATION, EXCAVATION FROM EXISTING SURFACE TO SUBGRADE ELEVATION, SALVAGE, STOCKPILE AND PLACE EX TOPSOIL, AND REMOVING AGGREGATE SURFACING.

[2] AS DETERMINED IN THE FIELD BY THE ENGINEER

[3] FOR USE ON BITUMINOUS DRIVEWAY SECTION

[4] PEDESTRIAN RAMPS AND TRUNCATED DOMES TO MEET CURRENT ADA AND MnDOT STANDARDS (SEE DETAILS)

[5] ITEM INCLUDES ALL MATERIAL AND LABOR TO INSTALL SIGN INCLUDING POST & BRACKETS.

[6] SALVAGED SIGN SHALL BE PROTECTED FROM DAMAGE DURING CONSTRUCTION. ANY SIGNS DAMAGED DURING CONSTRUCTION SHALL BE REPLACED AT THE COST OF THE CONTRACTOR SALVAGED SIGNS NOT INTENDED FOR REINSTALLATION TO BE DELIVERED TO ISANTI PUBLIC WORKS, AS SHOWN ON TITLE PAGE.

[7] ITEM INCLUDES REMOVAL UPON COMPLETION OF THE PROJECT.

RESOLUTION NO. 2017-____

A RESOLUTION APPROVING CHANGE ORDER FOR THE 2017 PALOMINO ROAD STREET & UTILITY IMPROVEMENT

WHEREAS, on July 5, 2017 the City Council awarded the bid to C & L Excavating for the 2017 Palomino Road SE Street & Utility Improvement; and

WHEREAS, the bid cost is $81,200 below the City Engineer's estimate for the project. With the low bid, the City Engineer is recommending removal and replacement of all curb and gutter on the Palomino street section that is being reconstructed. The cost to do this additional project work is $37,500; and,

WHEREAS, the City Engineer reviewed this matter with the Finance Committee and was directed to provide a change order for City Council consideration of removal and replacement of all of the curb and gutter for the project:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1) To approve Change Order No. 1 for a $37,500 addition in costs for removal and replacement of all of the curb and gutter on the street section that is being reconstructed as part of the 2017 Palomino Road Street & Utility Improvement Project.

Adopted by the Isanti City Council this 15th day of August 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

K.4.

A Community For Generations.

Isanti

Request for City Council Action - MEMO

To: **Mayor Wimmer and Members of City Council**

From: **Sean M. Sullivan, Economic Development Director**

Date: August 15, 2017

Subject: Consider Resolution 2017-XXX Authorizing the Execution of Repayment Agreement on Lot 27, Block 3, Sun Prairie Third Addition with J Robinson Construction, Inc.

Background:

On December 20, 2016 the City Council amended and extended a SAC and WAC Deferral program as Resolution No. 2016-362 to continue to spur development activity. J Robinson Construction, Inc. has requested the City to execute a Repayment Agreement for 405 8th Avenue SE, Isanti, MN legally described as Lot 27, Block 3, Sun Prairie First Addition, for the construction of an approximate 1,350 SF main floor single family home. The business is in "good standing" upon review of the Minnesota Secretary of State Office as of August 9, 2017. The form of the Repayment Agreement is consistent with the form approved by the City Council on December 20, 2016. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer. Staff is asking the City Council to consider adoption of the attached resolution and execution of the Repayment Agreement.

Request:

It is requested that the City Council consider adoption of Resolution 2017- XXX Authorization and Execution of Repayment Agreement on Lot 27, Block 3, Sun Prairie First Addition with J Robinson Construction, Inc.

Attachment:

1) Resolution 2017- XXX Authorization and Execution of Repayment Agreement on Lot 27, Block 3, Sun Prairie First Addition with J Robinson Construction, Inc.

RESOLUTION NO. 2017-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT FOR LOT 27, BLOCK 3, SUN PRAIRIE FIRST ADDITION WITH J ROBINSON CONSTRUCTION, INC.

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 20, 2016 which is documented by Resolution 2016-279; and

WHEREAS, A boiler plate Repayment Agreement was drafted by the City Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc. (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the property legally described as: Lot 27, Block 3, Sun Prairie First Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of August 9, 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 15th day of August 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of August, 2017, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 309 Elm Street SW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct a 1,350 square foot main floor single family home (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the 1,350 square foot main floor single family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Articles of Incorporation.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 8,222.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$3787.00** in Water Availability Charges and **$4,435.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of August, 2017 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota, having its principal office at 309 Elm Street SW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $8,222.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 405 8th Avenue SE, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to the Developer at 309 Elm Street SW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of August, 2017, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of August, 2017, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000

SCHEDULE A

Description of Property

Lot 27, Block 3, Sun Prairie First Addition, Isanti County, Minnesota

K.5.

A Community For Generations.

Isanti

Request for City Council Action - MEMO

To: **Mayor Wimmer and Members of City Council**

From: **Sean M. Sullivan, Economic Development Director**

Date: August 15, 2017

Subject: Consider Resolution 2017-XXX Authorizing the Execution of Repayment Agreement on Lot 2, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.

Background:

On December 20, 2016 the City Council amended and extended a SAC and WAC Deferral program as Resolution No. 2016-362 to continue to spur development activity. J Robinson Construction, Inc. has requested the City to execute a Repayment Agreement for 810 Marion St SE, Isanti, MN legally described as Lot 2, Block 1, Sun Prairie Third Addition, for the construction of an approximate 1,350 SF main floor single family home. The business is in "good standing" upon review of the Minnesota Secretary of State Office as of August 9, 2017. The form of the Repayment Agreement is consistent with the form approved by the City Council on December 20, 2016. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer. Staff is asking the City Council to consider adoption of the attached resolution and execution of the Repayment Agreement.

Request:

It is requested that the City Council consider adoption of Resolution 2017- XXX Authorization and Execution of Repayment Agreement on Lot 2, Block 1 Sun Prairie Third Addition with J Robinson Construction, Inc.

Attachment:

1) Resolution 2017- XXX Authorization and Execution of Repayment Agreement on Lot 2, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.

RESOLUTION NO. 2017-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT FOR LOT 2, BLOCK 1, SUN PRAIRIE THIRD ADDITION WITH J ROBINSON CONSTRUCTION, INC.

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 20, 2016 which is documented by Resolution 2016-279; and

WHEREAS, A boiler plate Repayment Agreement was drafted by the City Development Attorney and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc. (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the property legally described as: Lot 2, Block 1, Sun Prairie Third Addition (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of August 9, 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 15th day of August 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of August, 2017, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 309 Elm Street SW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct a 1,350 square foot main floor single family home (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the 1,350 square foot main floor single family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Articles of Incorporation.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 8,222.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$3787.00** in Water Availability Charges and **$4,435.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of August, 2017 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota, having its principal office at 309 Elm Street SW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $8,222.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 810 Marion St SE, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to the Developer at 309 Elm Street SW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of August, 2017, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of August, 2017, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000

SCHEDULE A

Description of Property

Lot 2, Block 1, Sun Prairie Third Addition, Isanti County, Minnesota

A Community For Generations.

Isanti

Request for City Council Action - MEMO

To: **Mayor Wimmer and Members of City Council**

From: **Sean M. Sullivan, Economic Development Director**

Date: August 15, 2017

Subject: Consider Resolution 2017-XXX Authorizing the Execution of Repayment Agreement on Lot 8, Block 3, VOR with J Robinson Construction, Inc.

Background:

On December 20, 2016 the City Council amended and extended a SAC and WAC Deferral program as Resolution No. 2016-362 to continue to spur development activity. J Robinson Construction, Inc. has requested the City to execute a Repayment Agreement for 1000 Pleasant View Ct NW, Isanti, MN legally described as Lot 8, Block 3, Villages on the Rum, for the construction of an approximate 1,350 SF main floor single family home. The business is in "good standing" upon review of the Minnesota Secretary of State Office as of August 9, 2017. The form of the Repayment Agreement is consistent with the form approved by the City Council on December 20, 2016. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer. Staff is asking the City Council to consider adoption of the attached resolution and execution of the Repayment Agreement.

Request:

It is requested that the City Council consider adoption of Resolution 2017- XXX Authorization and Execution of Repayment Agreement on Lot 8, Block 3 VOR with J Robinson Construction, Inc.

Attachment:

1) Resolution 2017- XXX Authorization and Execution of Repayment Agreement on Lot 8, Block 3 VOR with J Robinson Construction, Inc.

RESOLUTION NO. 2017-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT FOR LOT 8, BLOCK 3, VILLAGES ON THE RUM WITH J ROBINSON CONSTRUCTION, INC.

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 20, 2016 which is documented by Resolution 2016-279; and

WHEREAS, A boiler plate Repayment Agreement was drafted by Development Attorney Campbell Knutson and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, J Robinson Construction, Inc. (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the property legally described as: Lot 8, Block 3, Villages on the Rum (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of August 9, 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 15th day of August 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of August, 2017, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 309 Elm Street SW, Isanti, MN 55040.

WITNESSETH:

WHEREAS, the Developer intends to construct a 1,350 square foot main floor single family home (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means J Robinson Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the 1,350 square foot main floor single family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Articles of Incorporation.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 8,222.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$3787.00** in Water Availability Charges and **$4,435.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of August, 2017 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and J Robinson Construction, Inc., a corporation under the laws of the state of Minnesota, having its principal office at 309 Elm Street SW, Isanti, MN 55040 (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $8,222.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 1000 Pleasant View Court NW, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to the Developer at 309 Elm Street SW, Isanti, MN 55040; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of August, 2017, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
J Robinson Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of August, 2017, by Joshua W. Robinson, the President of J Robinson Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000

SCHEDULE A

Description of Property

Lot 8, Block 3, Villages on the Rum, Isanti County, Minnesota

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 8/4/2017 - 8/4/2017

Aug 08, 2017 04:11PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/17	08/04/2017	46920	127	ABDO, EICK & MEYERS, LLP	609-20200	680.00
08/17	08/04/2017	46921	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,455.00
08/17	08/04/2017	46922	2030	ARTISAN BEER COMPANY	609-20200	174.25
08/17	08/04/2017	46923	2521	AXON ENTERPRISE INC.	101-20200	836.67
08/17	08/04/2017	46924	2335	BCBSM	101-20200	19.80
08/17	08/04/2017	46925	53	BELLBOY CORPORATION	609-20200	3,934.98
08/17	08/04/2017	46926	9	BERNICKS PEPSI-COLA	609-20200	149.60
08/17	08/04/2017	46927	368	BILLS QUALITY CLEANING	609-20200	521.00
08/17	08/04/2017	46928	1950	BLUETARP FINANCIAL	101-20200	329.98
08/17	08/04/2017	46929	1500	BOLTON & MENK INC	101-20200	24,984.00
08/17	08/04/2017	46930	2517	BRIANS LAWN & IRRIGATION	101-20200	387.45
08/17	08/04/2017	46931	602	BURNET TITLE	601-20200	94.85
08/17	08/04/2017	46932	2522	COMMUNITY TITLE & ESCROW LLC	601-20200	46.38
08/17	08/04/2017	46933	120	CONNEXUS ENERGY	101-20200	18,048.42
08/17	08/04/2017	46934	918	CRYSTAL SPRINGS ICE	609-20200	677.08
08/17	08/04/2017	46935	2243	D & G ELECTRIC INC	602-20200	110.00
08/17	08/04/2017	46936	8	DAHLHEIMER DISTRIBUTING CO	609-20200	26,752.55
08/17	08/04/2017	46937	1941	DELTA DENTAL	861-20200	3,379.90
08/17	08/04/2017	46938	55	ECM PUBLISHERS INC	101-20200	700.17
08/17	08/04/2017	46939	16	ELECTRO WATCHMAN INC	609-20200	26.72
08/17	08/04/2017	46940	912	FASTENAL COMPANY	101-20200	47.28
08/17	08/04/2017	46941	385	FEDERATED CO-OPS INC	101-20200	1,351.66
08/17	08/04/2017	46942	2118	FRANSEN, LINDA	101-20200	1,280.00
08/17	08/04/2017	46943	134	GOPHER STATE ONE-CALL INC	601-20200	162.00
08/17	08/04/2017	46944	2433	GRIDOR CONSTR INC	439-20200	43,861.00
08/17	08/04/2017	46945	160	HAWKINS INC	602-20200	10,004.94
08/17	08/04/2017	46946	1048	HENRYS WATERWORKS,INC.	601-20200	1,806.47
08/17	08/04/2017	46947	2209	INNOVATIVE OFFICE	101-20200	130.07
08/17	08/04/2017	46948	114	ISANTI COUNTY RECORDER	505-20200	46.00
08/17	08/04/2017	46949	1563	ISANTI ELECTRIC INC	601-20200	649.00
08/17	08/04/2017	46950	162	ISANTI RENTAL	101-20200	53.10
08/17	08/04/2017	46951	1534	J. J. TAYLOR	609-20200	689.20
08/17	08/04/2017	46952	7	JOHNSON BROTHERS LIQUOR CO	609-20200	12,879.10
08/17	08/04/2017	46953	5	KAWALEK TRUCKING	609-20200	353.80
08/17	08/04/2017	46954	1338	KNIFE RIVER	101-20200	1,820.00
08/17	08/04/2017	46955	1975	LIBERTY TITLE	601-20200	42.06
08/17	08/04/2017	46956	1745	LINDEN WEB DESIGN	101-20200	478.00
08/17	08/04/2017	46957	17	MCDONALD DISTRIBUTING CO	609-20200	13,785.90
08/17	08/04/2017	46958	616	MENARDS - CAMBRIDGE	601-20200	288.78
08/17	08/04/2017	46959	1180	MLB PRINTING INC	101-20200	190.00
08/17	08/04/2017	46960	1246	MN AWWA	602-20200	245.00
08/17	08/04/2017	46961	2080	MVTL LABORATORIES INC	601-20200	43.20
08/17	08/04/2017	46962	1290	NAPA AUTO PARTS	101-20200	89.79
08/17	08/04/2017	46963	2015	PAPCO INC	101-20200	67.26
08/17	08/04/2017	46964	2288	PARTNERS TITLE LLC	601-20200	44.74
08/17	08/04/2017	46965	617	PAUSTIS & SONS	609-20200	790.50
08/17	08/04/2017	46966	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,917.43
08/17	08/04/2017	46967	2406	QUALITY FLOW SYSTEMS INC	602-20200	523.00
08/17	08/04/2017	46968	2341	RED BULL DISTRIBUTION	609-20200	382.50
08/17	08/04/2017	46969	1834	RIVARD COMPANIES	101-20200	3,547.35
08/17	08/04/2017	46970	682	RIVERSIDE MARKET	101-20200	74.30
08/17	08/04/2017	46971	2028	SELECTACCOUNT	861-20200	126.00
08/17	08/04/2017	46972	2028	SELECTACCOUNT	603-20200	25.32

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/17	08/04/2017	46973	1892	SIGNS BY JILL	101-20200	200.00
08/17	08/04/2017	46974	2396	SOUTHERN GLAZERS OF MN	609-20200	5,414.93
08/17	08/04/2017	46975	1361	STAPLES ADVANTAGE	101-20200	278.72
08/17	08/04/2017	46976	1354	TAPES PLUS ADVERTISING	609-20200	475.00
08/17	08/04/2017	46977	1820	URBANS HARDWARE	601-20200	129.26
08/17	08/04/2017	46978	686	VERIZON WIRELESS	101-20200	503.65
08/17	08/04/2017	46979	686	VERIZON WIRELESS	101-20200	626.99
08/17	08/04/2017	46980	42	VIKING COCA-COLA BOTTLING CO	609-20200	139.60
08/17	08/04/2017	46981	2168	VIKING TROPHIES	101-20200	101.20
08/17	08/04/2017	46982	1286	VINOCOPIA INC	609-20200	501.25
08/17	08/04/2017	46983	4	WATSON CO INC	609-20200	3,166.32
08/17	08/04/2017	46984	780	WINE MERCHANTS	609-20200	144.00
Grand Totals:						193,784.47

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 8/9/2017 - 8/9/2017 | Aug 09, 2017 02:29PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/17	08/09/2017	46985	127	ABDO, EICK & MEYERS, LLP	411-20200	1,500.00
08/17	08/09/2017	46986	9	BERNICKS PEPSI-COLA	609-20200	991.82
08/17	08/09/2017	46987	1198	CENTER POINT ENERGY	601-20200	349.15
08/17	08/09/2017	46988	1108	CITY OF BRAHAM	101-20200	1,410.22
08/17	08/09/2017	46989	309	CITY OF CAMBRIDGE	101-20200	938.51
08/17	08/09/2017	46990	918	CRYSTAL SPRINGS ICE	609-20200	348.26
08/17	08/09/2017	46991	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,667.30
08/17	08/09/2017	46992	55	ECM PUBLISHERS INC	101-20200	97.50
08/17	08/09/2017	46993	484	EKLUND AG SERVICE	101-20200	3,848.43
08/17	08/09/2017	46994	142	G & K SERVICES	609-20200	422.36
08/17	08/09/2017	46995	739	HACH COMPANY	601-20200	361.24
08/17	08/09/2017	46996	160	HAWKINS INC	602-20200	1,534.40
08/17	08/09/2017	46997	1684	ISANTI COUNTY AUDITOR-	930-20200	300.00
08/17	08/09/2017	46998	114	ISANTI COUNTY RECORDER	505-20200	46.00
08/17	08/09/2017	46999	188	ISANTI COUNTY SHERIFF	101-20200	1,967.46
08/17	08/09/2017	47000	252	ISANTI REDBIRDS	104-20200	140.49
08/17	08/09/2017	47001	113	ISANTI TIRE & AUTO CARE	101-20200	84.00
08/17	08/09/2017	47002	496	JOHN HIRSCHS	101-20200	1,924.37
08/17	08/09/2017	47003	1857	JOSLIN & MOORE	101-20200	5,209.80
08/17	08/09/2017	47004	2523	JUMP CITY	101-20200	470.00
08/17	08/09/2017	47005	762	KEEPRS INC	101-20200	1,051.40
08/17	08/09/2017	47006	394	LMCIT	101-20200	17,491.00
08/17	08/09/2017	47007	17	MCDONALD DISTRIBUTING CO	609-20200	18,462.40
08/17	08/09/2017	47008	275	MCFOA	101-20200	40.00
08/17	08/09/2017	47009	616	MENARDS - CAMBRIDGE	609-20200	344.68
08/17	08/09/2017	47010	2500	METRO SALES INC.	101-20200	76.60
08/17	08/09/2017	47011	281	MINNCO CREDIT UNION	101-20200	4,321.32
08/17	08/09/2017	47012	2208	MINNESOTA EQUIPMENT	101-20200	372.18
08/17	08/09/2017	47013	1945	MN DEPT OF LABOR	601-20200	10.00
08/17	08/09/2017	47014	176	MN DEPT OF REVENUE	101-20200	26,382.00
08/17	08/09/2017	47015	2080	MVTL LABORATORIES INC	602-20200	526.80
08/17	08/09/2017	47016	283	OLSON POWER & EQUIPMENT	101-20200	308.69
08/17	08/09/2017	47017	2031	RESOURCE TRAINING	861-20200	33,717.00
08/17	08/09/2017	47018	1892	SIGNS BY JILL	104-20200	267.19
08/17	08/09/2017	47019	1361	STAPLES ADVANTAGE	101-20200	157.34
08/17	08/09/2017	47020	42	VIKING COCA-COLA BOTTLING CO	609-20200	328.47
08/17	08/09/2017	47021	874	WASTE MANAGEMENT -	101-20200	386.98
08/17	08/09/2017	47022	1922	WEX BANK	101-20200	1,852.07
08/17	08/09/2017	47023	2475	White Bear IT Solutions, LLC	101-20200	1,866.00
Grand Totals:						136,573.43

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	91,126.59
Social Security & Medicare	4,804.38
Public Employees Retirement	8,815.49
Total City Expense	104,746.46

Pay Date 8/11/2017

Pay Period 16 (7/23-8/5/17)

L.2.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

July 31, 2017

City of Isanti
Attn: Don Lorsung
City Administrator
110 1st Ave N
PO Box 428
Isanti, MN 55040-0428

RE: Pay Request No. 12
Wastewater Treatment Improvements
Isanti, Minnesota
BMI Project No.: R13.109638

Dear Mr. Lorsung:

Please find enclosed three copies of Pay Request No. 12 for the above referenced project. This pay request is primarily for the demolition of existing facilities and final electrical installations at the main lift station site. The requested and certified amount is $43,077.00.

If you have any questions do not hesitate to call me at 612-499-0533.

Sincerely,

Bolton & Menk, Inc.

Brian J. Guldan, P. E.
Environmental Project Engineer

cc: Josi Wood, City of Isanti (via email only)
Shayna Forster, City of Isanti (via email only)
Lindsey Giese, City of Isanti (via email only)
Paul Saffert, Bolton and Menk, Inc. (via email only)

Enclosures (3 copies, signed Pay Request No. 12)

Bolton & Menk is an equal opportunity employer.

Lump Sum Contract

Contractor's Application for Payment No. 12

Project:	Wastewater Treatment Plant Improvements	From (Contractor):	Gridor Construction, Inc.	Application Date:	7/25/2017
To (Owner):	City of Isanti, MN	Owner's Project No.:		Period From:	7/1/2017
Via (Engineer):	Bolton & Menk, Inc.	Engineer's Proj. No.:	R13.109638	Period To:	7/31/2017

Approved Change Order Summary:

No.	Date Approved	Additions	Deductions
	TOTALS	$0.00	$0.00
	NET CHANGE BY CHANGE ORDERS		$0.00

1.	**ORIGINAL CONTRACT PRICE**		$	2,942,400.00
2.	**Net change by Change Orders**		$	0.00
3.	**Current Contract Price (Line 1 + 2)**		$	2,942,400.00
4.	**TOTAL COMPLETED AND STORED TO DATE** (Column F on Progress Estimate)		$	2,861,081.00
5.	**RETAINAGE:**			
	a. 5% X $0.00 **Work Completed**		$	0.00
	b. 5% X $0.00 **Stored Material**		$	0.00
	c. **Less Total Retainage Released Early**		$	0.00
	d. **Total Retainage (Line 5a + Line 5b - Line 5c)**		$	0.00
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)**		$	2,861,081.00
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**		$	2,818,004.00
8.	**AMOUNT DUE THIS APPLICATION**		$	43,077.00
9.	**BALANCE TO FINISH, PLUS RETAINAGE** (Column G on Progress Estimate + Line 5 above)		$	81,319.00

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: _____ Date: 7/28/17

Payment of $ 43,077.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 7/31/17
(Engineer) (Date)

Payment of $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

Endorsed by the Construction Specifications Institute.

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 1:									
1.001	Mobilization Insurance and Bonds	$240,000	$192,604	10%	$23,327		$215,931	90.0%	$24,069
Subtotal for	Division 1	$240,000	$192,604		$23,327		$215,931	90.0%	$24,069
			$192,604			check	$215,931		
Division 2:									
2.001	Erosion Control / Silt Fence	$5,000	$4,500	10.00%	$500		$5,000	100.0%	$0
2.002	Clear and Grub Site	$10,000	$10,000				$10,000	100.0%	$0
2.003	Fine Grade and Restore Site	$10,000	$7,500	10.00%	$1,000		$8,500	85.0%	$1,500
2.004	Demo Labor and Material	$80,000	$60,000	10.00%	$8,000		$68,000	85.0%	$12,000
2.005	Excavation and Fill	$80,000	$80,000				$80,000	100.0%	$0
2.006	Backfill of Structure	$50,000	$50,000				$50,000	100.0%	$0
2.007	Manholes and Precast	$35,000	$35,000				$35,000	100.0%	$0
2.008	Exerior Pipe - Labor and Equipment	$85,000	$82,450	3.00%	$2,550		$85,000	100.0%	$0
2.009	Exterior Pipe - Materials	$65,000	$65,000				$65,000	100.0%	$0
2.010	Paving	$40,000					$0	0.0%	$40,000
2.011	Landscape and Seedings	$7,500	$3,750	20.00%	$1,500		$5,250	70.0%	$2,250
2.012	Pond Cleaning / Transfer	$40,000	$40,000				$40,000	100.0%	$0
Subtotal for	Division 2	$507,500	$438,200.00		$13,550	$0	$451,750	89.01%	$55,750
		check	$438,200			Check	$451,750		
Division 3:									
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000	$325,000				$325,000	100.0%	$0
3.002	Rebar Material	$80,000	$80,000				$80,000	100.0%	$0
3.003	Rebar Labor	$65,000	$65,000				$65,000	100.0%	$0
3.004	Precast Concrete - Hollow Core	$45,000	$45,000				$45,000	100.0%	$0
Subtotal for	Division 3	$515,000	$515,000.00		$0	$0	$515,000	100.00%	$0
		check	$515,000			Check	$515,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 4									
4.001	Masonry	$200,000	$200,000				$200,000	100.0%	$0
Subtotal for	Division 4	$200,000	$200,000.00		$0	$0	$200,000	100.00%	$0
		check	$200,000			Check	$200,000		
Division 5									
5.001	Misc Metals - Materials	$55,000	$55,000				$55,000	100.0%	$0
5.002	Misc Metals - Labor	$15,000	$15,000				$15,000	100.0%	$0
Subtotal for	Division 5	$70,000	$70,000.00		$0	$0	$70,000	100.00%	$0
		check	$70,000			Check	$70,000		
Division 6									
6.001	Rough Carpentry	$2,500	$2,500				$2,500	100.0%	$0
Subtotal for	Division 6	$2,500	$2,500.00		$0	$0	$2,500	100.00%	$0
		check	$2,500			Check	$2,500		
Division 7									
7.001	Waterproofing / Insulation	$10,000	$10,000				$10,000	100.0%	$0
7.002	Roofing	$40,000	$40,000				$40,000	100.0%	$0
7.003	Sealants / Caulking	$5,000	$5,000				$5,000	100.0%	$0
Subtotal for	Division 7	$55,000	$55,000.00		$0	$0	$55,000	100.00%	$0
		check	$55,000			Check	$55,000		
Division 8									
8.001	HM Doors, Frames and Hardware	$15,000	$15,000				$15,000	100.0%	$0
Subtotal for	Division 8	$15,000	$15,000.00		$0	$0	$15,000	100.00%	$0
		check	$15,000			Check	$15,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 9									
9.001	Painting	$140,000	$140,000				$140,000	100.0%	$0
Subtotal for	Division 9	$140,000	$140,000.00		$0	$0	$140,000	100.00%	$0
		check	$140,000			Check	$140,000		
Division 10									
10.001	Signs	$2,500	$2,500				$2,500	100.0%	$0
10.002	Fire Extinguishers	$400	$0,400				$400	100.0%	$0
10.003	Safety Equipment	$500	$0,500				$500	100.0%	$0
Subtotal for	Division 10	$3,400	$3,400.00		$0	$0	$3,400	100.00%	$0
		check	$3,400			Check	$3,400		
Division 11									
11.001	Hydraulic Gates	$20,000	$20,000				$20,000	100.0%	$0
11.002	Submersible Pumps	$45,000	$42,750	5.00%	$2,250		$45,000	100.0%	$0
11.003	Vortex Pumps	$20,000	$20,000				$20,000	100.0%	$0
11.004	Grit Removal	$40,000	$40,000				$40,000	100.0%	$0
11.005	Grit Seperation	$30,000	$30,000				$30,000	100.0%	$0
11.006	Fine Screen	$160,000	$160,000				$160,000	100.0%	$0
11.007	Blowers	$125,000	$125,000				$125,000	100.0%	$0
11.008	Coarse Bubble Aeration	$20,000	$20,000				$20,000	100.0%	$0
11.009	Automatic Sampler	$15,000	$15,000				$15,000	100.0%	$0
Subtotal for	Division 11	$475,000	$472,750.00		$2,250	$0	$475,000	100.00%	$0
		check	$472,750						
Division 12									
	NONE						$0	0.0%	$0
Subtotal for	Division 12	$0	$0.00		$0	$0	$0	0.00%	$0
		check				Check	$0		
Division 13									
13.001	Steel Filter Modifications	$100,000	$100,000				$100,000	100.0%	$0
Subtotal for	Division 13	$100,000	$100,000.00		$0	$0	$100,000	100.00%	$0
		check	$100,000			Check	$100,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 14									
	NONE	$0					$0	0.0%	$0
Subtotal for	Division 14	$0	$0.00		$0	$0	$0	0.00%	$0
		check				Check	$0		
Division 15									
15.001	Interior Process Piping - Material	$65,000	$65,000				$65,000	100.0%	$0
15.002	Interior Process Piping - Labor & Equipment	$20,000	$20,000				$20,000	100.0%	$0
15.003	Process Valves - Material	$15,000	$15,000				$15,000	100.0%	$0
15.004	Mechanical Insulation	$34,000	$34,000				$34,000	100.0%	$0
15.005	Plumbing	$50,000	$50,000				$50,000	100.0%	$0
15.006	HVAC	$125,000	$125,000				$125,000	100.0%	$0
Subtotal for	Division 15	$309,000	$309,000.00		$0	$0	$309,000	100.00%	$0
		check	$309,000			Check	$309,000		
Division 16									
16.001	Electrical GC's	$30,000	$29,400	2.00%	$600		$30,000	100.0%	$0
16.002	Branch Wiring	$35,000	$35,000				$35,000	100.0%	$0
16.003	Lighting and Heaters	$35,000	$35,000				$35,000	100.0%	$0
16.004	Service / Distribution Equipment	$20,000	$20,000				$20,000	100.0%	$0
16.005	Motor Control Equipment	$15,000	$15,000				$15,000	100.0%	$0
16.006	Motor Control Wiring	$50,000	$49,500	1.00%	$500		$50,000	100.0%	$0
16.007	Control Panels	$65,000	$63,050	3.00%	$1,950		$65,000	100.0%	$0
16.008	Instruments	$30,000	$29,100	3.00%	$900		$30,000	100.0%	$0
16.009	Engineering and Start up	$30,000	$28,500				$28,500	95.0%	$1,500
Subtotal for	Division 16	$310,000	$304,550.00		$3,950	$0	$308,500	99.52%	$1,500
		check	$304,550			Check	$308,500		
	Grand Total	$2,942,400	$2,818,004		$43,077	$0	2,861,081	97.24%	$81,319

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3890 27th Street SE
Buffalo, MN 55313

Pay Req. No. 12
Period Ending: 7/31/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
	Grand Totals	$2,942,400								
1.001	Mobilization Insurance and Bonds	$240,000								
Subtotal for	Division 1	$240,000								
Division 2										
2.001	Erosion Control / Silt Fence	$5,000								
2.002	Clear and Grub Site	$10,000								
2.003	Fine Grade and Restore Site	$10,000								
2.004	Demo Labor and Material	$80,000								
2.005	Excavation and Fill	$80,000								
2.006	Backfill of Structure	$50,000								
2.007	Manholes and Precast	$35,000								
2.008	Exterior Pipe - Labor and Equipment	$85,000								
2.009	Exterior Pipe - Materials	$65,000	$59,305			$59,305	$59,305		$59,305	
2.010	Paving	$40,000								
2.011	Landscape and Seedings	$7,500								
2.012	Pond Cleaning / Transfer	$40,000								
Subtotal for	Division 2	$507,500	$59,305	$0		$59,305	$59,305	$0	$59,305	$0
Division 3										
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000								
3.002	Rebar Material	$80,000	$17,715			$17,715	$17,715		$17,715	
3.003	Rebar Labor	$65,000								
3.004	Precast Concrete - Hollow Core	$45,000								
Subtotal for	Division 3	$515,000	$17,715	$0		$17,715	$17,715	$0	$17,715	$0
Division 4										
4.001	Masonry	$200,000								
Subtotal for	Division 4	$200,000	$0	$0		$0	$0	$0	$0	$0
Division 5										
5.001	Misc Metals - Materials	$55,000	$40,000			$40,000	$40,000		$40,000	
5.002	Misc Metals - Labor	$15,000								
Subtotal for	Division 5	$70,000	$40,000	$0		$40,000	$40,000	$0	$40,000	$0

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 12
Period Ending: 7/31/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total installed to date	Amount Remaining in Storage
Division 6										
6.001	Rough Carpentry	$2,500								
Subtotal for	Division 6	$2,500	$0	$0		$0	$0	$0	$0	$0
Division 7										
7.001	Waterproofing / Insulation	$10,000								
7.002	Roofing	$40,000								
7.003	Sealants / Caulking	$5,000								
Subtotal for	Division 7	$55,000	$0	$0		$0	$0	$0	$0	$0
Division 8										
8.001	HM Doors, Frames and Hardware	$15,000	$10,544			$10,544	$10,544		$10,544	
Subtotal for	Division 8	$15,000	$10,544	$0		$10,544	$10,544	$0	$10,544	$0
Division 9										
9.001	Painting	$140,000								
Subtotal for	Division 9	$140,000	$0	$0		$0	$0	$0	$0	$0
Division 10										
10.001	Signs	$2,500								
10.002	Fire Extinguishers	$400								
10.003	Safety Equipment	$500								
Subtotal for	Division 10	$3,400	$0	$0		$0	$0	$0	$0	$0
Division 11										
11.001	Hydraulic Gates	$20,000								
11.002	Submersible Pumps	$45,000	$40,463			$40,463	$40,463		$40,463	($0)
11.003	Vortex Pumps	$20,000								
11.004	Grit Removal	$40,000	$40,000			$40,000	$40,000		$40,000	
11.005	Grit Seperation	$30,000	$30,000			$30,000	$30,000		$30,000	
11.006	Fine Screen	$160,000	$136,560			$136,560	$136,560		$136,560	
11.007	Blowers	$125,000	$106,132			$106,132	$106,132		$106,132	
11.008	Coarse Bubble Aeration	$20,000	$16,712			$16,712	$16,712		$16,712	
11.009	Automatic Sampler	$15,000	$13,450			$13,450	$13,450		$13,450	
Subtotal for	Division 11	$475,000	$383,316	$0		$383,316	$383,317	$0	$383,317	($0)

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 12
Period Ending: 7/31/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 12										
	NONE									
Subtotal for	Division 12	$0	$0	$0		$0	$0	$0	$0	$0
Division 13										
13.001	Steel Filter Modifications	$100,000	$63,950			$63,950	$63,950		$63,950	
Subtotal for	Division 13	$100,000	$63,950	$0		$63,950	$63,950	$0	$63,950	$0
Division 14										
	NONE									
Subtotal for	Division 14	$0	$0	$0		$0	$0	$0	$0	$0
Division 15										
15.001	Interior Process Piping - Material	$65,000	$13,185			$13,185	$13,185		$13,185	
15.002	Interior Process Piping - Labor & Equipment	$20,000								
15.003	Process Valves - Material	$15,000	$7,690			$7,690	$7,690		$7,690	
15.004	Mechanical Insulation	$34,000								
15.005	Plumbing	$50,000								
15.006	HVAC	$125,000	$22,415			$22,415	$22,415		$22,415	
Subtotal for	Division 15	$309,000	$43,290	$0		$43,290	$43,290	$0	$43,290	$0
Division 16										
16.001	Electrical GC's	$30,000								
16.002	Branch Wiring	$35,000								
16.003	Lighting and Heaters	$35,000	$27,572			$27,572	$27,572		$27,572	
16.004	Service / Distribution Equipment	$20,000								
16.005	Motor Control Equipment	$15,000								
16.006	Motor Control Wiring	$50,000								
16.007	Control Panels	$65,000								
16.008	Instruments	$30,000								
16.009	Engineering and Start up	$30,000								
Subtotal for	Division 16	$310,000	$27,572	$0		$27,572	$27,572	$0	$27,572	$0
	Grand Totals	$2,942,400	$645,692	$0		$645,692	$645,693	$0	$645,693	$0

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
July 5, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by Economic Development Director Sullivan at 7:21 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer, and Steve Lundeen
Commissioners Absent:	Tara Hallberg (excused)
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

None. Motion by Collison second by Lorinser to adopt Agenda as presented. Motion passed unanimously.

2. Approve Minutes of June 6, 2017 Regular Economic Development Meeting

Motion by Bergley second by Lundeen to approve the minutes as presented for June 6, 2017. Motion carried unanimously.

3. Isanti Hotel Update

President Wimmer updated the EDA as to the status of the project. The Development Team was working with legal counsel, financial advisors and a lending institution to finalize the financing structure of the deal. The discussion centered on not being a limited partner but only providing financing with a combination of internal and external sources. The reason for the change in ownership is based upon the delay it would put in place for this construction season. Tax abatement applications are being presented to the School Board and Isanti County for consideration. The applicant will be the developer. The advantage of tax abatement vs. TIF for the participating jurisdictions was explained. Tax abatement would be Pay-as-you-go.

Item was informational, no action requested

4. Isanti Welcome Brochure Update

Economic Development Director Sullivan provided the EDA with a draft brochure with updates. He asked for comments and feedback.

President Wimmer indicated he has some changes and would work with Staff to get them implemented.

Motion by Lundeen second by Bergley to direct Economic Development Director Sullivan, President Wimmer and ED Intern Gilyard to work on edits for document and bring back to City Council with printing costs for final approval. Motion carried unanimously.

5. Other Business / Updates

Sullivan stated 42 single housing permits have been pulled and 1 more are waiting to be picked up. It is about the same pace as last year.

Commissioner Lundeen indicated we had hit our mark for the year.

Sullivan stated he had read an article that supported the economy being in a much more stable position and that if a recession were to occur it would not be as bad as the Great Recession.

Commissioner Collison asked if there were bags available for the Summer Spectacular on August 12.

President Wimmer stated they had chosen three events and this was not one of them.

Commissioner Lundeen stated he saw people stopping at the City of Cambridge sign and taking pictures.

President Wimmer indicated that signs were expensive.

ED Director Sullivan stated that the Lodging tax could help with this item in the future. He supported the idea of a sign on Highway 65.

Commissioner Lorinser stated that the development at the intersection of Hwy 65 and Heritage Blvd is lit up at night and that a visible corridor is being defined.

a. Business Prospects
b. GPS 45:93
c. City Promotional Bag Update
d. Marketing Materials
e. EDAM – Summer Conference
f. 5th Avenue Extension
g. Housing Starts in 2017
h. Business Arrivals and Departures in Isanti 2017

6. Adjournment

Lundeen motioned, seconded by Bergley to adjourn at 7:30 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 5th day of July, 2017.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

L.4.

RESOLUTION NO. 2017-____

RESOLUTION DESIGNATING THE DATA PRACTICES RESPONSIBLE AUTHORITY AND DESIGNEE FOR THE CITY OF ISANTI

WHEREAS, the City Council has adopted Data Practices Procedures/Policies and Data Inventory for the City of Isanti; and,

WHEREAS, this policy specifically identifies and designates the Data Practices Responsible Authority and Data Practices Designee. This individual serves as Human Resources/City Clerk for the City of Isanti; and,

WHEREAS, upon change in the Human Resources/City Clerk position, the new official must be designated by the City Council:

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that:

1) Katie Brooks, Human Resources/City Clerk, is designated as the Data Practices Responsible Authority and Data Practices Designee for the City of Isanti, pursuant to Data Practices Policies, adopted by Resolution 2017-175.

This resolution was duly adopted by the Isanti City Council this 15th day of August, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2017-____

A RESOLUTION TERMINATING AGREEMENT FOR DEVELOPMENT LEGAL SERVICES

WHEREAS, the City Council of Isanti adopted Resolution No. 2016-296 approving the agreement between the City of Isanti and Campbell Knutson P.A., for Development Legal Services; and

WHEREAS, staff requests City termination of the contract pursuant to Section 2. Term., Paragraph A of the agreement, which states that termination without cause can be done by Resolution of the City Council. DOAC has been informed of this request by staff:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The City is proceeding with termination of the Agreement as per Section 2 Term., Paragraph A of the Agreement.

2. Payment for services to date shall be made, as recommended for approval by City staff.

3. Written notice of termination of services shall be provided to Campbell Knutson, P.A.

4. Interim Development Legal Services shall be provided by City Attorney Clark Joslin and Mary Ippel, Briggs and Morgan, at their current hourly rate for said services.

This Resolution was duly adopted by the Isanti City Council this 15th day of August 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer & City Council

From: Don Lorsung, City Administrator

Date: August 7, 2017

Subject: New Copier – City Hall

Staff has reviewed new Copier Options for City Hall. The current Copier is a 36 month State Bid rental from Toshiba, with the term ending in October, 2017. The copier has performed relatively trouble free. Staff has met with representatives from Ricoh and Toshiba to review their copiers and capabilities. Attached is an analysis prepared by Finance Director Mike Betker that shows projected annual costs. The State Bid rental contract will allow the City the option of upgrading to a color copier in a future year (if needed), and if we have copier issues, it will be easier to replace it (versus a lease). Staff is recommending entering into a monthly rental (48 month) with Toshiba for a black and white copier. Staff has reviewed this matter with the Finance Committee. Attached for your consideration is a Resolution to approve entering into a monthly rental with Toshiba for a new Copier.

	Black & White Copier			
	Toshiba	Toshiba	Ricoh	Ricoh
Rental Term (mos.)	36	48	36	48
Rental Price per month	$ 225.56	$ 189.88	$ 242.45	$ 189.93
Maintenance Base per month	$ -	$ -	$ 91.00	$ 91.00
Maintenance per sheet 0-13,000	$ 0.0049	$ 0.0049	$ -	$ -
Maintenance per sheet over 13,000	$ 0.0049	$ 0.0049	$ 0.0070	$ 0.0070
Average sheets per month	13,732	13,732	13,732	13,732
total projected cost per month	$ 292.85	$ 257.17	$ 338.57	$ 286.05
total projected annual cost	**$ 3,514.19**	**$ 3,086.03**	**$ 4,062.89**	**$ 3,432.65**

RESOLUTION NO. 2017-____

RESOLUTION APPROVING ENTERING INTO A NEW AGREEMENT WITH TOSHIBA AND UPGRADE TO A NEW COPIER AT CITY HALL

WHEREAS, the City is at the end of its 36 month rental of the copier from Toshiba; and,

WHEREAS, staff has reviewed new copier rental options with Ricoh and Toshiba representatives. Staff compared State Bid rental cost, capacity and the ability to move to a copier with color capacity during the rental time period if desired; and,

WHEREAS, staff finds that a 48 month State Bid rental contact with Toshiba for an e-studio5508A copier at $189.88 a month (with a per copy maintenance charge of $0.0049), would be the best option for the City; and,

WHEREAS, staff has reviewed this matter with Finance Committee:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota:

1. To approve and authorize staff to enter into a new 48 monthly rental agreement with Toshiba for the Toshiba e-studio5508A copier, pursuant to terms of the State Bid, for Isanti City Hall in the amount of $189.88 a month (with a per copy maintenance charge of $0.0049) for the term of the rental, effective September 1, 2017.

This resolution was duly adopted by the Isanti City Council this 15th day of August 2017.

Attest:

George A. Wimmer
Mayor

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Wimmer and Members of City Council**

From: **Josi Wood, Public Services Director/Asst. City Admin.**

Date: August 15th, 2017

Subject: Consider Resolution to Declare Metal as Scrap and Authorize Its' Disposal

---

Public Works has accumulated miscellaneous items that need to be disposed of. These items are as follows:

Scrap

Iron and Steel leftover from repairs
Old Signs
Old Sign Posts
Old Meter Bodies

Per policy, Resolution 2009-078, based on current pricing, Public Services Director obtained quotes and recommends taking the scrap metal to Northern Metal Recycling in St. Cloud for the best prices on scrap metals. Any items that cannot be taken as scrap will be disposed of.

Request:
It is requested that City Council review and take action on this item.

Attachment:

- Resolution 2017-XXX – Resolution to Declare Metal as Scrap and Authorize Its' Disposal

RESOLUTION NO. 2017-XXX

A RESOLUTION TO DECLARE METAL AS SCRAP AND AUTHORIZE ITS' DISPOSAL

WHEREAS, it has been determined that the Public Works Department has scrap metal that is of no use to the City; and,

WHEREAS, Resolution No. 2009-078 provides guidelines for the disposal of scrap metal; and,

WHEREAS, among solicited quotations, current pricing yields highest with Northern Metal Recycling in St. Cloud;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, to hereby authorize the following:

1. To declare scrap metal which includes but not limited to: old iron from repairs, aluminum signs, steel signs and old meter parts, located at the Public Works Facility as surplus property and authorize for its disposal.
2. The Public Services Director shall have the authority to sign all necessary paperwork to allow for the process for the disposal of scrap metal identified per this Resolution.

This Resolution was duly adopted by the Isanti City Council the 15th day of August, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
August 2, 2017
Isanti City Hall

DRAFT

1. Call To Order

The meeting was called to order by President Wimmer at 7:47 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer, Tara Hallberg and Steve Lundeen
Commissioners Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

None.

2. Approve Minutes of July 5, 2017 Regular Economic Development Meeting

Motion by Bergley second by Collison to approve the minutes as presented for July 5, 2017. Motion carried unanimously.

3. Isanti Hotel Update

President Wimmer updated the EDA as to the status of the project. The project is a Best Western Plus product. The product is similar to a Holiday Inn Express or Fairfield. A description of the city and private financing structure for the project was outlined. He highlighted the approval of tax abatement for the project by the school district and that the city would be considering approval of its own abatement as well as total financial assistance package on August 15th at a public hearing. He outlined the Isanti County Abatement process and status. The County EDA Committee will meet on August 14th, the full Isanti County EDA will meet on August 28th and the Isanti County Board of Commissioners has scheduled a public hearing to consider action on September 6th.

Economic Development Director Sullivan stated that the EDA would be specifically involved in the Revenue Bond process and that is was likely that there would be approvals or hearings at the City of Isanti EDA meeting in September 2017. Sullivan communicated the tax impact of the project specifically the $2.8M in new taxable market value, $137,000 annually in property taxes and the impacts for each taxing jurisdiction. In 2019 the City of Isanti is estimated to receive approximately $48,000 in new taxes annually and proposes to abate 50% of that number to support the project for a

defined period of time. He acknowledged the support of the school district for this project and the positive impact it will have immediately and into the future for the taxing jurisdiction.

President Wimmer pointed out the school district had Ehlers conduct a financial analysis that concluded that there would be no negative tax impact for its jurisdiction based upon the City abatement proposal. In some instances it actually was an immediate positive impact. The long term tax impact is positive for all jurisdiction.

Item was informational, no action requested.

4. Other Business / Updates

Sullivan stated 56 single housing permits have been pulled and 3 more are waiting to be picked up. This is ahead of the pace set last year.

Sullivan indicated that the Rum River BMX State Finals is the last bag distribution for the City Promo Bag Program. He indicated that after the final even a survey would be conducted to see how the program was received by businesses.

Commissioner Bergley asked when the auto parts store would be opening. He had seen the Cambridge O' Reilly beginning to advertise for employment opportunities in Isanti.

ED Director Sullivan state he anticipated it opening up no later than October 2017.

President Wimmer stated he had quite a few positive comments on the street dances and the exposure to historic downtown.

a. Business Prospects
b. GPS 45:93
c. City Promotional Bag Update
d. Marketing Materials
e. EDAM – Summer Conference
f. 5th Avenue Extension
g. Housing Starts in 2017
h. Business Arrivals and Departures in Isanti 2017

5. Adjournment

Bergley motioned, seconded by Lorinser to adjourn at 8:00pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 2nd day of August, 2017.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

A Community For Generations.
Isanti

Isanti Police Department Monthly Report

July 2016

Reported Crime	Month to Date	Year to Date
Theft	9	78
Assault	3	23
Vandalism/Damage to Property	4	42
Narcotics	5	23
Burglary	2	5
Domestics	6	45
Crim Sex	0	4
Robbery	0	0
Loud Party/Disturbance	36	98
Medical	31	189
Permit to Purchase (Eff 3/1/2016)	6	61

Traffic Offenses	Month to Date	Year to Date
No Insurance	7	46
DUI	3	10
Accidents	7	42
Hit & Run	1	5
Warrant P/U	9	39
Speed	52	143
DAR/DAS	2	39
Administrative Citations (Including Speed)	15	81

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	49,413	1,049	10,459
Dodge 222	In for Repair		10,053
Ford Explorer 224	26,753	1,933	9,697
Dodge 225 - Out of Service	157,293		409
Chevy Silverado 220	105,337	235	4,113
Chevy Impala 223	83,848	455	3,175
Ford F150 225	1,645	1,335	1,645

CEZT REPORT
July 2017

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**474**	**373**	**256**	**162**	**121**	**78**	**38**
TOTAL OPEN CASES	**88**	**71**	**53**	**37**	**34**	**37**	**23**
VIOLATIONS CLOSED THIS PERIOD	**80**	**79**	**75**	**32**	**40**	**29**	**41**
NEW ISSUES THIS PERIOD	**101**	**117**	**94**	**41**	**43**	**40**	**38**
CAN-Proh Animals							
CCV-Comm Vehicle Storage							1
CDO--Dogs						1	1
CPA-Park & Store	9	22	9	17	13	22	15
CSN-Snow Removal							
CSP-Solicitors/Peddlers							
CST--Fish Houses, PODS, Rolloffs							
H2O-Water restrictions	4						
NEX-Exterior Structure, Paint/Repair			1	1			1
NGA-Garbage Service & Storage							
NGR--Grass Length	81	74	62				
NJU--Junk/Brush		2	11	5	7	5	5
NOX-Noxious Weeds		1	3				
NUV-Unlicensed vehicle or missing plates		1	1	6	14	5	14
RNT-Unlicensed rental	2	10	3				1
SGN-Signs	5	6	4	13	6	6	
ZAC-Accessory Building						1	
ZFE-Fence		1			3		
ZTD--Temporary Dwelling							
Compliance Letters Mailed this period				44	48		
Administrative Citations Issues/period	1			1	1	3	
Criminal Citations Issued/period							
Abated Properties/Period	1						
Admin Hearings Requested							
Admin Hearings Held w positive judgement							
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**15**	**18**	**10**	**19**	**15**	**16**	**17**

M.3.

CITY OF ISANTI MONTHLY REPORT

July 2017

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	3	59	$0.00	$0.00	$3.00	$0.00	$240.00	$4,800.00		
Decks	3	20	$11,400.00	$66,944.00	$5.70	$0.00	$534.60	$3,335.65		
Basement Finish	2	17	$0.00	$151,618.00	$2.00	$0.00	$264.00	$5,611.60		
Addtns. Remodel	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Garages	1	2	$20,000.00	$70,000.00	$10.00	$0.00	$574.20	$1,729.20		
Miscellaneous	13	83	$0.00	$20,000.00	$13.00	$0.00	$1,684.00	$10,627.00		
Single dwellings	12	54	$1,934,336.50	$8,946,481.50	$967.11	$0.00	$28,314.82	$126,241.46		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	12	64			$12.00	$0.00	$1,050.00	$4,950.00		
Plumbing	17	82			$17.00	$0.00	$1,518.00	$6,814.00		
									$90,442.00	
Resid. Totals	**63**	**382**	**$1,965,736.50**	**$9,255,043.50**	**$1,029.81**	**$0.00**	**$34,179.62**	**$164,188.91**	**$90,442.00**	**$394,656.00**
Commercial										
New Buildings	0	1	$0.00	$849,642.00	$0.00	$0.00	$0.00	$5,206.75		
Addtns./Remodel	1	2	$47,000.00	$47,000.00	$23.50	$0.00	$1,100.55	$1,180.55		
Plumbing	0	1	$0.00	$12,000.00	$0.00	$0.00	$0.00	$180.00		
Mechanical	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$75.00		
Roofing	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Tenant Change/Fill	3	23	$0.00	$0.00	$3.00	$0.00	$200.00	$2,952.00	**$0.00**	**$12,772.80**
Comm. Totals	**4**	**29**	**$47,000.00**	**$908,642.00**	**$26.50**	**$0.00**	**$1,300.55**	**$9,674.30**		
Resid. Plus Comm. Totals	**67**	**411**	**$2,012,736.50**	**$10,163,685.50**	**$1,056.31**	**$0.00**	**$35,480.17**	**$173,863.21**	**$90,442.00**	**$407,428.80**

YEARLY BUILDING PERMIT COMPARISONS

M.4.

YTD July 2017

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	157	3	0	1	$1,555,929.00	$30,904.89	$36,722.00
2014	303	24	0	0	$9,740,116.00	$124,081.19	$186,024.00
2015	260	20	0	0	$5,304,597.06	$93,427.63	$151,677.00
2016	368	46	0	3	$14,815,494.41	$208,887.19	$521,768.88
2017	411	55	0	1	$10,163,685.50	$173,863.21	$407,428.80

Total permit fees do not include Sac / Wac or State Surcharge fees

COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$716,154.00	$13,362.40
February	31	$1,014,368.00	$17,395.55
March	46	$1,098,291.50	$20,525.25
April	78	$2,738,163.00	$37,233.45
May	77	$1,016,972.00	$21,515.02
June	74	$1,567,000.50	$28,351.37
July	67	$2,012,736.50	$35,480.17
August	0	$0.00	$0.00
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	411	$10,163,685.50	$173,863.21

M.5.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: August 9, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E (BCD)

Subject: Project Status Report
Isanti, MN
Project No.: R13.113062

Please find listed below a status report of the current projects in the City of Isanti:

1) 2017 Palomino Road Improvements

A pre-construction meeting was held July 27, 2017. The contractor plans to begin work after Labor Day. Utility pole relocations may begin mid-August.

2) 2017 Pavement Maintenance Project

A pre-construction meeting was held July 27, 2017. The contractor plans to begin work August 14th and complete all work by the end of August.

3) 1st Avenue Sidewalk & Curb Replacement

A preconstruction meeting was held July 11, 2017. Construction is scheduled to begin August 14th and complete all work by the end of August.

4) Arts & Science Addition

The contractor plans to begin work on the sewer and water in 7th Avenue the week of August 14th. We will provide inspection on work performed in the city right-of-way.

5) MS4 Phase 2 & 3 Implementation

We will continue to assemble documents to assist the City in meeting the requirements of the MS4 permit for Phase 2 and Phase 3 of the implementation schedule.

6) Wastewater Treatment Improvements

Demolition and paving is scheduled to be completed this month.

7) Cajima Street/TH 65 Signal Study

We will complete the Intersection Control Evaluation (ICE) report this month.

8) GIS Implementation

We will perform staff training on the new GIS system this month.

In addition to the current projects listed above we have completed and accepted 44 private developments and 48 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 5, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. Beyond the Yellow Ribbon Presentation *(Dave Rosten)*

F. Approve City Council Minutes
1. August 15, 2017 - Regular Meeting of the City Council
2. August 2, 2015 - Closed Meeting of the City Council

G. Citizens Input

H. Announcements
1. City Council Meeting — Tuesday, September 19, 2017 at 7:00 p.m.
2. Planning Commission Meeting — Tuesday, September 19, 2017 at 7:00 p.m. *(Immediately following City Council Meeting)*

I. Council Committee Reports

J. Public Hearings
1. Consider Resolution for Tax Abatement for Isanti Hotel Partners, LLC (Sean Sullivan)
2. Consider Resolution Adopting Redevelopment Project Area and Plan (Sean Sullivan)

Business Items

K. <u>City Administrator Don Lorsung</u>

1. Consider Ordinance XXX for Small Cell Moratorium of Wireless Telecommunications and Antennas in Public Right-of-Way

<u>Police Chief Gene Hill</u>

2. Consider Resolution 2017-XXX for Accepting $32,725.00 Safe and Sober Grant

<u>Finance Director Mike Betker</u>

3. Adoption of Budget and Preliminary Levy
    a. Resolution 2017-XXX Setting the 2017 Final Budget and Levy Meeting
    b. Resolution 2017-XXX Approving the 2018 Preliminary Budget for the City of Isanti

c. Resolution 2017-XXX Adopting the Proposed 2017 Tax Levy Collectible in 2018 for the City of Isanti

Economic Development Director Sean Sullivan

4. Consider Resolution 2017-XXX Authorizing Funding and Execution of the Municipal Advisory Service Agreement between the City of Isanti EDA and Northland Securities, Inc.

Community Development Director Ryan Kernosky

5. Consider Resolution 2017-XXX Initiating the Street Vacation for Penny Lane Southeast
6. Consider Resolution 2017-XXX Request from Brennan and Rebecca Cox for a Conditional Use Permit and Site Plan Review Application to Operate a Hobby Farm and Retreat Center on the Properties Legally Described in "Exhibit A"

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $ 246,509.66 and Payroll in the amount of $ 98,882.54
2. Consider Center Point Energy Safety Equipment Matching Grant Award (*Chief Hill*)
3. Consider Resolution 2017-XXX Accepting Renewal Quote for Phone Line Services Through Century Link

M. Other Communications

1. Draft Meeting Minutes for the August 15, 2017 Planning Commission Meeting

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, AUGUST 15, 2017 – 7:00 P.M.
CITY HALL

F.1.

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Steve Lundeen, and Ross Lorinser

Members Absent: None.

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, Finance Director Mike Betker, Public Service Director/Assistant City Administrator Josi Wood, Economic Development Director Sean Sullivan, City Attorney Clark Joslin, and City Engineer Brad DeWolf

Others Present: B. Yerigan

D. Adopt Agenda
Motion by Lundeen, second by Bergley to approve the agenda. Motion carried.

E. Proclamations/Commendations/Certificate Awards
None.

F. Approve City Council Minutes
1. August 2, 2017 – Regular Meeting of the City Council
2. August 2, 2017 – City Council Budget Work Session Meeting

Motion by Lundeen, second by Collison to approve minutes as presented. Motion carried.

G. Citizens Input
None.

H. Announcements

1.	Parks, Recreation, and Culture Board Meeting	Tuesday, August 22, 2017 at 6:00 p.m.
2.	**CITY OFFICES CLOSED** *(in observance of Labor Day)*	Monday, September 4, 2017
3.	City Council Meeting	Tuesday, September 5, 2017 at 7:00 p.m.
4.	Economic Development Authority *(Immediately following the City Council Meeting)*	Tuesday, September 5, 2017

I. Council Committee Reports
None.

J. Public Hearings
1. **<u>Resolution 2017-212</u> Awarding Business Subsidy to Isanti Hotel Partners, LLC**
Bruce Yerigan, 1426 4th Avenue, Isanti, Minnesota, asked about the subsidy regarding the hotel project. Mayor Wimmer explained the subsidy is being offered to the Isanti Hotel Partners, LLC for the hotel project and will cover the tax abatement and the City's potion of loan funding.

Motion by Collison, second by Bergley to approve the request as presented.

NOW, THEREFORE, IT IS HEREBY RESOLVED that the City Council of the City of Isanti, Minnesota, authorize the following:

1. Covers the tax abatement, the City's potion of the loan, the proposed business subsidy is contingent on: (1) the issuance of revenue bonds by the City of Isanti Economic Development Authority in a principal amount not to exceed $2,100,000 and (2) the execution of a Development Agreement between the City of Isanti and Isanti Hotel Partners, LLC that incorporates the following specific business subsidy:

    a. A loan from the City of Isanti Economic Development Authority of the net proceeds of the revenue bonds to Isanti Hotel Partners, LLC.
    b. Land to be purchased by the City of Isanti identified as tax identification number 16.029.0101 valued at $98,000
    c. $700,000 cash from City of Isanti to Isanti Hotel Partners LLC as a Grant.
    d. $182,549 in Tax Abatement from the City of Isanti.
    e. Waiver of $85,000 of sewer and water access and from City of Isanti.

2. The foregoing business subsidy is contingent upon the required public hearings, issuance of revenue bonds and approval of the Development Agreement by the City Council.

The Motion was unanimously approved.

K. Business Items

City Administrator Don Lorsung

1. **Resolution 2017-213 Approving Snow Plowing Policy**

Motion by Bergley, second Lundeen by to approve the request. Motion carried.

2. **Resolution 2017-214 Approving Exempt Sidewalks from Snow Removal**

Motion by Bergley, second by Lundeen to approve the request. Motion carried.

3. **Resolution 2017-215 Requesting Quotations for Ancillary Snow Removal for the Liquor Store, Community Center, and Isanti Indoor Arena Parking Lots**

Motion by Lorinser, second by Collison to approve the request as presented. Motion carried.

City Engineer Brad DeWolf

4. **Resolution 2017-216 Approving Change Order for the 2017 Palomino Road Street & Utility Improvement** The requested change order is due to a favorable bid which is approximately $81,000 below the original estimated costs. With the bid, new curbing and gutters can be installed rather than the partial patching that had been planned. The cost for the project change will still be under the original budgeted amount. Property owner's assessments should also decrease.

Motion by Collison, second by Bergley to approve the change order as requested. Motion carried.

Economic Development Director Sean Sullivan

5. **Resolution 2017-217 Authorizing the Execution of Repayment Agreement on Lot 27, Block 3, Sun Prairie Third Addition with J Robinson Construction, Inc**

Motion by Lundeen, second by Lorinser to approve the request. Motion carried.

6. **Resolution 2017-218 Authorizing the Execution of Repayment Agreement on Lot 2, Block 1, Sun Prairie Third Addition with J Robinson Construction, Inc.**

Motion by Collison, second by Lundeen to approve the request. Motion carried.

7. **Resolution 2017-219 Authorizing the Execution of Repayment Agreement on Lot 8, Block 3, VOR with J Robinson Construction, Inc.**

Motion by Lundeen, second by Collison to approve the request. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $330,357.90 and Payroll in the amount of $104,746.46
2. Contractor Pay Request No. 12 Wastewater Treatment Improvements to Gridor Construction in the amount of $43,077.00
3. Final Meeting Minutes for the July 5, 2017 Economic Development Authority Meeting
4. **Resolution 2017-220 Designating the Data Practices Responsible Authority and Designee for the City of Isanti**
5. **Resolution 2017-221 Terminating Agreement for Development Legal Services**
6. **Resolution 2017-222 Approving Entering into a New Agreement with Toshiba and Upgrade to a New Copier at City Hall**
7. **Resolution 2017-223 to Declare Metal as Scrap and Authorize its Disposal**

Motion by Bergley, second by Collison to approve to consent agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes for the August 2, 2017 Economic Development Authority Meeting
2. July Police Department Report
3. July Code Enforcement Report
4. July Building Inspector Report
5. August Engineering Report

N. Closed Council Session

1. Discussion pursuant to Attorney-Client privileged matter pursuant to MN Statute 13D.05, Subdivision 3(b).

At 7:08 p.m. the City Council went into a closed session.

O. Open Session

At 7:22 p.m. Council came out of closed session.

Motion by Lorinser, second by Lundeen to authorize the City to proceed with arbitration and with the selection of arbitrators. Motion carried.

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:23 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

A Community For Generations.

Isanti

Request for City Council Action - MEMO

To: **Mayor Wimmer and Members of City Council**

From: **Sean M. Sullivan, Economic Development Director**

Date: September 5, 2017

Subject: **Public Hearing:** Consider Adoption of Resolution 2017-XXX Approving Property Tax Abatement To Assist In Financing A Hotel By Isanti Hotel Partners, LLC In The City Isanti, Minnesota

---

Request:

The City Development Team has been actively negotiating with Isanti Hotel Partners, LLC to bring a 60 unit Best Western Plus Hotel to the City of Isanti. City Assistance is needed in order to make the project in Isanti possible. The Hotel is considered a priority project by the City Council as noted in its CEDS document and city goalsetting. This project has regional benefits and will help improve commerce in in the City of Isanti and Isanti County. The Cambridge –Isanti School District has already approved tax abatement for this project in an amount not to exceed $83,161. Staff is asking the City Council to consider approval of the attached resolution to provide $182,549 in city tax abatement to Isanti Hotel Partners.

Council Action:

Consider Adoption of Resolution 2017-XXX Approving Property Tax Abatement To Assist In Financing A Hotel By Isanti Hotel Partners, LLC In The City Isanti, Minnesota

Attachment:

- Resolution 2017-XXX - Approving Property Tax Abatement To Assist In Financing A Hotel By Isanti Hotel Partners, LLC In The City Isanti, Minnesota

RESOLUTION 2017- XXX

RESOLUTION APPROVING PROPERTY TAX ABATEMENT TO ASSIST IN FINANCING A HOTEL BY ISANTI HOTEL PARTNERS, LLC IN THE CITY ISANTI, MINNESOTA

WHEREAS, Isanti Hotel Partners, LLC and/or its assigns (the "Company") has requested the City to abate the City's share of all property taxes to be generated for 9 years (specifically, with respect to the payable 2020 through 2028 property taxes) on Tax Parcel No. 16.029.0101 (the "Property"). It is the intent for the Company to construct and operate a 60 unit hotel in the City of Isanti (the "Project"). The abatement (the "Abatement") will be for the earlier of a 9 year period or a maximum of $182,549 in total payments. Abatement assistance may be used for project and operational costs of the project; and

WHEREAS, On the date hereof, the City held a public hearing on the question of the Abatement, and said hearing was preceded by at least 10 days but not more than 30 days prior published notice hereof; and

WHEREAS, Findings for the Abatement. The City hereby makes the following findings:

(i) Granting the Abatement is in the public interest because it will increase or preserve the tax base, help retain and expand commercial and industrial enterprise, and provide employment opportunities in the County and the City.

(ii) The City expects the public benefits described in (i) above to be derived from the Abatement.

(iii) The Property is not located in a tax increment financing district.

(iv) In any year, the total amount of property taxes abated by the City by this and other resolutions does not exceed ten percent (10%) of the current levy or $200,000, whichever is greater.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the Terms of Abatement provided below and authorize the Mayor and City Administrator to execute documents necessary to provide abatement to the Company:

(i) The Abatement shall be for a maximum of $182,549.00 and shall apply to the taxes payable in the years 2020 through 2028, and shall be based on the following schedule and the City portion of property taxes for the Property:

(ii) The Abatement shall be for varying percentages of the City's share of the property taxes generated by the Property which are attributable to the Project as documented on the schedule below for each payable year. The Isanti County Assessor

has estimated the Taxable Market Value to be $2,827,100 upon completion and full assessment.

2020 - 50%
2021 - 50%
2022 - 50%
2023 - 50%
2024 - 50%
2025 - 40%
2026 - 30%
2027 - 20%
2028 - 10%

(iii) The abatement may not be modified or changed during the term set forth in (a) above, except with the prior written consent of the City.

(iv) The Abatement shall be subject to all the terms and limitations of the Abatement Law.

(v) In order to be entitled to the Abatement, the Company shall not be in default of any of its payment obligations respecting any taxes, assessments, utility charges or other governmental impositions with respect to Independent School District 911, Isanti County or the City of Isanti.

(f) All terms will be subject to final approval of the Development Agreement between the taxing jurisdictions and the Company

This Resolution hereby approved by the Isanti City Council this 5th day of September 2017.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action - MEMO

To: **Mayor Wimmer and Members of City Council**

From: **Sean M. Sullivan, Economic Development Director**

Date: September 5, 2017

Subject: **Public Hearing:** Consider Adoption of Resolution 2017-XXX Approving Redevelopment Project Area and Plan

---

Request:

The City Development Team has been actively negotiating with Isanti Hotel Partners, LLC to bring a 60 unit Best Western Plus Hotel to the City of Isanti. Part of this process involves defining a planned area of redevelopment centered around the Hotel project. This project is critical for the growth of Isanti and the redevelopment of parcels in this immediate area. The attached Redevelopment Plan and Area attached to the resolution has been proposed by the City of Isanti EDA.

Council Action:

Consider Adoption of Resolution 2017-XXX Approving Redevelopment Project Area and Plan

Attachment:

- Resolution 2017-XXX - Approving Redevelopment Project Area and Plan

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING REDEVELOPMENT PROJECT AREA AND PLAN

WHEREAS,

Section 1. Recitals.

(a) It has been proposed by the City of Isanti Economic Development Authority (the "EDA"), that the EDA establish a Redevelopment Project Area as described herein (the "Redevelopment Project Area"), in connection with the construction of an approximately 60 unit hotel to be located on Parcel ID No. 16.029.0101 in the City and adopting the Redevelopment Plan for the Redevelopment Project Area (the "Plan"); all pursuant to and in conformity with applicable law, including Minnesota Statutes, Sections 469.001 through 469.047 and 469.090 through 469.1082; all as reflected in that certain document entitled in part "Redevelopment Plan for Hotel Project" dated September 5, 2017, and presented for the Council's consideration.

(b) The Council has investigated the facts relating to the Plan.

(c) The City has performed all actions required by law to be performed prior to the adoption and approval of the Plan, including, but not limited to, a review of and written comment on the Plan by the City Planning Commission, and the holding of a public hearing thereon following at least 10 but not more than 30 days' prior published notice thereof, as required by law;

WHEREAS,

Section 2. Findings for the Adoption and Approval of the Plan.

(a) The Council hereby finds that the Plan conforms to the general plan for the development or redevelopment of the City as a whole because the Redevelopment Project Area is properly zoned for the intended uses, and the anticipated development is in furtherance of long range plans of the City for that area; that the Plan will afford maximum opportunity consistent with the sound needs of the City as a whole, for the development of the Redevelopment Project Area and adjacent areas by private enterprise because they will enable the EDA to provide and finance necessary public facilities; and the land in the Redevelopment Project Area would not be made available for redevelopment without the financial aid to be sought.

(b) The Council further finds that the Plan is intended and, in the judgment of this Council, its effect will be, to promote the public purposes and accomplish the objectives specified in the Redevelopment Plan for Redevelopment Project Area.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the Plan, as presented to the Council on this date, including without limitation the findings and statements of objectives contained therein, are hereby approved, ratified, established, and adopted and shall be placed on file in the office of the City Clerk.

This resolution was duly adopted by the Isanti City Council this 5th day of September, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

REDEVELOPMENT PLAN

FOR

HOTEL PROJECT

DATED SEPTEMBER 5, 2017

CITY OF ISANTI ECONOMIC DEVELOPMENT AUTHORITY

TABLE OF CONTENTS

			Page
I.	INTRODUCTION AND LEGAL BASIS		1
	A.	Intent	1
	B.	Statement	1
	C.	Redevelopment Area Boundaries	1
	D.	Statement of Authority	1
	E.	Findings and Declaration	2
II.	REDEVELOPMENT PROGRAM		2
	A.	Redevelopment Plan Objectives	2
	B.	Land Use	3
	C.	Redevelopment Activities	3
	D.	Financing Plan	3
	E.	Development Standards	4
	F.	Environment Controls	4
	G.	Administration of Project	4
	H.	Modification of Plan	4

Exhibit A - Redevelopment Area Boundary Map
Exhibit B - Budget

I. INTRODUCTION AND LEGAL BASIS

A. Intent

The City of Isanti Economic Development Authority, Isanti, Minnesota (the "EDA") proposes to establish a Redevelopment Project Area as described herein (the "Redevelopment Project Area"), in connection with the development of a 60 unit hotel project in the City

In the remainder of the Redevelopment Area the EDA proposes to facilitate, as appropriate, private development by acquiring land and preparing it for private development and by constructing public infrastructure improvements.

B. Statement

The City and EDA have determined that conditions exist within the Redevelopment Area which have prevented further development of land by private enterprise. It has been found that the Redevelopment Area is potentially more useful and valuable for contributing to the public health, safety and welfare than has been realized under existing development.

The development of these parcels are not attainable in the foreseeable future without the intervention of the EDA in the private development process. The EDA has prepared the Redevelopment Plan, which provides for the elimination of these conditions, thereby making the land useful and valuable for contributing to the public health, safety and welfare.

C. Redevelopment Area Boundaries

The boundaries of the Redevelopment Area are outlined on the Redevelopment Area Boundary Map, Exhibit A.

All land included in the Project Area is within the legal boundaries of the City.

D. Statement of Authority

Minnesota Statutes Section 469.001-469.047 (Housing and Redevelopment Authority Act) grants municipalities the authority to designate redevelopment areas within the boundaries of the municipalities. Within these areas, the municipality may adopt a redevelopment plan and establish a project consistent with the municipality's public purpose. The project as contemplated by this

plan consists of a redevelopment project as defined in Section 469.001, Subdivision 14.

E. Findings and Declaration

The City and the EDA make the following findings:

1. The certain parcels of land in the project area would not be made available for redevelopment without some public financial aid.

2. The redevelopment plans for the Redevelopment Area in the City will afford maximum opportunity consistent with the needs of the locality as a whole, for the redevelopment of the area by private enterprise.

3. The Redevelopment Plan conforms to the general plan for development of the locality as a whole.

II. REDEVELOPMENT PROGRAM

A. Redevelopment Plan Objectives

The EDA, through implementation of this plan, seeks to achieve the following objectives:

1. To promote and seek the orderly and harmonious development of the Redevelopment Area.

2. To provide logical and organized land use for the entire Redevelopment Area consistent with the Comprehensive Land Use Plan and the Zoning Ordinance of the City.

3. To promote the prompt development of property in the Redevelopment Area with a minimal adverse impact on the environment.

4. To provide general design guidance in conjunction with a suitable development contract in order to enhance the physical environment of the area.

5. To provide adequate utilities and other public improvements and facilities, to enhance the Redevelopment Area and the City for new and existing development.

6. To assist the financial feasibility of private projects to the extent necessary and where there is a corresponding level of public benefit.

7. To enhance the overall economy of the City and surrounding area by retaining current, and providing additional employment opportunities for the residents of the City and surrounding community.

8. To increase the City's tax base.

9. To stimulate development and investment within the Redevelopment Area by private interests.

B. Land Use

The proposed land use for the Redevelopment Area is a hotel and other commercial facilities.

C. Redevelopment Activities

1. Acquisition

The City proposes to acquire the property in the Redevelopment Area on which the hotel will be located. Other than that property, other property in the Redevelopment Area may be acquired by the EDA if and when required to facilitate development or redevelopment within the Redevelopment Area.

2. Relocation

It is not expected that any persons will be displaced as a result of this Redevelopment Plan.

3. Hotel and Other Public Improvements.

The EDA proposes to cause the hotel to be constructed and, as appropriate, other public improvements within the Redevelopment Area.

D. Financing Plan

1. Project Budget

Attached hereto as Exhibit B is a budget which details estimated development costs associated with constructing and equipping the Hotel as currently contemplated. The items of cost and the costs thereof shown in the budget are estimated to be necessary based upon information now available. It is anticipated that the items of cost and the costs thereof shown in each category in the budget may decrease or increase, but that the total project cost will not exceed the amount shown above.

2. Source of Funds and Public Assistance

Isanti Hotel Sources of Funds			
60 Unit Best Western Plus			
Investor Equity	$	1,000,000.00	
City Equity (land/cash)	*$*	***798,000.00***	
City Equity (fees)	*$*	***85,000.00***	
Total Equity	$	1,883,000.00	
Private Finance LT Debt	$	2,298,599.00	
City EDA Financed LT Debt	*$*	***2,000,000.00***	
Total Project Costs (Hotel)	$	6,181,599.00	
Additional Hotel Project/Operational Cost			
City Tax Abatement	*$*	***182,549.00***	
Proposed Infrastructure Improvements Sources			
Source TBD	*$*	*125,000.00*	Ext. Richard Ave SE
Source TBD	*$*	*275,000.00*	Ext. 5th Ave NE

Public Assistance in ***Italics or TBD***

3. Bond Issue Details

The EDA proposes to issue in revenue bonds in an amount not to exceed $2,100,000 to finance a portion of the cost of construction.

E. Development Standards

The EDA will consider among other things, the following factors when evaluating development proposals for projects within the Redevelopment Area seeking public assistance and support:

1. Degree to which redevelopment objectives are provided for or enhanced.

2. Consistency with this plan and the City's Comprehensive Plan.

F. Environmental Controls

It is presently anticipated that the proposed development in the Redevelopment Area will not present major environmental problems. All municipal actions and public improvements will be carried out in a manner that will comply with applicable environmental standards. The environmental controls to be

applied within the area are contained within the codes and ordinances of the City.

G. Administration of Project

The City Council has authorized the EDA to be responsible for seeing that the contents of this Plan are promoted, implemented and enforced.

H. Modification of Plan

A Redevelopment Plan may be modified at any time. The modification must be adopted by the EDA and the City, upon notice and after the public hearing required for the original adoption of the Redevelopment Plan.

Changes that do not alter or affect the exterior boundaries and do not substantially alter or affect the general land use established in the plan, shall not constitute a modification of the Redevelopment Plan, nor require approval by the City.

EXHIBIT A

Description of the Redevelopment Area and Boundary Map

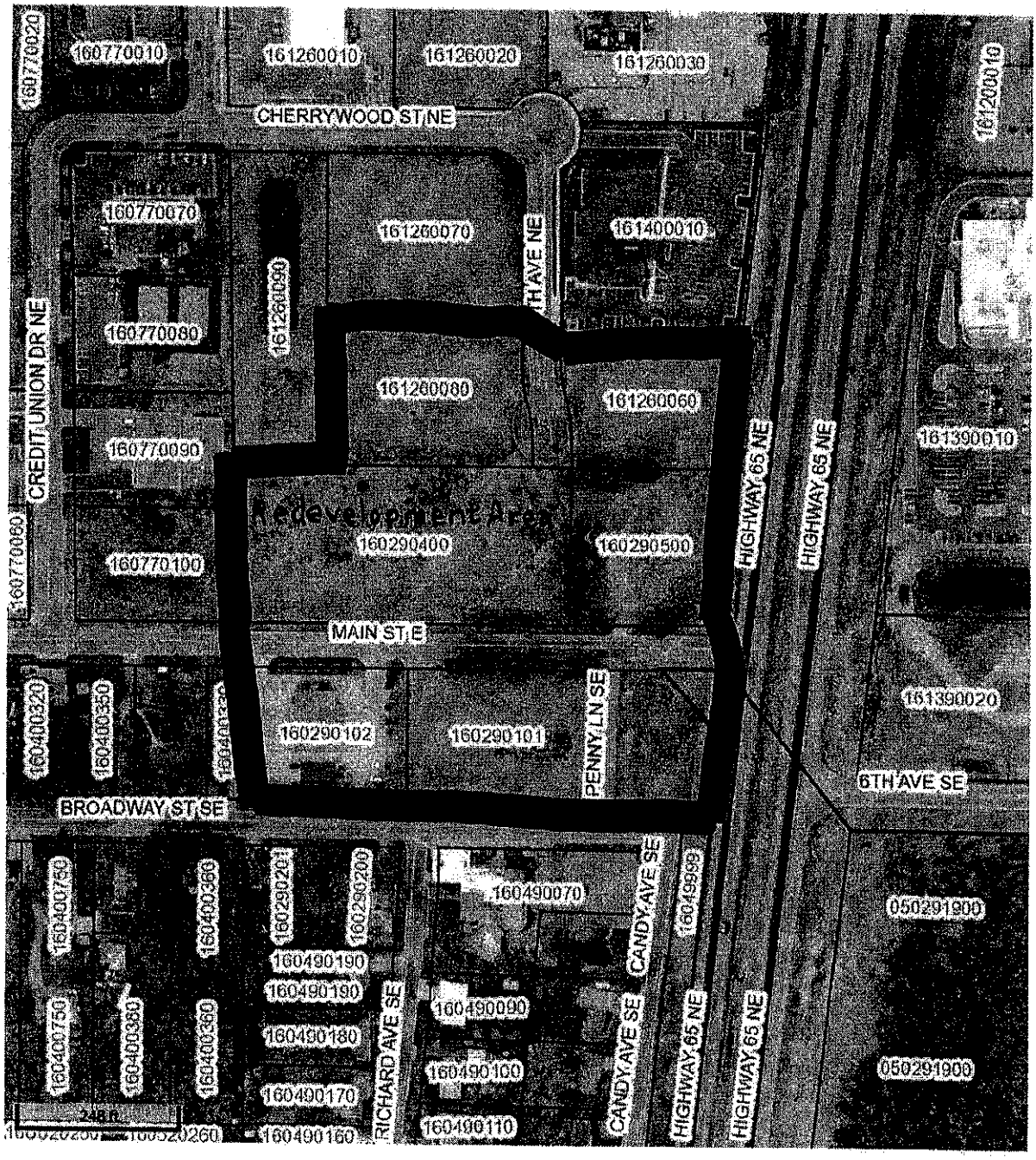


EXHIBIT B

Budget

Isanti Hotel Budget	
	Budget
Land	$ 98,000.00
Building and Improvements	$ 4,262,000.00
Site Prep/Soil Improvements	$ 25,000.00
Design/FF&E Install	$ 25,000.00
Permits and Fees	$ 102,000.00
OS&E	$ 113,000.00
Technology	$ 58,299.00
Furniture, Fixtures and Equipment	$ 550,000.00
Financing, Other Amortizable Costs	$ 64,500.00
Architect/Engineering	$ 155,000.00
Bank/Appraisal	$ 2,800.00
Title Insurance/Recording/Legal/Closing	$ 75,000.00
Signage/Franchise Fee	$ 80,000.00
Preopening Expense (Marketing)	$ 10,000.00
Registration Equipment & P.O.S. System	$ 55,000.00
Market Analysis	$ 5,000.00
Pre-opening Labor	$ 25,000.00
Contingency	$ 80,000.00
Working Capital	$ 75,000.00
Pre-Opening Mgmt Fees	$ 35,000.00
Development Fees	$ 286,000.00
Total Estimated Costs (Hotel)	**$ 6,181,599.00**
Proposed Infrastructure Improvements	
Extension of Richard Ave SE to Main St SE	$ 125,000.00
Extension of 5th Ave NE to Main St SE	$ 275,000.00
Total of Infrastructure Improvements	**$ 400,000.00**
Total Redevelopment Project Area Costs	**$ 6,581,599.00**

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer & City Council

From: Don Lorsung, City Administrator

Date: August 29, 2017

Subject: Proposed Moratorium – Wireless Telecommunication Facilities in Public Rights of Way

---

During this past session, the Minnesota Legislature amended Minnesota's Telecommunications Right-of-Way User statutes to address small wireless facilities and the support structures on which those facilities may attach to or the right-of-ways (ROW) where they may be placed in. The new law allows cities to require telecommunications right-of-way users to get a permit for use of the right-of-way and establishes a permitting structure for the siting of these small wireless facilities. The new law prohibits cities from adopting a moratorium with respect to filing, receiving, or processing applications for right-of-way or small wireless facility permits if they have a ROW ordinance in place. However, for cities that did not have a right-of-way ordinance in place on or before May 18, 2017, this prohibition on a moratorium does not take effect until January 1, 2018. The City of Isanti does not have ROW or small wireless facility ordinances in place at this time to address this matter. Staff believes it is imperative to study and develop appropriate regulations regarding ROW and small wireless facilities for the City. Therefore, in order to provide sufficient time to research, study and prepare recommendations on appropriate permitting and land use controls, staff is recommending that the City Council consider adoption of a moratorium on placement of small wireless facilities in the ROW. Upon completion of the study, recommendations will be made to the City Council regarding adoption of appropriate right-of-way official controls.

ORDINANCE NO. ____

AN ORDINANCE ESTABLISHING A MORATORIUM ON THE CONSIDERATION OF WIRELESS TELECOMMUNICATIONS FACILITIES AND ANTENNAS IN PUBLIC RIGHT OF WAYS WITHIN THE CITY OF ISANTI AND DIRECTING THAT A PLANNING STUDY BE CONDUCTED

THE CITY OF ISANTI SO ORDAINS:

Section 1. Background

The 2017 Legislature amended Minnesota's Telecommunications Right-of-Way User statutes to address small wireless facilities and the support structures on which those facilities may attach. The Telecom ROW Law allows cities to require telecommunications right-of-way users to get a permit for use of the right-of-way and establishes a permitting structure specifically for the siting of small wireless facilities. The Law prohibits cities from adopting a moratorium with respect to filing, receiving, or processing applications for right-of-way or small wireless facility permits; however, for cities that did not have a right-of-way ordinance in place on or before May 18, 2017, this prohibition on moratoria does not take effect until January 1, 2018. The City of Isanti did not have a right-of-way ordinance in place on or before May 18, 2017. The installation of facilities in the public right-of-way has the potential to negatively impact the health, safety, and welfare of the community if not properly regulated. The City's staff have recommended that the City study the issues pertaining to management of the public right-of-way and the potential for the development of small cell sites in the City and to evaluate the need for standards to regulate these facilities. The City Council has determined a need to undertake a study to determine the appropriate permitting and land use controls, consistent with the state law, for wireless telecommunications facilities, antennas, and other structures in the public right-of-way. Upon completion of the study, the City Council will consider the adoption of appropriate right-of-way official controls. Minn. Stat. § 462.355, Subd. 4, allows the City to adopt an interim ordinance for the purpose of protecting the planning process and the health, safety, and welfare of its citizens.

Section 2. Findings

The City of Isanti has the authority, pursuant to common law and Minnesota Statutes, to regulate the installation of utilities and telecommunications right-of-way users within the public right-of-way. The City Council finds that it is necessary for City staff and consultants to conduct a planning study to determine the appropriate permitting and land use controls, consistent with state law that should apply to wireless telecommunications facilities and antennas in the public right-of-way,

and to protect the planning process and the health, safety, and welfare of its citizens. The purpose of the study to be conducted includes, but is not limited to, determining the appropriate permitting and licensing standards, and land use and development standards that should apply to wireless telecommunications facilities and antennas in the public right-of-way and establishing an appropriate ordinance. The Council finds that there is a need to adopt a City-wide moratorium ordinance while the study referenced above is conducted. The Council finds that this moratorium applies to, but is not limited to, the following types of land use applications: right-of-way permits, antenna permits, building permits, and electrical permits for installation, construction, or operation of wireless telecommunications facilities and antennas in the public right-of-way.

Section 3. Planning Study; Moratorium

A study is authorized to be conducted by City staff and consultants, to be followed by consideration of an ordinance by the Council, or other City commissions, as required by law. Pending completion of the study and adoption of an ordinance, a moratorium is established on the issuance of City approvals for or related to the installation, construction, or operation of wireless telecommunications facilities and antennas in the public right-of-way. During the period of the moratorium, applications for any such approvals identified in section 3.02 shall not be accepted by the City nor shall the Planning Commission or Council consider or grant approval of any such application. The moratorium established by this Ordinance shall apply to any application pending as of the date of this Ordinance. Any application submitted to which the moratorium applies shall be denied unless the application includes a specific request that it be excepted from the moratorium, in which case the City staff shall submit the application to the Council for consideration of granting an exception. The Council may approve exceptions to this moratorium for an application if the Council, in its sole discretion, determines that the approval being sought will not interfere with the purposes for which this moratorium was adopted.

Section 4. Enforcement. The City may enforce this Ordinance by mandamus, injunction, or other appropriate civil remedy in any court of competent jurisdiction.

Section 5. Term. Unless earlier repealed by the City Council, this Ordinance shall remain in effect for a period of one year after its effective date.

Section 6. This Ordinance shall take effect and be in force from and after its passage and publication according to law.

Adopted by the City Council this 5th day of September, 2017.

George A. Wimmer
Mayor

ATTEST:

Katie Brooks
Human Resources/City Clerk

Posting Date: 8-25-17
Reading Date:
Publication Date:
Effective Date:

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**

From: Chief Gene C. Hill **MEMO**

Date: August 18, 2017

Subject: **$32,725.00 Safe and Sober Grant Acceptance**

Background:

The City Council had authorized the Chief of Police to apply for the Safe and Sober Grant in May 2017. This grant provides extra patrol and heightened enforcement for seatbelt usage, DUI enforcement and speeding violations which all tend to be the most dangerous actions that lead to injury and death of the motoring public.

The grant was approved and we were awarded $32,725.00 in grant funding for the time period of October 1, 2017 through September 30, 2018.

Action:

I am requesting that the City Council accept the $32,725.00 grant award from the Minnesota Department of Public Safety – Office of Traffic Safety – Safe and Sober Grant Program, on behalf of the Police Department.

RESOLUTION NO. 2017-XXX

RESOLUTION AUTHORIZING STAFF TO ACCEPT THE MINNESOTA DEPARTMENT OF PUBLIC SAFETY – OFFICE OF TRAFFIC SAFETY - SAFE AND SOBER GRANT PROGRAM

WHEREAS, the Isanti Police Department had the opportunity to apply for the Minnesota Department of Public Safety – Office of Traffic Safety – Safe and Sober Grant Program; and

WHEREAS, the Police Department makes use of grant opportunities to provide better service to the community; and

WHEREAS, the City of Isanti Police Department was awarded the grant to enhance existing enforcement practices.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize:

1. To acceptance of the Minnesota Department of Public Safety – Office of Traffic Safety – Safe and Sober Program in the amount of $32,725.00.
2. To allow the Chief of Police or designee to enter into and sign all necessary grant paperwork and that the City of Isanti will be the fiscal agent of the grant.

This resolution was duly adopted by the Isanti City Council this 5th day of September, 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer & City Council Members**

From: Finance Director Betker

Date: September 1, 2017

Subject: 2018 Preliminary Budget and Levy Adoption

Background:

The proposed preliminary property tax levy is $2,807,172 and reflects an increase in the preliminary taxable market value for 2018 of 13.0%. The city will receive updated property tax values from the County prior to adopting the Final 2018 levy in December.

LEVY	2017	2018	CHANGE FROM PRIOR	
GENERAL FUND	**$ 2,009,086**	**$ 2,219,909**	**10.49%**	**$ 210,823**
EDA	**$ -**	**$ 56,327**	**100.00%**	**$ 56,327**
2008 GO BOND	$ 48,327	$ -	-100.00%	$ (48,327)
2010B GO BOND	$ 250,000	$ 250,000	0.00%	$ -
2011A GO BOND	$ 7,870	$ 7,061	-10.28%	$ (809)
2014A TAX ABATEMENT BOND	$ 224,871	$ 221,616	-1.45%	$ (3,255)
2014B GO BOND	$ 47,407	$ 52,259	10.23%	$ 4,852
TOTAL DEBT SERVICE	**$ 578,475**	**$ 530,936**	**-8.22%**	**$ (47,539)**
TOTAL LEVY	**$ 2,587,561**	**$ 2,807,172**	**8.49%**	**$ 219,611**
TAX RATE	85.93%	82.93%	-3.50%	-3.01

The overall levy is proposed to increase by $219,611 over 2017. The increase is primarily intended to improve the General Fund's fund balance as well as cover inflationary increases and capital expenditures.

As discussed in prior work sessions, other General Fund revenue sources have been adjusted to reflect prior year trends, rates per the fee schedule, and known agreements and trends.

General Fund expenditures have been adjusted based on prior year actual costs, current year expenditures thru June, actual maintenance agreements and contracted costs. All wages include a 3% COLA for 2018 and include the necessary step increases, where applicable. Dental Insurance, Worker's Compensation, Property/Liability/Volunteer Insurance, and Life/AD&D Insurance have all

been adjusted to reflect premiums paid in 2017 and any necessary inflationary factor was applied. Health Insurance has increased 26.3%. The following are key changes/and or additions to the General Fund Budget:

Expenditures

- FMLA/Personnel Policy Costs - $9,638
- COLA – 3%
- EDA budget increases - $10,682 and includes the addition of an EDA levy.
- Annexation payments - $17,592

Capital Outlay

- Mattson Tennis Court Resurfacing - $18,800
- Street Lighting Infill - $20K
- Plow Truck - $24,500 General Fund Share of total cost (50%)
- 2 Kubota Mowers - $20,000

Reserve for Replacement

- C-I Bike/Walk Trail - $7,500
- Dog Park - $10,000
- Bluebird Park Equipment Refurbishment - $10,000

Current Action:
Consider Resolution Setting the 2018 Final Budget and Levy Meeting
Consider Resolution Approving the 2018 Preliminary Budget for the City of Isanti
Consider Resolution Adopting the Proposed 2017 Tax Levy Collectible in 2018 for the City of Isanti

Attachments:
2018 Preliminary Budget
Resolution Setting the 2018 Final Budget and Levy Meeting
Resolution Approving the 2018 Preliminary Budget for the City of Isanti
Resolution Adopting the Proposed 2017 Tax Levy Collectible in 2018 for the City of Isanti

RESOLUTION NO. 2017-xxx

RESOLUTION SETTING THE 2018 FINAL BUDGET AND LEVY MEETING

WHEREAS, before September 30, 2017, at the regularly scheduled meeting at which the City Council adopts a proposed tax levy, the City Council must also announce the time and place of the council meeting at which the budget and levy will be discussed and a final budget and levy will be determined;

WHEREAS, the time and place of the meeting that allows for citizen input and deals with the budget and levy must be included in the minutes;

WHEREAS, the following information must be provided to the county auditor:

- Time and place of one regular council meeting at which the budget and levy will be discussed and at which a final budget and levy will be determined
- Phone number that city taxpayers may call if they have questions related to the auditor's property tax notice.
- Address where comments will be received by mail.

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

1. That the City Council has set the following meeting date at which the budget and levy will be discussed, and the final budget and levy will be determined.

   Tuesday, December 5, 2017 at 7:00 p.m.

2. That the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Isanti County, Minnesota and provide the following information:

   a. Phone Number – Isanti City Hall, (763) 444-5512
   b. Mailing Address – Isanti City Hall, PO Box 428, Isanti, MN 55040

This resolution is duly adopted by the Isanti City Council this 5th day of September 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2017-xxx

RESOLUTION APPROVING THE 2018 PRELIMINARY BUDGET FOR THE CITY OF ISANTI

WHEREAS, the City of Isanti is required to approve a preliminary budget by September 30th of each year for expenditures in the following year; and

WHEREAS, the City of Isanti has developed a budget for the maximum projected expenditures by the City for 2018 to be covered by the general fund; and

WHEREAS, the proposed budget has been presented to the City Council of the City of Isanti at the September 5, 2017 City Council meeting for review;

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

1. That the proposed budget for the City of Isanti for expenditure in 2018 is as follows:

	2018 Preliminary Budget
Mayor & Council	$ 41,323
Elections	15,560
Financial Administration	481,400
Municipal Building	37,636
Animal Control	5,309
Parks, Rec & Culture	429,335
Planning & Zoning	121,733
Building Inspections	157,977
Economic Development Authority	92,340
Police	1,359,375
Code Enforcement	38,731
Civil Defense	2,300
General City Maintenance	54,010
Streets	390,728
Street Lighting	80,000
Sanitation	18,377
Fire Protection	233,593
Txfr to Sewer (3rd Ave Loan) P&I	9,525
Txfr to Water/Sewer (Deer Haven)	3,179
Tax Abatements (101-49110-604)	1,231
Capital Replacement	27,500
G.O. Debt Service	530,936
Total Expenditures	$ 4,132,098

2. That the proposed budget is approved by the City Council of the City of Isanti for expenditure's in year 2018.

3. That the City Clerk is hereby instructed to transmit a certified copy of this resolution to the County Auditor of Isanti County, Minnesota

This resolution is duly adopted by the Isanti City Council this 5th day of September 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2017-XXX

RESOLUTION ADOPTING THE PROPOSED 2017 TAX LEVY COLLECTIBLE IN 2018 FOR THE CITY OF ISANTI

BE IT RESOLVED, by the City Council of the City of Isanti, County of Isanti, Minnesota that the following sums of money be levied for the current year, collectible in 2018, upon the taxable property in the City of Isanti, for the following purposes:

LEVY	**2018**
GENERAL FUND	$ 2,219,909
EDA	56,327
2010B GO BOND	250,000
2011A GO BOND	7,061
2014A TAX ABATEMENT BOND	221,616
2014B GO BOND	52,259
TOTAL LEVY	**$ 2,807,172**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 5th day of September 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

City of Isanti
2018 Preliminary Budget

Presented September 5th, 2017 Council Meeting

2018 Preliminary Budget

Table of Contents

Revenues..... 1
Expenditures..... 2
Bond Schedule..... 3
Pay Schedule 4
Wage and Benefit Information..... 5

Wage and Benefit by Department..... 10

Administration
Council 11
Elections..... 12
Financial Administration..... 13
Municipal Building..... 17
Animal Control..... 19

Parks, Rec & Culture
Parks, Rec & Culture 20

Planning, Building Inspections, EDA
Planning/Zoning..... 25
Building Inspection..... 27
EDA..... 30

Public Safety
Police 34
Code Enforcement..... 38
Civil Defense..... 39

Public Works
General Maintenance..... 40
Streets..... 42
Street Lighting..... 45
Sanitation..... 46
Water..... 48
Sewer..... 54
Storm Water..... 60

Fire
Fire District Payment..... 47

Liquor
Liquor Fund..... 64

Other
Transfers..... 68
Capital Outlay & Reserve for Replace 69

Revenues

REVENUES	2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
Property Taxes (Less MVHC Reduction)	$ 2,219,909	$ 2,009,086	$ 1,624,000	$ 1,921,733	$ 1,357,265	$ 1,425,810	$ 1,449,770	$ 1,340,110
Property Taxes (Fire District Budget)	-	-	110,000	-	-		-	-
Property Taxes (Pavement Management)	-	-	100,000	-	-	-	-	-
Property Taxes (Court Ordered Abatements)	-	-	75,000	-	-	-	-	-
Propert Taxes (Compost Site)	-	-	25,000	-	-	-	-	-
Property Taxes (Debt Service Levy)	530,936	578,475	451,561	620,000	-	314,943	426,104	360,178
Property Taxes (Abatement Levy)	-	-	155,000	-	-	-	-	-
Special Assessments	-	-	-	-	-	-	-	-
PERA Rebate	1,205	1,205	1,205	1,205	1,205	1,205	1,205	1,205
Business Licenses	13,000	13,000	13,000	13,350	12,675	11,975	12,200	15,350
Non Business Licenses and Permits	200,000	120,000	87,500	355,975	178,442	203,568	80,507	81,523
Local Government Aid	631,811	585,318	-	581,099	571,231	545,485	313,359	313,359
Police State Aid	62,500	60,000	60,000	66,150	55,829	60,928	57,908	48,005
Post Training	3,000	3,000	3,000	2,839	3,286	3,218	3,076	2,989
County-State Highway Aid	-	-	-	-	-	-	-	-
Fines & Forfeits	25,400	25,300	25,000	31,609	26,006	28,407	22,916	27,457
Grants & Aids	5,000	9,000	8,000	9,071	22,301	60,460	50,382	88,045
Municipal State Aid - Streets	58,734	60,000	58,000	59,117	58,266	54,494	52,167	54,172
Administrative Citations	7,000	7,000	5,000	9,150	11,303	5,365	4,700	5,650
Charges for Services	-	-	-	-	-	-	-	-
General Government	3,000	3,000	3,000	5,853	6,172	3,678	5,860	5,095
Planning & Zoning	8,000	7,500	7,500	12,190	8,025	8,331	6,767	4,341
Snow Removal	-	-	-	406	673	1,071	4,785	5,662
Weed & Grass	-	-	-	436	89	(1,401)	470	(2,879)
Park & Recreation	1,850	1,850	1,500	1,864	2,102	1,678	1,980	20
Public Works-Other	2,450	4,650	1,000	5,215	2,127	5,403	5,350	1,590
Police Department	2,450	3,250	3,500	2,070	3,425	3,178	4,379	7,247
Community Center Charges	11,000	10,500	10,500	11,233	11,763	12,713	8,010	7,896
Rental Fees	1,400	9,000	8,500	7,329	16,058	4,393	9,140	8,296
School District Resource Officer	29,300	27,000	27,711	27,738	27,037	20,496	20,496	20,496
Lease Revenue	124,800	123,100	122,173	123,741	81,729	20,668	19,593	17,693
Transfer of Liquor Store Profits	350,000	350,000	330,360	330,360	300,000	200,000	150,000	150,000
Transfer of P&R Dedication Interest	-	-	-	-	-	-	-	130,111
Transfer from EDA to Parks, Rec & Culture	19,150	19,150	16,150	16,150	16,150	16,150	-	-
Transfer from Technology Fund	-	-	-	-	-	-	-	-
Transfer from Capital Replacement	-	-	-	-	-	-	-	-
Transfer From Railroad Ave Imp Fund	-	-	-	-	-	-	-	-
Transfers to Close Funds	-	-	-	-	-	-	-	-
Transfer from Community Involvement Fund	-	-	-	-	-	-	-	-
Miscellaneous	26,000	26,000	25,000	39,002	77,958	30,347	27,292	31,446
Interest on Investments	12,000	25,000	25,000	11,858	16,766	38,426	(13,765)	24,728
Reserved Fund Balance - Fee Study	-	-	-	-	-	-	-	-
C/O 2008 Budget - Council Training	-	-	-	-	-	-	-	-
C/O 2009 Budget - Elections, Sealcoating	-	-	-	-	-	-	-	-
C/O 2011 Budget - Elections	-	-	-	-	-	-	-	-
Fund Balance Loan (3yr 0%)	-	-	-	-	-	-	-	-
C/O Prior Year LGA Collections	-	-	-	-	-	-	-	-
Gap Funding Sources	-	-	-	-	-	-	-	-
General Fund Fund Balance	-	-	-	-	-	-	-	-
Total	$ 4,349,895	$ 4,081,384	$ 3,383,160	$ 4,266,743	$ 2,867,882	$ 3,080,988	$ 2,724,650	$ 2,749,785

Exp Summary

	2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
Mayor & Council	$ 41,323	$ 42,553	$ 42,672	$ 26,901	$ 39,314	$ 25,533	$ 29,304	$ 22,281
Elections	15,560	7,350	16,709	7,788	1,078	4,172	1,128	4,472
Financial Administration	481,400	444,551	423,709	483,428	364,956	361,628	381,531	356,613
Municipal Building	37,636	34,927	31,841	37,184	52,354	31,127	23,159	19,778
Animal Control	5,309	5,721	5,896	4,705	4,903	4,665	4,007	5,069
Parks, Rec & Culture	429,335	406,884	320,165	281,854	259,868	311,818	176,905	186,674
Planning & Zoning	121,733	111,557	100,467	101,457	84,495	72,202	89,975	82,255
Building Inspections	157,977	162,392	160,659	185,276	151,435	123,354	122,344	129,052
Economic Development Authority	92,340	144,405	146,563	146,563	92,767	98,140	117,775	85,479
Police	1,359,375	1,300,339	1,288,476	1,246,995	1,128,273	1,036,830	969,531	930,661
Code Enforcement	38,731	37,962	46,193	39,456	28,634	26,138	18,903	19,004
Civil Defense	2,300	2,500	2,500	2,140	2,140	1,386	1,386	1,386
General City Maintenance	54,010	54,912	52,172	45,465	129,553	230,060	45,943	42,456
Streets	390,728	367,282	350,457	346,287	300,022	373,452	293,871	320,010
Street Lighting	80,000	83,125	77,662	71,766	86,329	58,818	59,873	59,738
Sanitation	18,377	18,649	43,627	32,983	6,426	6,714	6,468	6,288
Fire Protection	233,593	233,593	196,479	203,125	180,256	187,697	151,688	142,376
Miscellaneous	-	-	-	1,232	2,027	21,400	1,644	4,871
Txfr to City Hall (Bldg Loan) 2006-2015	-	-	-	-	49,252	49,255	49,255	49,255
Txfr to Sewer (3rd Ave Loan) P&I	9,525	10,502	10,502	10,502	10,502	10,502	10,502	10,502
Txfr to Water/Sewer (Deer Haven)	3,179	3,180	3,180	3,179	3,180	3,179	3,179	3,179
Txfr to Park Dedication Fund	-	-	-	-	-	-	-	-
Txfr to Forfeiture Fund	-	-	-	-	-	-	-	-
Txfr to Capital Projects	-	-	-	-	257,798	-	-	-
Fund Balance 3 Year Loan	-	-	-	-	-	-	-	-
Fund Balance - Replenish	-	-	-	-	-	-	-	-
Tax Abatements (101-49110-604)	1,231	9,920	10,399	10,399	10,877	11,630	12,349	12,948
Capital Replacement	27,500	7,500	7,500	7,500	-	-	-	-
G.O. Debt Service	530,936	578,475	606,561	620,000	-	314,943	426,104	360,178
Total Expenditures	4,132,098	4,068,278	3,944,388	3,916,185	3,246,439	3,364,643	2,996,824	2,854,528
Estimated Revenues	4,349,895	4,081,384	3,383,160	4,266,743	2,867,882	3,080,988	2,724,650	2,749,785
Surplus/(Deficit)	*217,797*	*13,106*	*(561,228)*	*350,558*	*(378,558)*	*(283,655)*	*(272,174)*	*(104,742)*

Debt Svc

Bond	Project Name	Original Amount	12/31/2017 Bond Payable Balance	Final Maturity	3/31/2017 Cash Balance	Required Levy Amt	2017 Special Assessments	2018 Debt Payment
2006 GO Improvement (Streets)	Dahlin, Richard, Candy, Shawn, Main & Broadway (Fund 918)	$ 2,355,000	$ -	1-Jan-17	$ 30,977	$ -	$ -	$ -
2008 GO Improvement (Streets)	1st & 2nd Ave, Broadway St., Elizabeth St., Alley NNSF; 2007 SE Quadrant Hwy 65 (Fund 919)	1,275,000	90,000	1-Dec-18	183,029	-	21,703	93,825
2009A GO Crossover Refunding	Refunded 2001A GO Imp Bonds (Fund 928 was 914)	610,000	-	1-Dec-17	111,862	-	20,293	-
2010B GO Improvement Refunding	Refunded 2003 and 2004 GO Impr Bonds (Fund 929 was 915 and 916)	1,825,000	1,225,000	1-Dec-21	558,420	**250,000**	9,752	231,090
2011A GO Improvement (Streets & Utilities)	Broadway St SW, Elizabeth St SW, 2nd Ave SW, 3rd Ave SW, 4th Ave SW, 5th Ave SW (Fund 930)	790,000	420,000	1-Feb-22	124,965	**7,061**	26,194	89,138
2014A GO Tax Abatement Bonds	BMX Facility and Related Site Improvements (Fund 931)	2,560,000	2,275,000	1-Feb-30	21,457	**221,616**	-	212,613
2014B General Obligation Bonds (Equipment Portion)	Capital Equipment (Fund 932)	390,000	310,000	1-Feb-24	5,011	**52,259**	-	44,960
Total			**$ 4,320,000**		**$ 1,035,721**	**$ 530,936**	**$ 77,942**	**$ 671,625**

2018 Debt Service	Required Levy Amt
2006 Street Improvement (Fund 918)	$ -
GO 2008 Improvement (Fund 919)	$ -
2009A GO Crossover Refunding (Fund 928)	$ -
2010B GO Improvement Refunding (Fund 929)	$ 250,000
2011A GO Improvement (Fund 930)	$ 7,061
2014A GO Tax Abatement Bonds (Fund 931)	$ 221,616
2014B General Obligation Bonds (Fund 932)	$ 52,259
Total Debt Service	**$ 530,936**

Pay 2018

JOB CLASSIFICATION 2018	POINTS	STEP 1 0.895	STEP 2 0.930	STEP 3 0.965	STEP 4 1.000	STEP 5 1.035	STEP 6 1.070	STEP 7 1.105
City Administrator	864	$7,889.53	$8,198.06	$8,506.59	$8,815.12	$9,123.65	$9,432.18	$9,740.71
per hour		$45.52	$47.30	$49.08	$50.86	$52.64	$54.42	$56.20
per year		$94,674.40	$98,376.75	$102,079.10	$105,781.45	$109,483.80	$113,186.15	$116,888.51
Finance Director	665	$6,893.32	$7,162.89	$7,432.46	$7,702.03	$7,971.60	$8,241.17	$8,510.74
per hour		$39.77	$41.32	$42.88	$44.43	$45.99	$47.55	$49.10
per year		$82,719.81	$85,954.67	$89,189.52	$92,424.37	$95,659.23	$98,894.08	$102,128.93
Public Services Director/Asst. City Administrator	650	$6,645.34	$6,905.21	$7,165.09	$7,424.96	$7,684.83	$7,944.71	$8,204.58
per hour		$38.34	$39.84	$41.34	$42.84	$44.34	$45.83	$47.33
per year		$79,744.08	$82,862.56	$85,981.05	$89,099.53	$92,218.02	$95,336.50	$98,454.98
Police Chief	643	$6,466.36	$6,719.24	$6,972.11	$7,224.99	$7,477.86	$7,730.74	$7,983.61
per hour		$37.31	$38.76	$40.22	$41.68	$43.14	$44.60	$46.06
per year		$77,596.36	$80,630.85	$83,665.34	$86,699.84	$89,734.33	$92,768.83	$95,803.32
Community Development Director	511	$5,842.55	$6,071.03	$6,299.51	$6,527.99	$6,756.46	$6,984.94	$7,213.42
per hour		$33.71	$35.03	$36.34	$37.66	$38.98	$40.30	$41.62
per year		$70,110.56	$72,852.32	$75,594.07	$78,335.83	$81,077.58	$83,819.33	$86,561.09
Economic Development Director	417	$5,782.13	$6,008.25	$6,234.36	$6,460.48	$6,686.60	$6,912.71	$7,138.83
per hour		$33.36	$34.66	$35.97	$37.27	$38.58	$39.88	$41.19
per year		$69,385.55	$72,098.95	$74,812.35	$77,525.75	$80,239.15	$82,952.55	$85,665.96
Police Lieutenant	394	$5,053.46	$5,251.08	$5,448.70	$5,646.33	$5,843.95	$6,041.57	$6,239.19
per hour		$29.15	$30.29	$31.43	$32.57	$33.72	$34.86	$36.00
per year		$60,641.54	$63,013.00	$65,384.46	$67,755.91	$70,127.37	$72,498.83	$74,870.28
Liquor Store Manager	358	$5,008.88	$5,204.76	$5,400.64	$5,596.52	$5,792.39	$5,988.27	$6,184.15
per hour		$28.90	$30.03	$31.16	$32.29	$33.42	$34.55	$35.68
per year		$60,106.57	$62,457.11	$64,807.65	$67,158.18	$69,508.72	$71,859.26	$74,209.79
Police Investigator	297	$4,834.68	$5,013.22	$5,191.75	$5,368.50	$5,545.25	$5,723.78	$5,902.31
per hour		$27.89	$28.92	$29.93	$30.97	$31.99	$33.02	$34.05
per year		$58,016.19	$60,158.59	$62,300.99	$64,421.97	$66,542.94	$68,685.34	$70,827.74
Human Resources/City Clerk	280	$4,915.65	$5,107.88	$5,300.11	$5,492.34	$5,684.57	$5,876.80	$6,069.04
per hour		$28.36	$29.47	$30.58	$31.69	$32.80	$33.90	$35.01
per year		$58,987.74	$61,294.53	$63,601.31	$65,908.09	$68,214.88	$70,521.66	$72,828.44
Building Official	280BO	$4,473.60	$4,648.55	$4,823.49	$4,998.44	$5,173.38	$5,348.33	$5,523.27
per hour		$25.81	$26.82	$27.83	$28.84	$29.85	$30.86	$31.87
per year		$53,683.20	$55,782.54	$57,881.88	$59,981.23	$62,080.57	$64,179.91	$66,279.25
Assistant Finance Director	233	$4,071.07	$4,230.28	$4,389.48	$4,548.69	$4,707.89	$4,867.09	$5,026.30
per hour		$23.49	$24.41	$25.32	$26.24	$27.16	$28.08	$29.00
per year		$48,852.89	$50,763.34	$52,673.78	$54,584.23	$56,494.68	$58,405.13	$60,315.58
Community Events/Parks Coordinator	230	$3,837.36	$3,987.42	$4,137.49	$4,287.55	$4,437.61	$4,587.68	$4,737.74
per hour		$22.14	$23.00	$23.87	$24.74	$25.60	$26.47	$27.33
per year		$46,048.29	$47,849.06	$49,649.83	$51,450.60	$53,251.37	$55,052.14	$56,852.91
Asst. Liquor Store Manager	195	$3,604.80	$3,745.77	$3,886.74	$4,027.71	$4,168.68	$4,309.65	$4,450.62
per hour		$20.80	$21.61	$22.42	$23.24	$24.05	$24.86	$25.68
per year		$43,257.63	$44,949.27	$46,640.90	$48,332.54	$50,024.18	$51,715.82	$53,407.46
Police Secretary/Administrative Assist.	183	$3,526.00	$3,663.89	$3,801.78	$3,939.67	$4,077.56	$4,215.44	$4,353.33
per hour		$20.34	$21.14	$21.93	$22.73	$23.52	$24.32	$25.12
per year		$42,312.03	$43,966.69	$45,621.35	$47,276.01	$48,930.67	$50,585.33	$52,239.99
Utility Billing Clerk/Accounting Clerk	173	$3,331.24	$3,461.52	$3,591.79	$3,722.06	$3,852.33	$3,982.60	$4,112.88
per hour		$19.22	$19.97	$20.72	$21.47	$22.22	$22.98	$23.73
per year		$39,974.92	$41,538.18	$43,101.45	$44,664.71	$46,227.98	$47,791.24	$49,354.51
Receptionist/Utility Billing Clerk	150	$3,055.28	$3,185.15	$3,305.02	$3,424.89	$3,544.77	$3,664.64	$3,784.51
per hour		$17.68	$18.38	$19.07	$19.76	$20.45	$21.14	$21.83
per year		$36,783.36	$38,221.82	$39,660.27	$41,098.73	$42,537.19	$43,975.64	$45,414.10
Receptionist/Secretary/Data Entry	144	$2,947.38	$3,062.64	$3,177.90	$3,293.16	$3,408.42	$3,523.68	$3,638.94
per hour		$17.00	$17.67	$18.33	$19.00	$19.66	$20.33	$20.99
per year		$35,368.51	$36,751.63	$38,134.76	$39,517.89	$40,901.01	$42,284.14	$43,667.26
Code Enforcement/Zoning Technician	142	$2,880.92	$2,993.58	$3,106.24	$3,218.90	$3,331.57	$3,444.23	$3,556.89
per hour		$16.62	$17.27	$17.92	$18.57	$19.22	$19.87	$20.52
Administrative Data Clerk	125	$2,616.44	$2,718.76	$2,821.08	$2,923.40	$3,025.72	$3,128.04	$3,230.35
per hour		$15.09	$15.69	$16.28	$16.87	$17.46	$18.05	$18.64
Liquor Store Clerk II	125	$2,616.44	$2,718.76	$2,821.08	$2,923.40	$3,025.72	$3,128.04	$3,230.35
per hour		$15.09	$15.69	$16.28	$16.87	$17.46	$18.05	$18.64
Liquor Store Clerk III	125	$2,386.01	$2,479.31	$2,572.62	$2,665.93	$2,759.24	$2,852.54	$2,945.85
per hour		$13.77	$14.30	$14.84	$15.38	$15.92	$16.46	$17.00
Liq. Store Clerk less than 20	125	$1,943.32	$2,019.32	$2,095.32	$2,171.31	$2,247.31	$2,323.30	$2,399.30
per hour		$11.21	$11.65	$12.09	$12.53	$12.97	$13.40	$13.84
PT Custodian	125	$1,941.59	$2,017.93	$2,093.87	$2,169.82	$2,245.76	$2,321.71	$2,397.65
per hour		$11.20	$11.64	$12.08	$12.52	$12.96	$13.39	$13.83
		Start	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Police Officer (Union)	280	$4,768.63	$4,929.31	$5,098.91	$5,275.66	$5,457.76	$5,638.08	$5,821.97
per hour		$ 27.51	$ 28.44	$ 29.42	$ 30.44	$ 31.49	$ 32.53	$ 33.59
per year		$ 57,223.50	$ 59,151.66	$ 61,186.94	$ 63,307.92	$ 65,493.17	$ 67,656.99	$ 69,863.66
Police Officer (Non-Union)	280	$4,681.96	$4,842.64	$5,012.25	$5,188.99	$5,371.10	$5,551.42	$5,735.31
per hour		$ 27.01	$ 27.94	$ 28.92	$ 29.94	$ 30.99	$ 32.03	$ 33.09
per year		$ 56,183.50	$ 58,111.66	$ 60,146.94	$ 62,267.92	$ 64,453.17	$ 66,616.99	$ 68,823.66
		Start	6 Months	1 Year	2 Year	3 Year	4 Year	5 Year
Maintenance Tech I (Union)		$2,886.88	$2,997.57	$3,108.27	$3,220.74	$3,333.22	$3,445.69	$3,561.74
per hour		$ 16.66	$ 17.29	$ 17.93	$ 18.58	$ 19.23	$ 19.88	$ 20.55
per year		$ 34,642.61	$ 35,970.90	$ 37,299.18	$ 38,648.90	$ 39,998.61	$ 41,348.32	$ 42,740.88
Maintenance Tech II (Union)	188	$3,576.02	$3,715.28	$3,852.75	$3,993.79	$4,131.26	$4,274.09	$4,415.13
per hour		$ 20.63	$ 21.43	$ 22.23	$ 23.04	$ 23.83	$ 24.66	$ 25.47
per year		$ 42,912.27	$ 44,583.34	$ 46,232.99	$ 47,925.49	$ 49,575.14	$ 51,289.06	$ 52,981.55
Equipment Mechanic (Union)		$3,917.02	$4,066.99	$4,218.74	$4,372.28	$4,525.82	$4,679.36	$4,836.47
per hour		$ 22.60	$ 23.46	$ 24.34	$ 25.22	$ 26.11	$ 27.00	$ 27.90
per year		$ 47,004.26	$ 48,803.87	$ 50,624.91	$ 52,467.38	$ 54,309.84	$ 56,152.30	$ 58,037.62
Working Foreman/Leadman (Union)	280	$4,545.46	$4,568.67	$4,740.86	$4,915.02	$5,088.20	$5,256.02	$5,430.98

NOTE: 1st step is after 6 months

Wage and Benefit Information

	By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp
Mayor and City Council															
Mayor				$ 5,225.00					$ 5,225.00	$ 399.71					
4 City Council				$ 16,552.00					$ 16,552.00	$ 1,266.23					
	100% Council			$ 21,777.00					$ 21,777.00	$ 1,665.94	$ -	$ -	$ -	$ -	$ -
EDA Board															
5 City Council Members				$ 3,000.00					$ 3,000.00	$ 229.50					
2 Members				$ 600.00					$ 600.00	$ 45.90					
	100% EDA			$ 3,600.00					$ 3,600.00	$ 275.40	$ -	$ -	$ -	$ -	$ -
Parks Rec & Culture Board															
1 City Council Member				$ 600.00					$ 600.00	$ 45.90					
4 Members				$ 1,200.00					$ 1,200.00	$ 91.80					
	100% Parks/Rec/Cult			$ 1,800.00					$ 1,800.00	$ 137.70	$ -	$ -	$ -	$ -	$ -
Planning Commission															
2 City Council Members				$ 1,200.00					$ 1,200.00	$ 91.80					
5 Members				$ 1,500.00					$ 1,500.00	$ 114.75					
	100% Plan/Zone			$ 2,700.00					$ 2,700.00	$ 206.55	$ -	$ -	$ -	$ -	$ -
Finance Committee															
2 City Council Members				$ 2,400.00					$ 2,400.00	$ 183.60					
									$ -	$ -					
	100% Admin			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -
Personnel Committee															
2 City Council Members				$ 2,400.00					$ 2,400.00	$ 183.60					
									$ -	$ -					
	100% Admin			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -
Development & Operations Advisory Committee															
2 City Council Members				$ 2,400.00					$ 2,400.00	$ 183.60					
	50% EDA								$ -	$ -					
	50% Plan/Zone			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -
Police Committee															
2 City Council Members				$ 400.00					$ 400.00	$ 30.60					
									$ -	$ -					
	100% Police			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -
Public Works Committee	25% Streets														
2 City Council Members	25% Water			$ 400.00					$ 400.00	$ 30.60					
	25% Sewer								$ -	$ -					
	25% Storm Water			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -
Liquor Committee															
2 City Council Members				$ 1,200.00					$ 1,200.00	$ 91.80					
									$ -	$ -					
	100% Liquor			$ 1,200.00					$ 1,200.00	$ 91.80	$ -	$ -	$ -	$ -	$ -
Bldg & Grounds Committee															
2 City Council Members	50% Muni Bldg			$ 400.00					$ 400.00	$ 30.60					
	25% Police								$ -	$ -					
	25% Parks/Rec/Cult			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -
Other Commissions, Boards and Advisory Committees															
1 City Council Member				$ 3,150.00					$ 3,150.00	$ 240.98					
									$ -	$ -					
	100% Council			$ 3,150.00					$ 3,150.00	$ 240.98	$ -	$ -	$ -	$ -	$ -

Wage and Benefit Information

		By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp
Administration Department																
Administrator	8810	69.0% Admin														
1/1/18	Step 7	5.2% Bldg Insp	2,080	$56.20	$116,888.51	$ 2,275.95				$ 119,164.46	$ 9,116.08	$ 8,937.33	$ 20,209.92	$ 1,608.39	$ 75.90	$ 1,020.05
		10.0% Liquor														
		9.0% Sewer														
		6.8% Water														
Finance Director	8810	71.7% Admin														
1/1/18	Step 3	2.5% Bldg Insp	896	$42.88	$ 38,420.10					$ 91,030.90	$ 6,963.86	$ 6,827.32	$ 20,209.92	$ 1,608.39	$ 75.90	$ 779.22
6/5/18	Step 4	10.0% Liquor	1,184	$44.43	$ 52,610.80											
		9.0% Sewer														
		6.8% Water														
HR/City Clerk	8810	74.2% Admin														
1/1/18	Step 5	0.0% Bldg Insp	744	$32.80	$ 24,399.94					$ 69,696.54	$ 5,331.79	$ 5,227.24	$ 9,198.00	$ 1,127.07	$ 75.90	$ 596.60
5/9/18	Step 6	10.0% Liquor	1,336	$33.90	$ 45,296.60											
		9.0% Sewer			$ 69,696.54											
		6.8% Water														
Administrative Data Clerl	8810	74.2% Admin														
1/1/18	Step 3	10.0% Liquor	1,300	$16.28	$ 21,158.09					$ 21,158.09	$ 1,618.59	$ 1,586.86	$ -	$ -	$ -	$ 181.11
		9.0% Sewer														
		6.8% Water														
Economic Dev Director	8810	100.0% EDA	2,080	$41.19	$ 85,665.96					$ 85,665.96	$ 6,553.45	$ 6,424.95	$ 20,209.92	$ 1,608.39	$ 75.90	$ 733.30
1/1/18	Step 7															
Asst. Finance Director	8810	69.0% Admin														
1/1/18	Step 7	5.2% Bldg Insp	2,080	$29.00	$ 60,315.58					$ 60,315.58	$ 4,614.14	$ 4,523.67	$ 9,198.00	$ 529.20	$ 75.90	$ 516.30
		10.0% Liquor														
		9.0% Sewer														
		6.8% Water														
Recept/Utility Billing	8810	5% Liquor														
		25% Sewer														
1/1/18	Step 7	25% Water	2,080	$21.83	$ 45,414.10					$ 45,414.10	$ 3,474.18	$ 3,406.06	$ 20,209.92	$ 1,608.39	$ 75.90	$ 388.74
		25% Admin														
		10% Bldg Insp														
		3.5% Plan/Zone														
		3.0% EDA														
		3.5% Parks/Rec/Cult														
Utility Billing Clerk	8810	45.0% Water							WAIVE	$ 41,285.66	$ 3,510.18	$ 3,096.42	$ 4,599.00	$ 1,608.39	$ 75.90	$ 353.41
1/1/18	Step 1	45.0% Sewer	336	$19.22	$ 6,457.49											
2/27/18	Step 2	10.0% Storm Water	1,744	$19.97	$ 34,828.17											
TOTAL ADMINISTRATION DEPARTMENT										$ 533,731.27	$ 41,182.27	$ 40,029.85	$ 103,834.68	$ 9,698.22	$ 531.30	$ 4,568.74
Community Development Department																
Community Dev Director	9410	80% Plan/Zone														
1/1/18	Step 2	10% Bldg Insp	864	$35.03	$ 30,261.73					$ 74,455.19	$ 5,695.82	$ 5,584.14	$ 9,198.00	$ 529.20	$ 75.90	$ 613.44
5/30/18	Step 3	0% Parks/Rec/Cult	1,216	$36.34	$ 44,193.46											
		10% Code Enforce														
Building Official	9410	100% Bldg Insp														
1/1/18	Step 3		2,080	$29.22	$ 60,775.98					$ 60,775.98	$ 4,649.36	$ 4,558.20	$ 20,209.92	$ 1,127.07	$ 75.90	$ 500.73
Code Enforce/Zoning Tec	9410	100% Code Enforce														
1/1/18	Step 2		1,008	$17.27	$ 17,408.83					$ 17,982.29	$ 1,375.64	$ 1,348.67	$ -	$ -	$ -	$ 148.16
12/18/18	Step 3		32	$17.92	$ 573.46											
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT										$ 153,213.45	$ 11,720.83	$ 11,491.01	$ 29,407.92	$ 1,656.27	$ 151.80	$ 1,262.33

Wage and Benefit Information

		By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp
Police Department	7720															
1/1/18	Step 7	100% Police	2,080	$46.06	$ 95,803.32	$ 2,210.85				$ 98,014.17	$ 1,421.21	$ 15,878.30	$ 20,209.92	$ 1,608.39	$ 75.90	$ 4,331.34
Lieutenant	7720	100% Police														
1/1/18	Step 7		2,080	$37.80	$ 78,613.80		$ 3,477.15			$ 82,090.95	$ 1,190.32	$ 13,298.73	$ 20,209.92	$ 1,608.39	$ 75.90	$ 3,627.68
Investigator	7720	100% Police							WAIVE							
1/1/18	Step 7		2,080	$34.73	$ 72,244.30		$ 3,195.42	$ 725.00		$ 76,164.72	$ 1,171.07	$ 12,338.68	$ 4,599.00	$ 1,608.39	$ 75.90	$ 3,365.80
Officer	7720	100% Police														
1/1/18	Step 1		560	$ 28.44	$ 15,925.45											
4/7/18	Step 2		1,520	$ 29.42	$ 44,713.54		$ 2,706.35	$ 725.00		$ 64,070.33	$ 929.02	$ 10,379.39	$ 9,198.00	$ 529.20	$ 75.90	$ 2,831.33
Officer	7720	100% Police							WAIVE							
1/1/18	Step 6		2,080	$ 35.60	$ 74,055.48	$ 1,352.94	$ 3,275.53	$ 725.00		$ 79,408.95	$ 1,218.12	$ 12,864.25	$ 4,599.00	$ 1,608.39	$ 75.90	$ 3,509.16
Officer	7720	100% Police														
1/1/18	Step 6		1,040	$ 34.93	$ 36,329.11	$ 1,502.07	$ 3,213.73	$ 725.00								
7/1/18			1,040	$ 35.60	$ 37,027.74					$ 78,797.64	$ 1,142.57	$ 12,765.22	$ 20,209.92	$ 1,608.39	$ 75.90	$ 3,482.15
Officer	7720	100% Police							WAIVE							
1/1/18	Step 6		2,080	$ 34.93	$ 72,658.21	$ 1,676.73	$ 3,213.73	$ 725.00		$ 78,273.67	$ 1,201.65	$ 12,680.33	$ 4,599.00	$ 1,608.39	$ 75.90	$ 3,458.99
Officer	7720	100% Police														
1/1/18	Step 6		120	$ 34.26	$ 4,111.21	$ -	$ 3,151.93	$ 725.00								
1/21/18			1,960	$ 34.93	$ 68,466.39					$ 76,454.52	$ 1,108.59	$ 12,385.63	$ 20,209.92	$ 1,608.39	$ 75.90	$ 3,378.60
Officer	7720	100% Police														
1/1/18	Step 6		256	$ 33.59	$ 8,598.60	$ 1,612.24	$ 3,090.12	$ 725.00								
2/13/18			1,824	$ 34.26	$ 62,490.36					$ 76,516.33	$ 1,109.49	$ 12,395.65	$ 20,209.92	$ 1,608.39	$ 75.90	$ 3,381.33
Police Secretary	8810	100% Police														
1/1/18	Step 7		2,080	$25.12	$ 52,239.99	$ 703.23				$ 52,943.22	$ 4,050.16	$ 3,970.74	$ 20,209.92	$ 1,127.07	$ 75.90	$ 436.20
PT Data Entry Clerk	8810	100% Police														
1/1/18	Step 6		1,040	$20.33	$ 21,142.07					$ 21,142.07	$ 1,617.37	$ 1,585.66	$ -	$ -	$ -	$ 174.19
TOTAL POLICE DEPARTMENT										$ 783,876.57	$ 16,159.55	$ 120,542.58	$ 144,254.52	$ 14,523.39	$ 759.00	$ 31,976.78

Wage and Benefit Information

		By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp
Public Services Department		21.2% Streets														
Director/Asst City Mgr	5506	4.1% Gen Maint														$ 5,192.38
1/1/18	Step 5	1.0% Sanitation	1,104	$44.34	$ 48,946.49					$ 93,681.30	$ 7,166.62	$ 7,026.10	$ 20,209.92	$ 1,608.39	$ 75.90	
7/11/18	Step 6	25.0% Parks/Rec/Cult	976	$45.83	$ 44,734.82											
		4.3% Storm Water														
		18.6% Water														
		25.8% Sewer														
Mntc Tech II	5506	24.6% Streets														
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55					$ 57,416.27	$ 4,392.34	$ 4,306.22	$ 20,209.92	$ 1,608.39	$ 75.90	$ 1,420.63
	C/D Licenses	1.1% Sanitation	2,080	$ 2.00	$ 4,160.00											$ 140.07
		13.1% Parks/Rec/Cult			$ 57,141.55	$ 274.72										$ 32.10
		5.0% Storm Water														$ 348.48
		21.5% Water														$ 159.12
		29.9% Sewer														$ 632.69
																$ 951.52
Mntc Tech II	5506	24.6% Streets														
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55					$ 57,557.55	$ 4,403.15	$ 4,316.82	$ 20,209.92	$ 1,127.07	$ 75.90	$ 1,424.13
	C/D, Pest Licenses	1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 140.42
		13.1% Parks/Rec/Cult			$ 57,557.55											$ 32.18
		5.0% Storm Water														$ 349.34
		21.5% Water														$ 159.51
		29.9% Sewer														$ 634.25
																$ 953.87
Foreman	5506	24.6% Streets							WAIVE	$ 64,235.66	$ 5,265.85	$ 4,817.67	$ 4,599.00	$ 1,608.39	$ 75.90	$ 1,589.36
1/1/18	Year 2	4.8% Gen Maint	1,400	$ 28.36	$ 39,698.26											$ 156.71
9/2/18	Year 3	1.1% Sanitation	680	$ 29.36	$ 19,961.40											$ 35.91
	C/D, Mech, Pest Licenses	13.1% Parks/Rec/Cult	2,080	$ 2.20	$ 4,576.00											$ 389.87
		5.0% Storm Water			$ 64,235.66											$ 178.02
		21.5% Water														$ 707.84
		29.9% Sewer														$ 1,064.54
Mntc Tech II	5506	24.6% Streets														
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55					$ 58,185.48	$ 4,451.19	$ 4,363.91	$ 20,209.92	$ 1,608.39	$ 75.90	$ 1,439.66
	C/D Licenses	1.1% Sanitation	2,080	$ 2.00	$ 4,160.00											$ 141.95
		13.1% Parks/Rec/Cult			$ 57,141.55	$ 1,043.93										$ 32.53
		5.0% Storm Water														$ 353.15
		21.5% Water														$ 161.25
		29.9% Sewer														$ 641.17
																$ 964.27
Mntc Tech II	5506	24.6% Streets														
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55					$ 57,557.55	$ 4,403.15	$ 4,316.82	$ 20,209.92	$ 1,608.39	$ 75.90	$ 1,424.13
	C/D, Pest Licenses	1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 140.42
		13.1% Parks/Rec/Cult			$ 57,557.55											$ 32.18
		5.0% Storm Water														$ 349.34
		21.5% Water														$ 159.51
		29.9% Sewer														$ 634.25
																$ 953.87
Equipment Mechanic	7520	50.0% Water														
1/1/18	Year 3	50.0% Sewer	632	$ 26.11	$ 16,501.84					$ 55,592.48	$ 4,252.82	$ 4,169.44	$ 20,209.92	$ 1,127.07	$ 75.90	$ 1,424.64
4/19/18	Year 4		1,448	$ 27.00	$ 39,090.64											$ 1,540.63
					$ 55,592.48											
Mntc Tech II	5506	50.0% Streets							WAIVE	$ 56,851.55	$ 4,700.97	$ 4,263.87	$ 4,599.00	$ 1,608.39	$ 75.90	$ 5,718.13
1/1/18	Year 3	25.0% Parks/Rec/Cult	696	$ 23.83	$ 16,588.60											
5/1/18	Year 4	25.0% Storm Water	1,384	$ 24.66	$ 34,126.95											
	C/D, Pest Licenses, Utility Lead		2,080	$ 2.95	$ 6,136.00											
					$ 56,851.55											
Comm Events & Parks C	9102	100.0% Parks/Rec/Cult								$ 50,965.78	$ 3,898.88	$ 3,822.43	$ 9,198.00	$ 529.20	$ 75.90	$ 2,361.30
1/1/18	Step 3		560	$23.87	$ 13,367.26											
4/6/18	Step 4		1,520	$24.74	$ 37,598.52											
Custodian	9102	100.0% Parks/Rec/Cult								$ 7,264.55	$ 555.74	$ 544.84	$ -	$ -	$ -	$ 336.57
1/1/18	Step 2		624	$11.64	$ 7,264.55											

Wage and Benefit Information

			By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp
MS4 TECH	8/1/18		100.0% Storm Water	867	$17.27	$ 14,967.33					$ 14,967.33	$ 1,145.00	$ 1,122.55	$ -	$ -	$ -	$ 693.45
TOTAL PUBLIC SERVICES DEPARTMENT											$ 574,275.52	$ 44,635.72	$ 43,070.66	$ 139,655.52	$ 12,433.68	$ 683.10	$ 36,195.32
Liquor Store																	
Manager	1/1/18	8017 Step 7	100% Liquor	2,080	$35.68	$ 74,209.79					$ 74,209.79	$ 5,677.05	$ 5,565.73	$ 20,209.92	$ 1,608.39	$ 75.90	$ 2,461.54
Asst. Manger	1/1/18	Step 1	100% Liquor	2,080	$20.80	$ 43,257.63					$ 43,257.63	$ 3,309.21	$ 3,244.32	$ 20,209.92	$ 1,608.39	$ 75.90	$ 1,434.86
Clerk II	1/1/18	8017 Step 7	100% Liquor	1,560	$18.64	$ 29,073.19					$ 29,073.19	$ 2,224.10	$ 2,180.49	$ 15,157.44	$ 1,206.20	$ 56.93	$ 964.36
Clerk III	1/1/18	8017 Step 2	100% Liquor	860	$14.30	$ 12,301.21					$ 12,301.21	$ 941.04	$ 922.59	$ -	$ -	$ -	$ 408.03
Clerk III	1/1/18	8017 Step 2	100% Liquor	820	$14.30	$ 11,729.06					$ 11,729.06	$ 897.27	$ 879.68	$ -	$ -	$ -	$ 389.05
		8017	100% Liquor								$ 36,029.08	$ 2,756.22	$ 2,702.18	$ -	$ -	$ -	$ 1,195.08
PT Clerk		Step 1		680	$11.21	$ 7,623.81											
PT Clerk		Step 1		480	$11.21	$ 5,381.51											
PT Clerk		Step 1		408	$11.21	$ 4,574.29											
PT Clerk		Step 4		580	$12.53	$ 7,265.54											
PT Clerk		Step 2		480	$11.65	$ 5,591.96											
PT Clerk		Step 2		480	$11.65	$ 5,591.96											
Total Part Time Clerks						$ 36,029.08											
TOTAL LIQUOR STORE											$ 206,599.96	$ 15,804.90	$ 15,495.00	$ 55,577.28	$ 4,422.98	$ 208.73	$ 6,852.92

Wages & Benefits By Dept

Total Wages and Benefts Allocated by Department:

Mayor & Council	$	26,834
Finance/Adiministration	$	366,682
Municipal Building	$	215
Parks, Rec & Culture	$	204,141
Planning & Zoning	$	83,730
Building Inspections	$	127,216
EDA	$	132,982
Police	$	1,182,044
Code Enforcement	$	30,470
Liquor	$	358,302
Public Works:		
Streets	$	202,713
General Mntc	$	27,415
Sanitation	$	13,698
Storm Water	$	69,271
Water	$	252,351
Sewer	$	310,459
Total	**$**	**3,388,525**

Note: Uniforms, mileage, and unemployment claims are not included

Includes: Wages, Part-time, OT, Sick Pay, Holiday Pay, PERA, FICA, Health Ins., Dental Ins., Life Ins., AD&D Ins., and Workers Compensation

Council-41110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 24,927	$ 24,927	$ 25,177	$ 22,141	$ 23,027	$ 15,277	$ 15,277	$ 15,159
	Mayor	5,225								
	City Council Members	16,552								
	Other Commissions, Boards & Advisory Comm	3,150								
120	**Employer Contrib Ret General**		1,907	1,907	1,926	1,694	1,761	1,169	1,169	1,160
	FICA/Medicare - 7.65%									
151	**Worker's Comp Benefit**			-	-	88				
200	**Office Supplies (GENERAL)**		125	150	150	16	124	96	136	45
	Water/Name Plates									
208	**Training and Instruction**		4,750	4,750	4,750	400	2,294	610	1,163	1,113
	5 Members @ $750 Each	3,750								
	Goal Setting/Strategic Planning	1,000								
303	**Engineering Fees**		150	150	150	-	-	-	-	90
305	**Technology**		1,000	1,535	1,535	498	481	1,080	1,460	
	Council Chambers Equip Maint & Support	1,000								
	Switch Sound Convertor Software									
351	**Legal Notices Publishing**		2,500	3,000	3,000	1,833	2,370	1,991	4,468	2,934
361	**General Liability Insurance**		144	139	176	138	170	126	112	139
	Property/Liability/Volunteer Insurance	144								
433	**Dues and Subscriptions**		5,820	5,994	5,808	-	9,088	5,185	5,519	1,630
	League of MN Cities	5,790								
	MN Mayors Association	30								
437	**Other Miscellaneous**		-	-	-	94	-	-	-	13
439	**Election Expenses**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 41,323**	**$ 42,553**	**$ 42,672**	**$ 26,901**	**$ 39,314**	**$ 25,533**	**$ 29,304**	**$ 22,281**

Elections-41200

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 5,560	$ -	$ 5,400	$ 4,863	$ -	$ 2,690	$ -	$ 2,214
200	**Office Supplies (GENERAL)**		100	100	200	5	-	72	-	-
208	**Training and Instruction**		1,300	-	1,270	1,126	-	601	-	1,094
	Election Judge Training	1,000								
	Mileage	300								
303	**Engineering Fees**		-	-		-	94			
351	**Legal Notices Publishing**		200	250	250	111	-	164	-	425
361	**General Liability Insurance**		-	-	200	-	13	2	23	5
	Property/Liability/Volunteer Insurance	-								
439	**Election Expenses**		8,400	7,000	9,389	1,683	971	643	1,105	735
	Election Prep	200								
	Primary/General Meals	200								
	Misc Tabulator Costs	1,000								
	1 Automark machine (50% - split w/county)	-								
	2 DS200 voting machines (50% - split w/Cty)	6,000								
	Ballot Cost	1,000								
	Voting Stands	-								
	Voting Signs	-								
TOTAL BUDGET/EXPENDITURES			**$ 15,560**	**$ 7,350**	**$ 16,709**	**$ 7,788**	**$ 1,078**	**$ 4,172**	**$ 1,128**	**$ 4,472**

AdminFin-41500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 272,678	$ 261,615	$ 265,375	$ 248,171	$ 220,807	$ 212,634	$ 206,347	$ 189,741
	City Administrator	82,223								
	Finance Director/Asst City Administrator	65,269								
	HR/City Clerk	51,715								
	Administrative Data Clerk	15,699								
	Asst Finance Director	41,618								
	Receptionist/Data Entry/Utility Clerk	11,354								
	Finance Committee	2,400								
	Personnel Committee	2,400								
102	**FT Employees OT**					1,236	333	889		
103	**Health Stipend (HRA)**		-	-	-	-	-	686	55	-
112	**Contracted Services**		12,420	12,420	12,420	11,144	10,988	13,263	10,284	10,415
	Codification Maintenance Fee	1,000								
	Isantian Newsletter	7,420								
	Code Update	4,000								
120	**Employer Contrib Ret General**		40,951	39,467	39,844	36,673	31,970	31,188	29,718	27,221
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	**Employer Paid Ins General**		50,760	41,517	26,459	30,348	25,053	39,544	34,603	31,234
142	**Unemployment Comp Benefit**		-	-	-	184	-	-	-	-
151	**Worker's Comp Benefit**		2,293	2,095	2,087	2,323	2,650	1,554	1,693	1,874
200	**Office Supplies (GENERAL)**		3,500	3,250	3,250	3,838	3,736	2,992	2,174	1,761
	Misc (Envelopes, Letterhead, Toner, Supplies, Etc)	7,000								
	12.5% to EDA, PRC, P/Z, Bldg Insp	(3,500)								
202	**Duplicating and Copying Supply**		2,440	2,240	2,240	2,011	2,176	1,960	1,988	1,874
	Paper & Supplies	2,500								
	Copy Machine Annual Lease Agreement	3,600								
	15% to EDA, PRC, P/Z, Bldg Insp	(3,660)								
207	**Computer Supplies**		-	-	1,200	-	-	-	-	-
		-								

AdminFin-41500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		6,885	8,870	8,035	5,228	10,002	6,767	5,517	3,971
	MCFOA Conference - C Clerk	500								
	Clerk's Orientation - C Clerk	245								
	MN Municipal Clerk Institute	600								
	General HR training	1,240								
	ICMA Conference - C Mgr	2,200								
	MCMA Conference - C Mgr	600								
	League Conference - C Mgr	800								
	MNGFOA Conference - Fin Dir	700								
	OSA Training - Fin Dir									
	GFOA training									
	CPE for CPA (40 Hrs) - Fin Dir									
220	**General Supplies**					-	958			
300	**Professional Srvs (GENERAL)**		51,385	38,398	28,652	51,084	22,597	24,433	61,297	51,169
	36 Meetings @ $212 + 3% Increase	7,861								
	165 Hrs @ $127 + 3% Increase	21,584								
	12.5% to Bldg Insp	(2,698)								
	Mediation/arbitration	10,000								
	FMLA/Personnel Policy (6 mos. Benefits)	9,638								
	Labor attorney	5,000								
301	**Audit & Accounting Services**		14,425	16,150	15,445	56,896	16,395	10,415	14,677	23,784
	AEM Annual Audit	28,850								
	Interim Services/AUP Engagements									
	10% to Liquor, Water, Sewer, Storm Water, Bldg Insp	(14,425)								
303	**Engineering Fees**		90	900	900	63	-	54	429	-
	General Consulting Services	100								
	10% to Bldg Insp	(10)								

AdminFin-41500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
305	**Technology**		5,056	3,292	2,220	4,900	3,105	1,577	1,808	
	US Internet Anti-Spam Software	245								
	IT Solutions	26,300								
	Split IT solutions to other departments (85%)	(22,355)								
	Civic System support (8.27%)	866								
320	**Communications (GENERAL)**		4,750							
	Midco fiber internet (375 per mth + 250 hookup)	4,750								
322	**Postage**		5,385	5,605	5,697	3,884	4,724	4,956	3,258	3,612
	Bulk Mailing - Isantian	2,000								
	PO Box Fee	120								
	Postage (6,000*$.49)	2,940								
	Certified Letters	325								
335	**Auto Expense**		2,953	2,953	2,973	2,719	2,847	2,916	2,983	2,956
	Mileage Allowance - $350/mth - Lorsung %	2,898								
	City Car (Fuel, Oil, Etc)	550								
	10% to P/Z	(55)								
	20% to Water, Sewer, Liquor, Bldg Insp	(440)								
351	**Legal Notices Publishing**		600	200	100	579	582	57	106	50
361	**General Liability Insurance**		2,561	2,609	3,868	2,577	3,726	3,526	3,359	4,100
	Property/Liability/Volunteer Insurance	2,561								
366	**Bonds/Life Insurance**		-	-	-	-	-	-	-	-
404	**Repairs/Maint Machinery/Equip**		-	-	-	-	-	-	-	-

AdminFin-41500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
433	**Dues and Subscriptions**		2,269	2,969	2,944	2,047	2,137	2,213	2,339	1,601
	MN City/Cty Management Assoc	130								
	MN Clerks & Finance Officers Assoc	35								
	SHRM Membership	185								
	ICMA	800								
	MN GFOA	60								
	Int'l Institute of Muncipal Clerks	255								
	American Planning Association	360								
	IPMA HR	149								
	MPERLA	200								
	MN Society of CPAs	0								
	AICPA	0								
	MN Board of Accountancy	0								
	TCHRA	95								
	National GFOA	0								
437	**Other Miscellaneous**		-	-	-	25	19	4	148	-
	Employee wellness	-								
500	**Capital Outlay (GENERAL)**		-	-	-	17,498	150	-	-	-
511	**Land Acquisition**		-	-	-	-	-	-	(1,250)	1,250
TOTAL BUDGET/EXPENDITURES			**$ 481,400**	**$ 444,551**	**$ 423,709**	**$ 483,428**	**$ 364,956**	**$ 361,628**	**$ 381,531**	**$ 356,613**

Muni Bldg-41941

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 200	$ 200	$ 200	$ -	$ -	$ -	$ -	$ -
	Bldg & Grounds Committee (50%)	200								
112	**Contracted Services**		1,350	1,161	1,134	1,393	1,035	711	547	486
	Alarm Monitoring (Simplex Grinnell)	600								
	Shred N Go	900								
	10% to Bldg Insp	(150)								
120	**Employer Contrib Ret General**		15	15	15	-	-	-	-	-
	FICA/Medicare - 7.65%									
210	**Operating Supplies (GENERAL)**		2,565	1,575	1,575	2,635	2,295	979	1,214	404
	Supplies	1,800								
	Flags	350								
	Furnace Filters	250								
	Ice Melt	200								
	Flourescent Bulb Replacement	250								
	10% to Bldg Insp	(285)								
300	**Professional Srvs (GENERAL)**					-	-	98		
303	**Engineering Fees**					-	(231)	4,402		
305	**Technology**		6,800	5,237	5,227	12,897	6,351	3,205	537	
	Panic Button Monitoring	225								
	IT Solutions (25%)	6,575								
320	**Communications (GENERAL)**		3,642	3,720	3,720	4,824	3,511	3,836	3,329	3,403
	Long Distance ($20 per mth)	240								
	Monthly Billing ($285 per mth)	3,420								
	Maintenance Agreement (Marco)	2,250								
	10% to EDA, PRC, P/Z, Bldg Insp	(2,268)								

Muni Bldg-41941

361	**General Liability Insurance**		2,054	2,009	2,460	1,986	2,367	2,175	1,514	1,674
	Property/Liability/Volunteer Insurance	2,054								
380	**Utilities**		9,018	9,018	9,018	8,181	8,019	8,963	8,397	6,891
	Connexus	7,200								
	Centerpoint	2,280								
	City of Isanti - Storm Water Utility	540								
	10% to Bldg Insp	(1,002)								
401	**Maint & Repairs - Bldgs**		8,492	8,492	8,492	5,268	16,639	6,758	7,620	6,871
	Disposal Service $9/Mth	108								
	Equipment Service	1,250								
	Janitorial Service $290/Mth	3,480								
	Window Washing - 7 mths	530								
	Annual Sprinkler Inspection	465								
	Rug Service	1,152								
	Annual Carpet Cleaning	450								
	Audio, Video, Wiring - Maint & Repair Est	2,000								
	10% to Bldg Insp	(944)								
410	**Rentals**		-	-	-	-	-	-	-	50
500	**Capital Outlay (GENERAL)**		3,500	3,500	-	-	12,367	-	-	-
	Landscaping - city hall south side	3,500								
	North City Hall doors	-								
	Electronic door locks	-								
700	**Transfers (GENERAL)**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 37,636**	**$ 34,927**	**$ 31,841**	**$ 37,184**	**$ 52,354**	**$ 31,127**	**$ 23,159**	**$ 19,778**

Animal Ctrl-42700

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
112	**Contracted Services**		$ 5,000	$ 5,200	$ 5,200	$ 4,590	$ 4,631	$ 4,384	$ 3,635	$ 4,920
	Animal Control/Kennel Services	5,000								
210	**Operating Supplies (GENERAL)**		200	200	150	96	247	182	183	68
	Misc Supplies	200								
219	**Disposal-Animal**		90	300	300	-	-	-	163	-
	3@$30	90								
300	**Professional Srvs (GENERAL)**		-	-	-	-	-	-	-	49
322	**Postage**		-	-	220	-	-	-	-	-
	Misc Mailings	0								
361	**General Liability Insurance**		19	21	26	19	25	25	26	33
	Property/Liability/Volunteer Insurance	19								
417	**Uniform Rentals**					-	-	75		
TOTAL BUDGET/EXPENDITURES			**$ 5,309**	**$ 5,721**	**$ 5,896**	**$ 4,705**	**$ 4,903**	**$ 4,665**	**$ 4,007**	**$ 5,069**

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 130,727	$ 120,396	$ 108,274	$ 106,383	$ 96,885	$ 98,976	$ 59,757	$ 54,352
	Community Events & Parks Coord	50,966								
	Receptionist/Data Entry/Utility Clerk (3.5%)	1,589								
	PS Director & 5 Main Tech's	62,059								
	PW Maint Tech	14,213								
	Parks Rec & Culture Board (100%)	1,800								
	Bldg & Grounds Committee	100								
101	**PT Salaries & Wages**		17,730	12,325	10,983	3,760	2,439	6,346	4,612	-
	PT Custodian	7,265								
	Seasonal	5,965								
	Intern	4,500								
102	**FT Employees OT**		-	-	-	7,966	3,541	2,897	96	1
103	**Health Stipend (HRA)**		-	-	-	-	-	5	2	-
112	**Contracted Services**		7,465	7,305	6,605	6,410	5,320	5,862	12,214	14,614
	Portable Restrooms	6,265								
	Quarterly Carpet Cleaning/Floor Waxing/Windows	1,200								
120	**Employer Contrib Ret General**		21,336	19,987	17,928	17,500	15,145	15,271	8,966	7,807
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,527								
130	**Employer Paid Ins General**		29,846	26,315	21,597	23,475	31,381	29,256	10,394	16,090
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		4,502	6,000	2,644	4,393	3,878	3,322	2,572	1,854
200	**Office Supplies (GENERAL)**		1,175	1,113	1,063	1,014	1,039	2,023	1,629	435
	12.5% from Financial Administration	875								
	Misc Office Supplies	300								
202	**Duplicating and Copying Supply**		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		1,650	1,350	1,210	1,749	2,388	1,973	523	24
	PW Technician Licensing	200								
	Community Events & Parks Coord - Misc. Training	650								
	Public Services Director Misc Training	800								
	Illustrator Software Training	0								
210	**Operating Supplies (GENERAL)**		3,700	5,370	4,600	3,296	2,133	1,428	1,258	-
	Misc Operating Supplies - IIA	1,200								
	Misc Operating Supplies - ICC	800								
	Misc Operating Supplies - Garden	500								
	Park Flags	800								
	Misc Operating Supplies - PRC	400								
212	**Motor Fuels**		1,800	2,500	2,500	1,104	1,188	2,658	2,458	2,102
220	**General Supplies**		3,700	7,582	2,500	2,170	2,636	1,584	885	3,049
	ICC Replacement Chairs	1200								
226	**Signs**		1,200	2,000	2,000	735	874			
	Reserved Parking Signs	400								
240	**Small Tools and Minor Equip**		4,200	5,350	2,000	1,394	1,132	5,302	19	-
	Winch for side by side	1000								
	Weed Sprayer	1500								
	Push Mower	700								
300	**Professional Srvs (GENERAL)**		1,493	1,493	1,493	2,097	1,980	1,231	1,692	1,357
	Safety Training	743								
	Attorney Fees	750								
303	**Engineering Fees**		1,500	1,500	1,500	658	1,987	9,304	332	315
305	**Technology**		2,315	1,000	1,240	3,403	740	705	1,212	-
	IT Solutions (5%)	1,315								
	Civic Systems (3.82%)	400								
	ICC Wireless Internet Firewall	600								

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
320	**Communications (GENERAL)**		2,847	2,860	2,860	2,377	2,515	3,017	1,824	1,067
	Monthly Billing	2,280								
	10% from Municipal Building	567								
322	**Postage**		25	50	50	6	-	21		
335	**Auto Expense**		-	-	-	-	-	-	-	-
340	**Advertising**		2,983	2,483	2,483	1,151	1,553	435		
	Park Brochure & Advertisng	1,983								
	Misc	1,000								
351	**Legal Notices Publishing**		200	200	200	48	211	169	227	107
361	**General Liability Insurance**		20,844	19,900	23,343	17,520	14,837	16,318	18,319	19,291
	Property/Liability/Volunteer Insurance	20,844								
	IIA	-								
380	**Street Lighting**		17,974	17,974	17,974	16,442	18,945	12,769	11,445	12,207
	Centerpoint	3,600								
	Connexus Energy	9,180								
	City of Isanti - Storm Water Utility	2,835								
	City of Isanti - IIA	2,359								
400	**Ground Maintenance**		27,000	25,000	21,000	9,223	6,336	20,910	18,805	35,021
	Special Assessments	-								
	Fertilizer, Grass Seed, Mulch, Weed Killer, LimeAgg, Etc.	20,667								
	Snow Removal ICC/IIA Retainer	333								
	Base mulch for BB/Riverside/RR Meadows Parks/VFW	6,000								

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
401	**Maint & Repairs - Bldgs**		10,760	10,343	12,100	7,796	5,695	5,728	2,888	2,476
	Disposal Service $120/Mth	1,440								
	Rug Service $30/Mth	360								
	Annual Sprinkler Inspection/Alarm Notification	760								
	Ansol Fire Suppression Semi-Annual Service	400								
	Misc Maint & Repairs	2,000								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
	Shop Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Fire Extinguisher Inspections - IIA & ICC	200								
	Replace Exterior North ICC Doors	4,400								
404	**Repairs/Maint Machinery/Equip**		14,500	16,600	11,000	12,288	8,790	9,627	7,696	11,478
	Repairs/Maint Park Maint Equipment	4,500								
	Repairs/Replacement Park Structures/Equip	6,500								
	Replacement Sand Digging Play Equipment	3,500								
410	**Rentals**		450	450	450	1,185	288	83	481	470
417	**Uniform Rentals**		739	739	739	680	717	671	516	553
	Cleaning $40 per month	480								
	Allowance	259								
433	**Dues and Subscriptions**		1,989	1,364	635	507	75	150	75	75
	TCALMC (25%)	75								
	MFMA	70								
	MRPA	280								
	NRPA	165								
	Graphic stock membership	99								
	Adobe suite annual dues (InDesign, Illust, etc.)	600								
	APWA (25%)	100								
	ICC Wireless Internet Firewall	600								

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
437	**Other Miscellaneous**		3,340	4,500	4,500	3,340	3,890	3,340	3,340	-
	C-I Bike/Walk Trail Agreement	3,340								
491	**Recreation Program**		3,550	4,983	4,804	1,443	5,030	4,461	1,433	1,215
	City Rec programs	1,050								
	Movies at ICC	1,500								
	Misc Program Supplies	1,000								
494	**Property Management**					-	-	596		
497	**Summer Events**		9,200	6,475						
	Celebrate Isanti / Scavanger Hunt	9,200								
498	**Farmers Market**		3,000	3,000	3,000	2,929	1,960	2,504	-	-
499	**Street Dance**		16,150	16,150	13,150	13,740	13,060	12,023	-	-
500	**Capital Outlay (GENERAL)**		58,530	51,388	12,900	2,993	574	30,203	490	-
	BB Park asphalt pad conversion to parking lot	6,500								
	Kabota Lawn Mowers	20,000								
	Truck with plow (25% PRC, Sts, Water, Sewer)	12,250								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
	Dog Park Development									
	Playground Refurbish - Bluebird Park									
	Mattson Tennis Court Resurfacing	18,800								
700	**Transfers (GENERAL)**		-	-	-	-	-	-	-	-
	TOTAL BUDGET/EXPENDITURES		**$ 429,335**	**$ 406,884**	**$ 320,165**	**$ 281,854**	**$ 259,868**	**$ 311,818**	**$ 176,905**	**$ 186,674**

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 65,054	$ 69,894	$ 65,427	$ 65,631	$ 57,380	$ 46,159	$ 56,034	$ 52,118
	Community Development Director	59,564								
	Receptionist/Data Entry/Utility Clerk	1,589								
	Planning Commission	2,700								
	Development & Operations Advisory Committee	1,200								
103	**Health Stipend (HRA)**		-	-	-	-	-	2	2	-
112	**Contracted Services**		-	-	-	-	-	-	-	-
120	**Employer Contrib Ret General**		9,563	10,296	9,620	9,864	8,425	6,456	7,898	7,426
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		8,609	7,566	7,750	6,878	7,019	6,256	11,258	12,084
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		504	440	582	434	552	744	671	340
200	**Office Supplies (GENERAL)**		1,100	1,288	1,288	966	973	770	765	908
	12.5% from Financial Administration	875								
	Misc Office Supplies	225								
202	**Duplicating and Copying Supply**		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								
208	**Training and Instruction**		1,130	2,050	2,000	939	1,167	3,103	1,565	1,178
	APA Membership & JAPA Subscription	430								
	MN APA Conference	700								
	Continuing Ed for CDD									
300	**Professional Srvs (GENERAL)**		5,000	4,000	4,000	4,765	3,659	3,355	3,264	2,721
	Attorney Fees	5,000								
	Comp Plan work									

303	**Engineering Fees**		4,500	4,000	3,000	4,687	3,240	1,803	5,495	2,450
	Zoning/Address Maps	1,500								
	Engineering Fees	3,000								
305	**Technology**		2,830	1,250	350	1,741	-	741	310	
	IT Solutions (10%)	2,630								
	Arcview software									
	Civic System support permits (1.91%)	200								
310	**Annexation Payments**		17,592	-	-	-	-	-	-	(16)
	Annexation Payments to Township	485								
	Annexation Payments to Township	3,958								
	Annexation Payments to Residents	13,149								
320	**Communications (GENERAL)**		817	830	830	770	599	551	528	823
	10% from Municipal Bldg	567								
	Other Misc. Communications	250								
322	**Postage**		-	-	-	54	-	-	10	-
335	**Auto Expense**		55	55	75	84	68	152	85	58
	10% from Financial Administration	55								
351	**Legal Notices Publishing**		300	400	400	199	148	207	374	226
	Newpaper Publications	300								
361	**General Liability Insurance**		372	316	386	311	371	310	346	414
	Property/Liability/Volunteer Insurance	372								
437	**Other Miscellaneous**		920	920	920	915	187	942	625	812
	Isanti County Recorder	920								
500	**Capital Outlay (GENERAL)**		2,472	7,412	3,000	2,540				
	ArcGIS Map for Desktop (x2)	2,472								
	Comprehensive Plan Update	-								
	TOTAL BUDGET/EXPENDITURES		**$ 121,733**	**$ 111,557**	**$ 100,467**	**$ 101,457**	**$ 84,495**	**$ 72,202**	**$ 89,975**	**$ 82,255**

Bldg Inspec-42401

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 84,372	$ 77,245	$ 73,452	$ 81,418	$ 97,272	$ 81,372	$ 76,664	$ 82,086
	Building Official (100%)	60,776								
	Community Development Director (10%)	7,446								
	Receptionist/Data Entry/Utility Clerk (10%)	4,541								
	City Administrator (5.2%)	6,197								
	Accounting Clerk (5.2%)	3,136								
	Finance Director/Asst City Administrator (2.5%)	2,276								
	HR/Deputy City Clerk (0%)	-								
101	**PT Salaries & Wages (intern)**		$ 2,400							
102	**FT Employees OT**		-	$ -		$ 93	$ 25	$ 67		
103	**Health Stipend (HRA)**		-	-	-	-	-	109	7	-
105	**Labor Credit - Work for Others**		-	-	-	-	-	-	-	(268)
112	**Contracted Services**		9,750	9,729	15,726	17,073	8,842	25	57	92
	Electrical Inspector (80% of Revenues-32219)	9,600								
	Building Official Transition	-								
	10% from Municipal Building	150								
120	**Employer Contrib Ret General**		12,966	11,717	11,128	12,231	14,406	11,963	11,334	11,983
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	**Employer Paid Ins General**		26,778	23,312	23,463	23,179	11,480	13,059	18,016	17,363
142	**Unemployment Comp Benefit**		-	-	-	6	-	-	-	-
151	**Worker's Comp Benefit**		700	541	1,120	629	1,123	1,134	932	654
200	**Office Supplies (GENERAL)**		1,265	1,013	1,013	1,196	1,857	696	625	701
	12.5% from Financial Administration	875								
	Misc Office Supplies	390								
202	**Duplicating and Copying Supply**		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								

Bldg Inspec-42401

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
207	**Computer Supplies**		-	300	-	-	-	-	-	-
208	**Training and Instruction**		1,600	1,900	1,100	1,099	779	585	569	608
	Building Official Certification Class	200								
	Univ of MN Conference	500								
	Building Code Books	400								
	Misc Training & Cont Ed	500								
210	**Operating Supplies (GENERAL)**		285	175	175	270	321	137	76	55
	10% from Municipal Building	285								
300	**Professional Srvs (GENERAL)**		4,500	3,559	3,377	4,337	4,155	4,280	4,103	5,487
	City Attorney - 12.5% from Fin Admin	2,698								
	Miscellaneous	852								
	Aware Safety Program	950								
301	**Auditing and Acctg Services**		2,885	3,230	3,089	11,379	3,279	2,083	2,446	3,180
	10% from Financial Administration	2,885								
303	**Engineering Fees**		10	100	100	-	-	-	40	-
	10% from Financial Administration	10								
305	**Technology**		3,325	1,539	618	5,256	1,608	1,198	1,399	
	PSN Annual Sec Compliance & Monthly eBill (20%)	138								
	Civic Sytems Bldg Permit Support (18.89%)	2,472								
	WiFi service	420								
	Upgrade StruCalc Software	295								
320	**Communications (GENERAL)**		1,215	1,655	820	1,388	872	740	730	737
	10% from Municipal Building	567								
	Cell Phone	648								

Bldg Inspec-42401

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
335	**Auto Expense**		2,110	2,810	2,700	894	2,035	2,423	1,963	2,048
	Mileage Allowance - $350/mth - Lorsung %	218								
	20% from Financial Administration	110								
	Fuel	1,300								
	General Maintenance	482								
351	**Legal Notices Publishing**		50	-	-	15	9	168	-	-
361	**General Liability Insurance**		670	647	867	639	835	743	687	1,125
	Property/Liability/Volunteer Insurance	670								
380	**Street Lighting**		1,002	1,002	1,002	849	831	936	933	766
	10% from Municipal Building	1,002								
401	**Maint & Repairs - Bldgs**		944	944	944	585	792	751	893	1,599
	10% from Municipal Building	944								
433	**Dues and Subscriptions**		235	135	125	-	135	235	125	125
	ICC Building Code Membership	135								
	BO Certification, Every 3 Years, Next due 2018	100								
437	**Other Miscellaneous**					-	14			
500	**Capital Outlay (GENERAL)**		-	20,000	19,000	22,059	60	-	-	-
		-								
		-								
		-								
700	**Transfers (GENERAL)**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 157,977**	**$ 162,392**	**$ 160,659**	**$ 185,276**	**$ 151,435**	**$ 123,354**	**$ 122,344**	**$ 129,052**

EDA-108-46500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 91,828	$ 88,469	$ 85,359	$ 85,527	$ 70,310	$ 67,325	$ 65,271	$ 64,097
	Economic Dev Director (100%)	85,666								
	Receptionist/Data Entry/Utility Clerk (3%)	1,362								
	EDA Board	3,600								
	Development & Operations Advisory Committee (50%)	1,200								
101	**PT Wages & Salaries**		4,000	4,000	-	$ 2,206	$ -	$ 2,741	$ 3,331	
	Economic Dev/Marketing Intern (100%)	4,000								
103	**Health Stipend (HRA)**		-	-	-	-	-	650	2	-
112	**Contracted Services**		-	-	-	-	-	-	-	-
120	**Employer Contrib Ret General**		13,858	13,349	12,571	12,968	9,955	9,766	9,597	9,181
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		22,551	19,859	20,127	15,717	16,741	16,982	16,727	18,941
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		745	734	610	697	793	496	527	614
200	**Office Supplies (GENERAL)**		875	813	813	844	915	705	579	616
	12.5% from Financial Administration	875								
202	**Duplicating and Copying Supply**		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								
208	**Training and Instruction**		1,500	1,450	850	851	1,982	937	641	606
	EDAM Conference	850								
	Professional Development	600								
	Miscellaneous Luncheons	50								

EDA-108-46500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
300	**Professional Srvs (GENERAL)**		5,000	3,000	3,000	3,513	3,128	4,992	2,375	1,415
	Attorney	2,000								
	TIF/Tax Abatement Consultant	3,000								
303	**Engineering Fees**		1,000	1,000	-	250	873	206	1,213	-
305	**Technology**		1,581	300	300	285	450	1,679	734	
	IT Solutions (5%)	1,315								
	Civic Systems (2.55%)	266								
320	**Communications (GENERAL)**		1,191	1,840	1,840	1,387	1,513	1,657	1,286	1,249
	10% from Municipal Building	567								
	Cell Phone	624								
335	**Auto Expense**		-	-	-	-	-	-	-	-
351	**Legal Notices Publishing**		100	100	-	111	184	66	282	33
361	**General Liability Insurance**		565	396	413	391	397	414	361	417
	Property/Liability/Volunteer Insurance	565								
380	**Utilities**		1,079	1,079	1,079	1,054	1,083	1,079		
	City of Isanti - Storm Water Utility	1,079								
433	**Dues and Subscriptions**		1,145	1,000	1,100	545	-	650	500	260
	EDAM Membership	295								
	GPS 45:93	850								
	ICSC	-								
437	**Other Miscellaneous**		-	-	-	-	15	-	-	-
494	**Property Management**		-	-	-	3,450	-	1	1,672	-

EDA-108-46500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
495	**Marketing**		12,604	11,625	34,430	12,307	15,697	10,832	7,117	5,985
	Initiative Foundation	825								
	Direct Mail to Manufacturers	250								
	Mayor's Employer Luncheon	1,000								
	Chamber Meetings	-								
	Misc Signs & Sponsorships	300								
	MN Economic Development Magazine	-								
	Fam Tour	500								
	Real Estate Journal Flyer/Conference(s)	2,500								
	ICSC Conference Site Selector Event (Las Vegas)	-								
	NEW Print/Marketing Materials and or updates	2,000								
	DEED Opportunities (CORE NET, Trade Shows, Industrial)	-								
	Loopnet/MNCar Listings/Membership	-								
	Networking Events (ARCC, Chambers, MNCAR, DEED, EDAM)	229								
	Tourism (Hotel Contingent)	5,000								
498	**Farmers Market**		-	-	-	-	-	-	1,647	
499	**Street Dance**		-	-	-	-	-	-	12,929	
511	**Land Acquisition**		-	-	-	-	-	14,000		
531	**Improvement-Land**		-	-	-	-	-	-	-	-
602	**Loan Payment**		-	-	-	-	-	-	-	-
700	**Transfers (GENERAL)**		19,150	19,150	16,150	16,150	16,150	16,150	-	-
	Contribution to PRC (Farm Mkt/Street Dance)	19,150								
	TOTAL BUDGET/EXPENDITURES		**$ 179,687**	**$ 169,004**	**$ 179,481**	**$ 158,932**	**$ 140,891**	**$ 151,981**	**$ 127,536**	**$ 104,128**

EDA-108-46500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	REVENUES									
31000	Property Taxes		56,327							
33601	Regional Grants		-	-	-	-	-	-	-	-
33621	Cable Franchise Fee (60%)		18,000	18,000	18,000	19,195	18,229	16,009	16,235	13,690
34110	Land Rent		6,920							
34901	Assign & Assum Agreement		-	-	-	-	-	-	-	-
36200	Contribution from General Fund				-	-	-	-	-	-
36201	Refunds & Reimbursements		-	-	-	4,695	1,595	68	215	172
36210	Interest Earnings		600	600	600	587	438	1,226	310	1,252
36220	Farmer's Market Sponsorships/Vendor Fees		1,500	2,000	2,000	1,510	2,140	2,455	1,855	-
36225	Street Dance Sponsorships/Vendor Fees		4,000	4,000	3,000	3,600	4,150	3,635	1,085	-
36230	Contributions and Donations		-	-	-	-	-	411	11	75
39102	Sale of Property		-	-	-	-	-	-	-	-
39203	Transfer from Other Fund		92,340	144,405	146,563	146,563	92,767	98,140	117,775	85,479
	Carryover of Marketing Funds		-	-	-	-	-	-	-	-
	TOTAL REVENUES		$ 179,687	$ 169,005	$ 170,163	$ 176,150	$ 119,319	$ 121,944	$ 137,486	$ 100,668

Police-42110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 784,377	$ 708,880	$ 705,894	$ 695,877	$ 639,208	$ 589,789	$ 582,557	$ 559,494
	Wages & Salaries	783,877								
	Police Committee	400								
	Bldg & Grounds Committee (25%)	100								
101	**PT Officers Salaries & Wages**		35,000	32,109	31,109	34,398	28,257	40,432	34,592	36,524
102	**FT Employees OT**		31,000	31,000	25,000	29,113	34,088	19,807	26,890	17,845
102.1	**S&S Reimburseable OT**		(7,000)	(7,000)	(5,000)					
103	**Health Stipend (HRA)**		-	-	-	-	-	115	-	2,000
112	**Contracted Services**		-	-	-	-	-	1,995	-	-
113	**Uniform Pay**		12,780	11,780	11,856	13,114	12,201	11,373	11,536	8,764
	$1,020/Officer x 9 (gets COLA)	9,180								
	Firearm Maint Stipend	700								
	Misc/Repair/Replacement	2,900								
114	**Crime Prevention**		300	500	500	210	259	375	370	18
120	**Employer Contrib Ret General**		147,154	133,370	131,800	131,621	117,260	101,250	98,365	94,052
	PERA 16.2%									
	FICA/Medicare - 1.45%									
130	**Employer Paid Ins General**		159,537	140,871	139,578	108,886	110,674	92,192	89,085	117,948
151	**Worker's Comp Benefit**		31,977	38,485	38,910	32,635	41,078	37,955	26,892	21,944
200	**Office Supplies (GENERAL)**		4,000	4,000	4,000	3,074	4,811	3,930	6,620	2,467
207	**Computer Supplies**		100	250	250	-	-	-	757	214
	Misc Computer Supplies	100								

Police-42110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		16,500	18,500	18,500	16,626	9,967	7,817	7,073	6,791
	Ammunition	4,000								
	MN Chiefs Annual Conference	700								
	Jubiliee Days Meeting	350								
	Misc Training/Courses	7,450								
	Tuition Reimbursement	4,000								
240	**Small Tools and Minor Equip**		2,960	4,000	5,500	2,634	1,571	4,520	2,212	2,101
	Copy Machine Lease	960								
	Misc Small Tools/Equipment	800								
	Misc Investigator Equipment	1,200								
300	**Professional Srvs (GENERAL)**		42,493	41,701	41,701	61,527	42,523	41,817	2,478	2,857
	Prosecution ($3,234/month)	39,600								
	Safety Training	743								
	Admin Citation Payment	2,000								
	Random Testing ($30x5)	150								
305	**Technology**		12,646	8,300	8,300	9,599	15,451	7,913	4,171	
	LETG Software Maintenance and Support	7,400								
	IT Solutions (10%)	2,630								
	Civic Systems Support (22.27%)	2,330								
	Anti-Spam Software	286								

Police-42110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
320	**Communications (GENERAL)**		6,344	5,496	5,496	5,886	5,804	3,414	3,455	4,613
	Radar Calibration	200								
	CenturyLink	1,680								
	5 Aircards	2,100								
	Verizon - Investigator Cell	624								
	Squad Cell Phone	840								
	BCA Connection	200								
	Dennison Tech Group	700								
321	**Cell Phone Reimbursement**		-	-	720	720	720	570	720	240
	Cell Phone x2 (Chief, Lt)									
335	**Auto Expense**		38,400	50,000	50,000	25,203	30,595	37,028	43,539	33,912
	Fuel/Washes	17,400								
	PW Labor	1,000								
	Repairs	20,000								
336	**PD Reserves**		2,000	2,420	2,000	1,924	756	1,396	1,307	1,467
	MN Police Reserve Membership	200								
	Uniforms	1,000								
	Fuel/Washes	300								
	Taser Refresher Annual Training	500								
351	**Legal Notices Publishing**					1,332	219	8		
361	**General Liability Insurance**		22,543	20,312	21,982	25,071	21,923	20,847	15,716	7,095
	LMCIT Property/Liability/Volunteer Insurance	22,543								
	Isanti County Sherrif's Office - SRT Team Liab	-								

Police-42110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
380	**Street Lighting**		6,780	6,780	7,247	5,630	6,350	6,724	6,345	5,659
	Connexus	4,200								
	Centerpoint	2,000								
	City of Isanti - Storm Water Utility	580								
401	**Maint & Repairs - Bldgs**	-	4,000	4,000	3,692	4,314	3,304	4,823	4,026	3,911
	Disposal Service $9/Mth	110								
	Janitorial Service $150/Mth	1,800								
	Window Washing	350								
	Annual Sprinkler Inspection	150								
	Rug Service	390								
	Annual Carpet Cleaning	500								
	Misc Bldg Repairs/Maintenance	700								
	Special Assessment	-								
404	**Repairs/Maint equipment**		-	1,500						
410	**Rentals**		-	-	-	-	-	-	-	-
433	**Dues and Subscriptions**		1,485	1,085	1,440	1,603	1,255	740	500	730
	Post License $90 every 3 years ('14-1,'15-5,'16-3)	180								
	Tri County Law Enforcement	75								
	MN Chiefs of Police Assoc	230								
	Range Dues/Special Response Team	1,000								
440	**Prisoner Expense**		-	-	2,000	-	-	-	223	-
442	**Forfeitures**		-	-	-	-	-	-	103	15
500	**Capital Outlay (GENERAL)**		4,000	42,000	36,000	36,000	-	-	-	-
	Squad Car Replacement / Equip / Graphics	-								
	Squad Video/ Integrated Body Camera System	-								
	PD Storage Enclosure	4,000								
721	**Contingency Fund**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 1,359,375**	**$ 1,300,339**	**$ 1,288,476**	**$ 1,246,995**	**$ 1,128,273**	**$ 1,036,830**	**$ 969,531**	**$ 930,661**

Code-42402

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 7,446	$ 8,059	$ 7,511	$ 7,951	$ 6,605	$ 5,334	$ 7,978	$ 10,408
	Community Development Director (10%)	7,446								
101	PT Salaries & Wages		$ 17,982	16,642	17,310	$ 14,305	$ 14,342	$ 11,996	$ 3,526	
	Code Enforcement/Zoning Technician (100%)	17,982								
120	Employer Contrib Ret General		3,852	3,742	3,760	3,446	3,159	2,516	1,633	1,502
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	Employer Paid Ins General		980	861	883	851	803	806	-	-
151	Worker's Comp Benefit		209	163	237	180	223	380	225	112
200	Office Supplies (GENERAL)		300	300	300	72	7	60	336	269
	Toner, Etc.	300								
207	Computer Supplies		300	300	-	-	-	-	-	-
208	Training and Instruction		250	250	250	-	530	638	-	-
300	Professional Srvs (GENERAL)		4,000	4,000	4,000	1,704	1,428	1,283	2,720	5,256
	Attorney/Nuisance Abatement/Admin Hearings									
305	Technology		1,186	1,400	500	1,122	240	372	1,018	
	Verizon WiFi	420								
	Civic System support permits (5.68%)	766								
320	Communications		450	450	-	-	-	-	-	-
322	Postage		50	50	50	-	-	-	-	27
335	Auto Expense		800	800	800	772	466	1,768	757	607
	Fuel/Maintenance	800								
351	Legal Notices Publishing		270	270	270	-	120	12	245	526
361	General Liability Insurance		255	275	322	271	306	569	464	299
	Property/Liability/Volunteer Insurance	255								
494	Property Management		400	400		175	404	404		
500	Capital Outlay (GENERAL)		-	-	10,000	8,607				
	PC and Monitor									
		-								
TOTAL BUDGET/EXPENDITURES			$ 38,731	$ 37,962	$ 46,193	$ 39,456	$ 28,634	$ 26,138	$ 18,903	$ 19,004

Civil Def-42500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
112	**Contracted Services**		$ 2,300	$ 2,500	$ 2,500	$ 2,140	$ 2,140	$ 1,386	$ 1,386	$ 1,386
	Siren Maintenance	2,140								
	Miscellaneous	160								
220	**General Supplies**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 2,300**	**$ 2,500**	**$ 2,500**	**$ 2,140**	**$ 2,140**	**$ 1,386**	**$ 1,386**	**$ 1,386**

Genl Maint-43010

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 17,999	$ 17,199	$ 16,564	$ 17,133	$ 16,303	$ 15,680	$ 15,151	$ 14,519
	PS Director (4.1%) & 5 Main Tech's (4.8%)	17,999								
102	**FT Employees OT**		500	500	500	194	85	282	929	0
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
120	**Employer Contrib Ret General**		2,817	2,695	2,585	2,607	2,382	2,316	2,303	2,111
	PERA 7.5%									
	FICA/Medicare - 7.65%	192								
130	**Employer Paid Ins General**		5,380	4,742	4,608	4,119	3,480	3,651	2,654	4,651
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		720	90	-	731	-	(1,141)	362	779
208	**Training & Instruction**		200	100		249	81	30		
220	**General Supplies**		500	450	450	488	809	199	911	326
	Misc General Supplies	500								
222	**Gen I Operating Expense**		5,325	7,500	7,500	5,311	5,207	2,348	4,323	5,880
	Torch Gases	225								
	Rugs/Towels Cleaning	600								
	Parts/Oil/Supplies/Hardware	4,500								
	Mosquito Control Chemicals	-								
240	**Small Tools and Minor Equip**		900	900	900	798	996	(48)	538	730
300	**Professional Srvs (GENERAL)**		-	-	-	-	77	220	-	-
303	**Engineering Fees**		-	-	-	-	-	31,189	504	-
305	**Technology**		66	100	100	175	249	9	58	-
320	**Communications (GENERAL)**		424	24	24	8	13	22	21	21
	CenturyLink Long Distance	24								
	Shop phone repair	400								

Genl Maint-43010

351	**Legal Notices**					-	3			
361	**General Liability Insurance**		1,152	1,110	1,439	1,097	1,385	1,301	1,162	1,161
	Property/Liability/Volunteer Insurance	1,152								
380	**Utilities**		13,500	15,000	15,000	8,163	11,963	15,819	13,772	10,250
	Connexus	4,500								
	Centerpoint	9,000								
400	**Ground Maintenance**		-	2,000	-	-	-	-	-	-
	Brush Disposal									
401	**Maint & Repairs - Bldgs**		3,100	2,000	2,000	4,041	2,948	3,145	2,084	1,413
	Disposal Service $118/Month	1,416								
	Misc Maint & Repairs - Bldgs	1,584								
	Rekeying facility	100								
404	**Repairs/Maint Machinery/Equip**		500	250	250	122	1,555	751	953	193
	Annual Lift Inspection	250								
410	**Rentals**		675	-	-	-	184	-	-	-
417	**Uniform Rentals**		252	252	252	229	245	320	218	421
	Cleaning ($15 per mth)	180								
	Allowance	72								
500	**Capital Outlay (GENERAL)**		-	-	-	-	50,391	-	-	-
	Mosquito Control Equipment	-								
501	**Replacement Fund**		-	-	-	-	-	-	-	-
530	**ImprovsOtherThanBldgs**		-	-	-	-	31,195	153,968		
700	**Transfers (GENERAL)**		-	-	-	-	-	-	-	-
701	**Equipment/Bldg Payments**		-	-	-	-	-	-	-	-
720	**Operating Transfers**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 54,010**	**$ 54,912**	**$ 52,172**	**$ 45,465**	**$ 129,553**	**$ 230,060**	**$ 45,943**	**$ 42,456**

Streets-43100

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 120,945	$ 113,332	$ 110,042	$ 109,745	$ 108,477	$ 93,786	$ 94,802	$ 89,499
	PS Director (21.2%) & 5 Main Tech's (24.6%)	92,419								
	PW Main Tech (50.0%)	28,426								
	Public Works Committee (25%)	100								
101	**PT Salaries & Wages**		3,621	1,207	-	-	-	-	-	-
102	**FT Employees OT**		9,000	9,000	9,000	8,022	1,979	13,260	6,243	5,211
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
105	**Labor Credit - Work for Others**		(1,500)	(1,500)	-	(848)	(1,493)	(2,350)	(1,153)	(1,300)
112	**Contracted Services**		-	-	-	-	-	-	427	1,770
120	**Employer Contrib Ret General**		20,185	18,826	18,027	17,921	15,879	15,564	14,269	13,777
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,990								
130	**Employer Paid Ins General**		30,754	27,182	24,450	21,796	18,563	19,250	16,350	28,681
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		18,208	19,169	20,712	20,365	24,198	20,508	12,788	8,594
208	**Training and Instruction**		800	500	500	887	1,183	30	165	174
212	**Motor Fuels**		15,000	25,000	25,000	10,983	11,050	26,737	24,580	21,018
220	**General Supplies**		12,000	14,000	14,000	3,136	12,848	12,224	13,843	12,895
226	**Signs**		3,000	9,500	9,500	9,190	4,907	-	-	-
229	**Gravel**		7,800	3,900	3,900	4,067	3,505	32	1,591	430
230	**Salt/Sand**		40,000	40,000	40,000	35,431	31,447	25,899	40,066	25,432

Streets-43100

231	**Street Maintenance**		10,500	12,500	9,000	9,418	7,453	9,208	5,677	3,582
	Special Assessments	1,239								
	Misc Patching/Street repair	6,761								
	Seal Coating	-								
	Sidewalk repair	2,500								
240	**Small Tools and Minor Equip**		2,650	1,000	1,000	883	711	1,340	716	-
	Portable Radio (2) (25% Storm, Sts, Water, Sewer)	1,000								
	Felling trailer ramps	650								
300	**Professional Srvs (GENERAL)**		1,500	1,500	1,500	1,429	2,249	1,483	1,100	842
	Safety Training	743								
	CDL Drug Testing	757								
303	**Engineering Fees**		30,000	10,000	10,000	29,365	23,196	47,301	25,325	77,941
305	**Technology**		458	1,000	1,000	918	476	133	471	
	Civic Systems (3.82%)	400								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		3,180	1,752	1,752	3,058	2,381	1,828	1,611	1,401
	PW Cell Phones (1/3) On-Call Phone	2,400								
	Verizon HotSpot	420								
	PW Building Land Line	360								
351	**Legal Notices Publishing**		-	-	-	10	17	52		
361	**General Liability Insurance**		6,441	6,626	8,750	6,547	8,432	6,747	6,798	7,839
	Property/Liability/Volunteer Insurance	6,441								
380	**Utilities**		200	275	275	-	-	372	-	258

Streets-43100

400	**Grounds Maintenance**		1,000	1,000	-	-	-	-	-	-
401	**Maint & Repairs - Bldgs**		2,700	1,500	1,500	531	1,772	1,488	976	497
	Disposal Service $45/Month	540								
	Misc Repairs	960								
	Mech Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
404	**Repairs/Maint Machinery/Equip**		27,000	24,000	24,000	40,484	17,210	24,642	24,746	19,847
410	**Rentals**		350	1,000	1,000	336	83	-	42	197
417	**Uniform Rentals**		1,530	1,529	1,529	1,438	1,500	1,409	1,166	1,348
	Cleaning ($80 per mth)	960								
	Allowance	570								
433	**Dues and Subscriptions**		175	150	120	65	75	75	75	75
	TCALMC (25%)	75								
	APWA (25%)	100								
494	**Property Management**		1,500	1,500	-	-	1,460	1,322	705	
500	**Capital Outlay (GENERAL)**		21,730	21,834	13,900	11,110	463	42,807	490	-
	Bobcat Buyback Program	4,600								
	Brine tanks for Plow Truck	3,900								
	Truck with plow (25% PRC, Sts, Water, Sewer)	12,250								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
511	**Land Acquisition**		-	-	-	-	-	-		-
531	**Improvement-Land**		-	-	-	-	-	8,307		
	TOTAL BUDGET/EXPENDITURES		**$ 390,728**	**$ 367,282**	**$ 350,457**	**$ 346,287**	**$ 300,022**	**$ 373,452**	**$ 293,871**	**$ 320,010**

Str Light-43160

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
303	**Engineering Fees**		$ -	$ -	$ -	$ -	$ 59	$ -	$ -	$ -
361	**General Liability Insurance**		-	-	1	-	1	8	189	20
	Property/Liability/Volunteer Insurance	-								
380	**Utilities**		60,000	63,125	63,125	59,132	63,753	58,810	59,684	59,717
	Street Lighting	60,000								
500	**Capital Outlay (GENERAL)**		20,000	20,000	14,536	12,634	22,517	-	-	-
	Street Lighting Infill	20,000								
TOTAL BUDGET/EXPENDITURES			**$ 80,000**	**$ 83,125**	**$ 77,662**	**$ 71,766**	**$ 86,329**	**$ 58,818**	**$ 59,873**	**$ 59,738**

Sanitation-43210

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 4,181	$ 3,994	$ 3,842	$ 9,392	$ 3,753	$ 3,600	$ 3,466	$ 3,328
	PS Director (1.0%) & 5 Main Tech's (1.1%)	4,181								
101	**PT Salaries & Wages (seasonal)**		6,671	6,671	-	-	-	-	-	-
102	**FT Employees OT**		250	250	250	250	219	46	168	361
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
112	**Contracted Services**		-	-	-	-	-	-	-	-
120	**Employer Contrib Ret General**		1,185	1,156	620	1,050	578	528	521	536
	PERA 7.5%									
	FICA/Medicare - 7.65%	44								
130	**Employer Paid Ins General**		1,246	1,098	1,068	954	798	832	607	1,066
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		165	21	-	-	-	-	-	-
208	**Training & Instruction**		50			-	12			
212	**Motor Fuels**		900	1,500	1,500	675	679	1,519	1,404	1,201
220	**General Supplies**		-	-	-	0	1	-	3	3
300	**Professional Srvs (GENERAL)**		150	300	300	55	133	140	223	(256)
	Clean-Up Day	150								
303	**Engineering Fees**		-	-	-	63	180	-	21	
305	**Technology**		-	-	-	39	17	2	13	
351	**Legal Notices**		-	-	-	-	1	-	-	-
361	**General Liability Insurance**		62	142	31	141	30	29	28	35
	Property/Liability/Volunteer Insurance	62								
400	**Ground Maintenance**		3,500	3,500	36,000	20,351	7	-	-	-
	Compost screening	3,500								
	Estimated Cost of ReOpening Site	-								
417	**Uniform Rentals**		17	17	17	14	19	19	14	14
	Allowance	17								
TOTAL BUDGET/EXPENDITURES			**$ 18,377**	**$ 18,649**	**$ 43,627**	**$ 32,983**	**$ 6,426**	**$ 6,714**	**$ 6,468**	**$ 6,288**

Fire-42280

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
300	Professional Srvs (GENERAL)					0	0	23639.38		
390	Public Safety Expense		233,593	233,593	196,479	203,125	180,256	163,983	151,688	142,376
401	Maint & Repairs - Bldgs					-	-	75		
TOTAL BUDGET/EXPENDITURES			$ 233,593	$ 233,593	$ 196,479	$ 203,125	$ 180,256	$ 187,697	$ 151,688	$ 142,376

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 127,314	$ 129,662	$ 118,855	$ 113,687	$ 116,845	$ 104,324	$ 93,219	$ 89,215
	PSD (18.6%) & 5 Main Techs (21.5%)	80,840								
	1 Main Tech (50%)	27,796								
	Utility Billing Clerk (45%)	18,579								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		10,000	10,000	10,000	10,814	10,764	11,321	9,910	8,195
103	**Health Stipend (HRA)**		-	-	-	-	-	97	20	-
108	**Wages & Salaries Admin**		35,926	34,448	34,256	29,430	29,362	33,975	27,733	25,585
	Receptionist/Data Entry/Utility Clerk (25%)	11,354								
	Administrator, Finance Director, City Clerk, Accounting Clerk (6.8%)	23,134								
	Administrative Data Clerk (6.8%)	1,439								
112	**Contracted Services**		15,250	15,250	10,250	2,017	2,096	6,868	16,071	20,683
	Cummins NPower Annual Svc Agreement	2,000								
	Watermain Breaks	7,000								
	Misc Leak/Curb Stop Repairs	6,000								
	Code Updates	250								
120	**Employer Contrib Ret General**		21,000	21,211	19,514	19,336	18,514	17,397	14,577	13,716
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,665								
128	**Employer Contrib Ret Admin**		5,462	5,238	5,190	4,270	4,350	4,247	4,004	3,679
	PERA 7.5%									
	FICA/Medicare - 7.65%	248								
129	**Pension Expense (GASB 68)**		1,200	1,200		4,069	1,173			
130	**Employer Paid Ins General**		37,683	34,803	34,429	31,555	28,546	26,720	20,578	29,934
138	**Employer Paid Ins Admin**		9,825	8,341	6,962	6,781	6,188	11,895	8,234	6,290
142	**Unemployment Comp Benefit**		-	-	-	17	-	-	-	-
151	**Worker's Comp Benefit**		5,141	5,212	6,822	5,282	6,922	6,593	6,037	4,357
208	**Training and Instruction**		2,800	2,500	2,500	2,751	3,227	1,948	649	2,585
	Registration/Lodging/Meals Expense	2,514								
	Mileage Allowance - $350/mth - Lorsung %	286								

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
211	**S/W Billing Supplies**		1,788	1,788	1,788	1,210	1,596	3,520	1,495	57
	Post Card Paper	788								
	Printer Toner	270								
	Window Envelopes	280								
	Misc Supplies	450								
212	**Motor Fuels**		3,110	4,110	4,000	1,693	1,731	3,881	3,554	3,031
	20% from Financial Administration	110								
	Maintenance Fuel	3,000								
220	**General Supplies**		9,000	9,000	9,000	10,123	7,474	8,923	7,198	6,662
221	**Chemicals**		32,000	32,000	32,000	30,969	13,988	30,128	27,217	21,764
	Water Treatment Chemicals	32,000								
232	**Water Meters**		15,000	25,318	10,000	23,168	13,486	16,339	1,694	(1,581)
240	**Small Tools and Minor Equip**		2,000	1,000	1,000	1,548	(19)	775	1,120	10
	Portable Radio (2) (25% Storm, Sts, Water, Sewer)	1,000								
300	**Professional Srvs (GENERAL)**		4,200	5,243	5,243	1,431	1,749	1,148	1,993	2,005
	City Attorney	2,000								
	Safety Training	950								
	CDL Drug Testing	500								
	Northland Securities Cont Disc Report	750								
301	**Auditing and Acctg Services**		2,885	3,230	3,089	15,567	3,279	2,083	2,446	3,379
	10% from Financial Administration	2,885								
	2015 Rate Study (45%)	-								
303	**Engineering Fees**		24,000	24,000	24,000	6,164	28,117	11,636	31,650	20,781

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
305	**Technology**		4,361	3,960	2,280	3,434	2,317	2,586	2,122	
	Civic System support (11.48%)	1,396								
	IT Solutions (10%)	2,630								
	PSN Annual Sec Compliance & Monthly eBill (35%)	241								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		4,296	3,360	3,360	3,997	3,189	3,003	2,502	2,258
	PW Cell Phones (1/3)	2,400								
	PW wifi hotspot	600								
	Century Link Services	1,296								
322	**Postage**		4,501	4,411	4,501	2,396	3,991	1,947	1,184	-
	PO Box Fee (45%)	45								
	Monthly Statement Mailing (45%)	3,213								
	Pre-Stamped Window Envelopes (45%)	1,103								
	Annual Mailing Fee (45%)	90								
	Water Samples	50								
351	**Legal Notices Publishing**		200	200	-	548	167	252	169	150
361	**General Liability Insurance**		16,953	16,507	19,365	16,311	18,625	18,033	16,944	20,373
	Property/Liability/Volunteer Insurance	16,953								
380	**Utilities**		46,030	48,313	48,313	41,042	43,344	47,428	44,203	43,529
	Connexus	38,093								
	Centerpoint	7,024								
	City of Isanti - Storm Water Utility	913								
400	**Ground Maintenance**		8,000	12,500	17,500	977	7,766	13,936	6,828	18
401	**Maint & Repairs - Bldgs**		4,850	2,000	2,000	2,976	2,378	4,372	2,491	24
	Rekeying W facilities	500								
	Mech Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Water tower door security	1,150								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
404	**Repairs/Maint Machinery/Equip**		10,000	10,000	10,000	5,744	12,556	9,830	6,900	772
405	**Depreciation (GENERAL)**		370,500	370,500	352,210	378,946	370,245	358,817	357,343	341,726
415	**Other Equipment Rentals**		-	500	500	-	-	-	-	-
417	**Uniform Rentals**		1,294	1,294	1,294	1,089	1,323	1,172	1,135	1,082
	Cleaning ($75 per mth)	900								
	Allowance	394								
433	**Dues and Subscriptions**		3,745	3,720	3,690	3,667	3,175	3,218	1,307	4,358
	Gopher State One-Call Locates	1,240								
	American Water Works Assocation (AWWA)	180								
	WTF Hazardous Chemical	25								
	Well Monitoring Permits	300								
	Annual Water Use Report	1,700								
	MN Rurual Water Assn (50%)	125								
	TCALMC (25%)	75								
	APWA (25%)	100								
437	**Other Miscellaneous**		350	325	325	446	322	292	266	2,451
	Railroad Mgmt Pipeline	350								
438	**Bank Charges**					5	35	5		
492	**Testing-Waste/Water**		2,500	1,500	1,500	1,776	1,009	431	655	743
494	**Property Management**		800	800	-	-	823	745	397	-
500	**Capital Outlay (GENERAL)**		19,230	47,826	13,809	2,992	60	-	-	303
	PPA-SL1000 Sample Analyzer	3,100								
	Fluoride Ion Analyzer	2,600								
	Shop Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Truck with plow (25% PRC, Sts, Water, Sewer)	12,250								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
530	**Improvements Other Than Bldg**		-	-	-	-	-	-	-	-
535	**2011 Water Impr Projects**		-	-	-	-	-	-	-	-
536	**2011 Water Meters**		-	-	-	-	-	-	-	-

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	BOND PAYMENTS									
	2005A GO Improv Bonds (2013A)									
22510	**Principal (45%)**		-	-	-	-	261,000	258,750	(205,023)	234,000
611	**Interest (45%)**		-	-	-	-	1,436	2,600	17,026	34,754
	2007 MFPA									
22530	**Principal**		52,000	51,000	49,000	49,000	48,000	47,000	46,000	44,000
611	**Interest**		13,676	15,017	16,306	16,306	17,568	18,805	20,014	21,172
	2009 MFPA									
22530	**Principal**		249,000	242,000	235,000	235,000	228,000	221,000	215,000	208,000
611	**Interest**		97,315	104,677	111,826	111,826	118,761	125,484	132,025	138,352
	2008B GO Water Rev Bonds (2013A)									
22530	**Principal**		30,000	35,000	25,000	425,000	25,000	20,000	20,000	20,000
611	**Interest**		7,640	7,990	20,700	20,700	29,753	22,613	23,263	23,913
	2010A GO Utility Rev Bonds									
22530	**Principal**		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
611	**Interest**		5,520	6,120	6,620	6,620	7,120	7,520	7,920	8,320
	2011 MPFA									
22530	**Principal**		32,000	32,000	32,000	32,000	31,000	31,000	30,125	17,920
611	**Interest**		7,696	8,186	8,677	8,677	9,152	9,627	9,867	5,481
	2013A GO Refunding									
22530	**Principal**					-				
611	**Interest**					7,990				
611	**Interest Accrual Adjustment**		-	-	-	(4,742)	(3,140)	4,977	(4,008)	(1,255)
620	**Fiscal Agent Fees (2010A)**		190	190	190	684	189	190	163	164
621	**Bond Discount**		-	-	-	-	-	-	27,382	
630	**Amortization of Bond Discount**		-	-	-	-	-	-		-
700	**Operating Transfers**		4,333	4,333	4,333	4,333	4,377	4,398		-
	GO Improv Bond 2011 A - Fund 930	4,333								
	TOTAL BUDGET/EXPENDITURES		**$ 1,382,564**	**$ 1,427,783**	**$ 1,349,195**	**$ 1,721,623**	**$ 1,568,926**	**$ 1,563,849**	**$ 1,083,599**	**$ 1,452,953**

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	REVENUES									
	Water Sales		$ 1,045,835	$ 906,923	$ 906,923	$ 980,455	$ 916,942	$ 906,923	$ 918,563	$ 969,146
	Water Connection Fees (WAC)		36,770	55,155	55,155	299,161	165,093	145,853	(7,314)	72,348
	Miscellaneous		30,000	-	-	16,108	9,762	14,462	11,646	9,885
	Contributions		-	-	-	-	-	-	-	3,859
	Special Assessments		-	-	-	-	(1,619)	864	1,119	1,371
	Interest Income		16,800	24,864	24,864	23,088	22,987	47,238	(3,613)	30,966
13300	Deer Haven Improv - Principal Only 10 Years Beginning 2012 thru 2021		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
13300	2013 RR Ave & Walk Improv end 2015		-	-	-	-	14,352	29,221	-	-
	TOTAL REVENUES		$ 1,130,995	$ 988,532	$ 988,532	$ 1,320,401	$ 1,129,106	$ 1,146,151	$ 921,991	$ 1,089,165
	PROFIT(LOSS)		$ 149,071	$ (13,015)	$ 12,556	$ 361,181	$ 157,298	$ 149,241	$ (37,096)	$ 178,845
	CASH FLOW		$ 118,931	$ (68,751)	$ (8,453)	$ (22,275)	$ (69,575)	$ (58,881)	$ 195,734	$ (22,062)

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 158,835	$ 159,782	$ 147,860	$ 144,651	$ 145,336	$ 130,764	$ 119,814	$ 115,323
	PSD (25.8%) & 5 Main Techs (29.9%)	112,361								
	1 Main Tech (50%)	27,796								
	Utility Billing Clerk (45%)	18,579								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		10,000	10,000	10,000	11,130	9,901	9,881	9,612	6,990
103	**Health Stipend (HRA)**		-	-	-	-	-	117	22	-
108	**Wages & Salaries Admin**		43,876	42,072	42,009	36,652	35,637	41,605	33,738	31,188
	Receptionist/Data Entry/Utility Clerk (25%)	11,354								
	Administrator, Finance Director, City Clerk, Accounting Clerk (9%)	30,619								
	Administrative Data Clerk (9%)	1,904								
112	**Contracted Services**		5,750	4,750	4,750	3,600	9,088	8,141	16,997	20,872
	Cummins NPower Annual Svc Agreement	3,000								
	Code Updates	250								
	WWTP Meter Calibrations	1,000								
	Sewer Repair Services	1,500								
120	**Employer Contrib Ret General**		25,801	25,798	23,909	24,032	22,538	21,170	18,330	17,268
	PERA 7.5%									
	FICA/Medicare - 7.65%	3,002								
128	**Employer Contrib Ret Admin**		6,647	6,399	6,364	5,195	5,283	5,171	4,871	4,484
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
129	**Pension Expense (GASB 68)**		1,500	1,500		7,933	1,481			
130	**Employer Paid Ins General**		47,103	43,106	42,497	38,788	34,633	33,173	25,257	38,084
138	**Employer Paid Ins Admin**		11,233	9,480	7,634	7,548	6,758	12,770	9,207	7,161
142	**Unemployment Comp Benefit**		-	-	-	23	-	-	-	-
151	**Worker's Comp Benefit**		6,963	7,190	9,371	7,711	9,965	9,115	8,238	4,813

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		3,800	3,500	3,500	3,979	2,654	2,069	3,927	1,465
	Registration/Lodging/Meals Expense	3,422								
	Mileage Allowance - $350/mth - Lorsung 9%	378								
211	**S/W Billing Services**		1,788	1,788	1,788	1,210	1,596	3,520	1,578	18
	Post Card Paper	788								
	Printer Toner	270								
	Window Envelopes	280								
	Misc Supplies	450								
212	**Motor Fuels**		3,110	4,110	4,000	1,688	1,561	3,493	3,339	2,730
	20% from Financial Administration	110								
	Maintenance Fuel	3,000								
220	**General Supplies**		7,500	10,000	10,000	5,934	6,863	5,400	7,465	6,434
221	**Chemicals**		100,000	100,000	100,000	88,589	77,717	24,776	119,839	105,983
240	**Small Tools and Minor Equip**		2,000	1,000	1,000	870	607	704	899	75
	Portable Radio (2) (25% Storm, Sts, Water, Sewer)	1000								
260	**Hauling**		-	-	-	-	-	-	-	-
300	**Professional Srvs (GENERAL)**		2,243	3,243	3,243	1,018	1,764	1,032	1,310	1,182
	Safety Training	743								
	Northland Securities Cont Disc Report	500								
	City Attorney	1,000								
301	**Auditing and Acctg Services**		2,885	3,230	3,089	14,072	3,279	2,083	2,446	3,653
	10% from Financial Administration	2,885								
	2015 Rate Study (45%)	-								
303	**Engineering Fees**		4,000	4,000	4,000	2,819	2,262	10,185	1,186	-

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
305	**Technology**		4,427	2,842	1,940	3,004	2,180	2,290	2,261	
	Civic Systems support (12.12%)	1,462								
	IT Solutions (10%)	2,630								
	PSN Annual Sec Compliance & Monthly eBill (35%)	241								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		3,360	3,240	3,240	3,066	3,024	3,626	3,097	2,903
	PW Cell Phones (1/3)	2,400								
	PW wifi hotspot	600								
	Century Link Services	360								
322	**Postage**		4,501	4,501	4,501	2,396	3,991	1,947	1,159	-
	PO Box Fee (45%)	45								
	Monthly Statement Mailing (45%)	3,213								
	Pre-Stamped Window Envelopes (45%)	1,103								
	Annual Mailing Fee (45%)	90								
	Miscellaneous Postage	50								
351	**Legal Notices Publishing**		200	100	-	290	62	304	27	-
361	**General Liability Insurance**		17,262	17,405	20,093	17,197	19,321	18,975	21,086	18,412
	Property/Liability/Volunteer Insurance	17,262								
380	**Utilities**		86,025	92,210	92,210	76,691	83,875	87,041	89,519	86,320
	Connexus	74,910								
	Centerpoint	8,030								
	Lakes Gas	2,075								
	City of Isanti - Storm Water Utility	1,010								

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
400	**Ground Maintenance**		1,000	1,500	1,500	-	214	1,104	-	2,498
401	**Maint & Repairs - Bldgs**		11,700	10,200	10,200	1,181	3,159	3,536	52,843	5,372
	Rekeying W facilities	500								
	Mech Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
404	**Repairs/Maint Machinery/Equip**		20,000	20,000	20,000	17,972	18,149	20,445	8,214	19,179
405	**Depreciation (GENERAL)**		461,000	461,000	421,317	477,425	460,958	449,077	457,792	451,332
410	**Rentals**		-	-	-	-	35	5,132	-	462
415	**Other Equipment Rentals**		-	-	500	-	-	-	-	-
417	**Uniform Rentals**		1,560	1,399	1,399	1,481	1,698	1,548	1,466	1,473
	Cleaning ($75 per mth)	960								
	Allowance	600								
433	**Dues and Subscriptions**		1,850	1,825	1,795	2,977	1,675	1,643	1,550	563
	WWTF Hazardous Chemical	25								
	WWTP Annual Permit Fee	1,500								
	MN Rurual Water Assn (50%)	125								
	MWOA	25								
	TCALMC (25%)	75								
	APWA (25%)	100								
437	**Other Miscellaneous**		-	-	-	-	46	-	-	-
438	**Bank Charges**		-	-	-	-	-	-	-	-
492	**Testing-Waste/Water**		8,000	10,000	10,000	4,862	5,535	7,935	5,354	4,873
494	**Property Management**		800	800	-	-	857	776	414	-
500	**Capital Outlay (GENERAL)**		131,744	35,826	1,009	2,992	60	-	-	303
	Replace double disc pump valves	8,514								
	Clarifier rehab	100,000								
	Truck with plow (25% PRC, Sts, Water, Sewer)	12,250								
	Repair backwash filter pump	10,000								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
530	**Improvements Other Than Bldg**		-	-	-	-	(1)	-	-	-

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	BOND PAYMENTS									
	1997 MFPA									
22530	**Principal**		-	261,862	255,661	255,661	249,068	242,644	236,386	230,290
611	**Interest**		-	5,173	11,941	11,941	18,534	24,958	31,216	37,312
	2005A GO Improv Bonds (2013A)									
22510	**Principal (55%)**		-	-	-	-	319,000	316,250	304,698	286,000
611	**Interest (55%)**		-	-	-	-	1,755	3,178	12,671	42,477
	2009A GO Crossover Refund Bonds									
22530	**Principal**		55,000	55,000	50,000	50,000	50,000	50,000	50,000	50,000
611	**Interest**		3,850	5,555	7,005	7,005	8,355	9,605	10,730	11,730
	2010A GO Utility Rev Bonds									
22530	**Principal**		35,000	35,000	30,000	30,000	30,000	30,000	30,000	30,000
611	**Interest**		8,945	9,995	10,745	10,745	11,495	12,095	12,695	13,295
	2014B GO Bonds									
22530	**Principal**		100,000	95,000	90,000	90,000	-	-	-	-
611	**Interest**		14,568	15,375	15,933	15,933	13,465	-	-	-
	2016A GO Bonds									
22530	**Principal**		65,000	-	-	-	-	-	-	-
611	**Interest**		50,500	50,500	-	19,078	13,465	-	-	-
22530	***PFA Loan Forgiven***		173,893	173,893	173,893	173,893	173,893	173,893	173,893	173,893
611	**Interest Accrual Adjustment**		-	-	-	1,747	(1,159)	(2,400)	(4,657)	(2,986)
620	**Fiscal Agent Fees (2009A/2010A)**		575	575	575	-	504	19,621	510	470
621	**Bond Discount**		-	-	-	71,498	-	9,391	21,448	
630	**Amortization of Bond Discount**		-	-	-	(3,009)	-	-	-	-
700	**Operating Transfers**		34,668	34,668	34,668	34,668	35,013	35,185	-	-
	GO Improv Bond 2011 A - Fund 930	34,668								
	TOTAL BUDGET/EXPENDITURES		**1,740,462**	**1,846,391**	**1,695,136**	**1,788,135**	**1,907,148**	**1,854,967**	**1,912,444**	**1,833,891**

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	REVENUES									
	Sewer Sales		$ 1,379,000	$ 1,379,000	$ 1,341,517	$ 1,398,803	$ 1,375,982	$ 1,341,517	$ 1,321,607	$ 1,291,380
	Sewer Connection Fees (SAC)		64,590	64,590	64,590	361,336	193,703	166,673	(8,570)	84,732
	Miscellaneous		8,000	-	-	8,209	2,703	6,623	6,155	6,827
	Special Assessments		-	-	-	-	(1,520)	1,659	2,179	2,696
	Contributions		-	-	-	-	-	-	-	33,205
	Interest Income		30,000	16,029	16,029	37,140	27,370	28,086	(2,849)	15,567
	Loan Forgiveness		173,893	173,893	173,893	173,893	173,893	173,893	173,893	173,893
13300	Municipal Building - Principal Only 2010-2015		-	-	-	-	49,252	49,255	49,255	49,255
13300	Deer Haven Improv - Principal Only 2012-2021		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
13300	3rd Ave Improv - Principal 2010-2019		9,852	9,542	9,241	9,241	8,951	8,669	8,396	8,131
13300	2013 RR Ave & Walk Improv end 2015		-	-	-	-	14,352	29,221	-	-
36210	3rd Ave Improv - Interest 2010-2019		650	960	1,261	1,261	1,552	1,833	2,106	2,371
	TOTAL REVENUES		**$ 1,667,575**	**$ 1,645,604**	**$ 1,608,121**	**$ 1,991,473**	**$ 1,847,826**	**$ 1,809,019**	**$ 1,553,761**	**$ 1,669,647**
	PROFIT(LOSS)		**$ 411,308**	**$ 444,663**	**$ 502,717**	**$ 705,053**	**$ 688,553**	**$ 678,104**	**$ 377,054**	**$ 546,963**
	CASH FLOW		**$ 388,113**	**$ 260,213**	**$ 334,302**	**$ 677,754**	**$ 401,635**	**$ 403,129**	**$ 99,110**	**$ 287,088**

Storm-603-49500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 52,185	$ 36,193	$ 33,868	$ 33,787	$ 36,981	$ 32,912	$ -	$ -
	PSD (4.3%) & 5 Main Techs (5%)	18,776								
	MS4 Tech	14,967								
	PW Main Tech (25.0%)	14,213								
	Utility Billing Clerk (10%)	4,129								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		350	350	450	71	115	288	-	-
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
108	**Wages & Salaries Admin**		-	-	-	-	-	-	-	-
	Utility Billing Clerk (10%)									
112	**Contracted Services**		250	250	250	181	-	552	-	-
	Code Updates	250								
120	**Employer Contrib Ret General**		8,074	5,612	5,192	4,887	5,378	4,263	-	-
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,603								
128	**Employer Contrib Ret Admin**		-	-	-	-	-	-	-	-
	PERA 7.5%									
	FICA/Medicare - 7.65%									

Storm-603-49500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
129	Pension Expense (GASB 68)		5,000	5,000	-	(3,225)	5,409	-	-	-
130	Employer Paid Ins General		7,810	7,228	6,088	5,499	4,743	4,054	-	-
138	Employer Paid Ins Admin		-	-	-	-	-	1,138	-	-
151	Worker's Comp Benefit		853	891	35	38	44	30	-	-
208	Training and Instruction		1,000	500	500	958	1,043			
211	S/W Billing Supplies		397	397	397	269	355	787	-	-
	Post Card Paper	175								
	Printer Toner	60								
	Window Envelopes	62								
	Misc Supplies	100								
212	Motor Fuels		1,250	1,250	1,250	843	849	-	-	-
	Maintenance Fuel (5%)	1,250								
220	General Supplies		500	1,000	1,000	220	230	406	-	-
230	Salt/Sand/Sweepings		5,500	3,500	3,500	10,398	3,754	3,128	-	-
231	Street Maintenance					312				
240	Small Tools and Minor Equip		1,750	1,000	1,000	737	459	-	-	-
	Portable Radio (2) (25% Storm, Sts, Water, Sewer)	1,000								
300	Professional Srvs (GENERAL)		39,460	500	500	176	119	-	-	-
	City Attorney	250								
	Bolton & Menk MS4 Assistance	39,210								
301	Auditing and Acctg Services		2,885	3,230	3,089	11,379	3,279	2,083	-	-
	10% from Financial Administration	2,885								
	2015 Rate Study (10%)	-								

Storm-603-49500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
303	**Engineering Fees**		40,000	40,000	40,000	36,842	21,717	4,143	-	-
305	**Technology**		379	1,111	887	606	538	4,774	-	-
	Civic System support (2.18%)	274								
	PSN Annual Sec Compliance & Monthly eBill (10%)	69								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
322	**Postage**		989	989	989	533	887	445	-	-
	PO Box Fee (10%)	10								
	Monthly Statement Mailing (10%)	714								
	Pre-Stamped Window Envelopes (10%)	245								
	Annual Mailing Fee (10%)	20								
351	**Legal Notices Publishing**		250	500	500	48	283	41	-	-
361	**General Liability Insurance**		1,119	948	718	936	711	194	-	-
	Property/Liability/Volunteer Insurance	1,119								
380	**Utilities**		3,800	3,105	3,105	3,587	3,746	3,008	-	-
	City of Isanti - Storm Water Utility	3,800								
400	**Ground Maintenance**		15,000	40,000	20,000	7,740	-	145	-	-
	Rain Garden Incentive Program	5,000								
	Misc storm pond maintenance	10,000								
404	**Repairs/Maint Machinery/Equip**		6,200	8,000	8,000	2,650	2,902	5,265	-	-
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
	Mech Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								

Storm-603-49500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
405	Depreciation		20,500	20,500	8,808	36,991	20,409	5,872	-	-
410	Rentals		1,000	250	250	587	-	-	-	-
417	Uniform Rentals		250	350	350	203	217	170	-	-
	G&K Services ($6.14 per mth)	84								
	Allowance	166								
433	Dues & Subscriptions		1,015	915	915	-	400			
	MS4 Stormwater Permit	400								
	MCSC Membership	515								
	APWA (25%)	100								
437	Other Miscellaneous		-	-	-	-	188			
500	Capital Outlay (GENERAL)		111,480	15,293	1,009	2,992	59	-	-	-
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
	Storm Pond Maintenance Plan	110,500								
700	Operating Transfers		-	-	-	-	94,367	-	-	-
	TOTAL BUDGET/EXPENDITURES		$ 329,245	$ 198,863	$ 142,651	$ 160,244	$ 209,182	$ 73,699	$ -	$ -
	REVENUES									
	Storm Water Sales		$ 262,540	$ 262,540	$ 250,846	$ 266,632	$ 262,741	$ 240,275	$ -	$ -
	Other Sales		$ -	$ -	$ -	90,731.01	18,173.55	5,070.43	-	-
	Interest Income		250	250	250	(804)	(417)	(266)	-	-
	TOTAL REVENUES		$ 262,790	$ 262,790	$ 251,096	$ 356,559	$ 280,498	$ 245,080	$ -	$ -
	PROFIT(LOSS)		$ 45,025	$ 63,927	$ 108,444	$ 196,315	$ 71,315	$ 171,381	$ -	$ -
	CASH FLOW		$ (45,955)	$ 84,427	$ 117,253	$ 233,306	$ 91,724	$ 177,253		

Liquor-609-49750

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	Wages & Salaries		$ 171,771	$ 130,377	$ 127,370	$ 116,789	$ 116,093	$ 113,526	$ 114,763	$ 113,224
	Liquor Store Manager	74,210								
	Asst. Manager	43,258								
	Clerk II, Clerk III x2	53,103								
	Liquor Committee	1,200								
101	PT Salaries & Wages		36,029	47,229	46,303	60,873	48,601	41,706	41,258	38,985
102	FT Employees OT		-	-	-	179	48	129	-	-
103	Health Stipend (HRA)		-	-	-	-	-	98	130	-
105	Labor Credit - Work for Others		-	-	-	-	-	-	-	268
108	Wages & Salaries Admin		38,407	36,831	37,302	32,735	30,443	36,831	29,129	27,122
112	Contracted Services		-	-	-	3	-	-	102	-
120	Employer Contrib Ret General		31,392	26,817	26,221	26,674	23,853	22,559	21,950	21,219
	PERA 7.5%									
	FICA/Medicare - 7.65%									
128	Employer Contrib Ret Admin		5,819	5,608	5,651	4,484	4,539	4,480	4,217	3,901
	PERA 7.5%									
	FICA/Medicare - 7.65%									
129	Pension Expense (GASB 68)		550	550		15,883	581			
130	Employer Paid Ins General		60,209	34,143	34,196	31,284	31,481	32,345	33,731	36,465
138	Employer Paid Ins Admin		7,494	6,142	4,031	4,329	3,492	5,410	5,142	4,676
142	Unemployment Comp Benefit		-	-	-	93	83	993	13	-
151	Worker's Comp Benefit		7,182	9,658	8,005	8,595	8,130	7,322	6,245	4,016
200	Office Supplies (GENERAL)		6,000	7,000	7,000	4,771	5,690	7,825	6,272	6,043

Liquor-609-49750

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		2,700	2,700	2,710	1,622	1,109	1,730	1,854	1,354
	20% of City Car (from Finance)	110								
	Mileage Allowance - $350/mth - Lorsung 10%	420								
	MMBA Conference	600								
	MMBA Bootcamp	600								
	Alcohol Server Training	350								
	Food/Wine Pairing Training	200								
	Regional Meeting/Misc Training	420								
251	**Liquor for Resale**		600,459	567,318	539,407	585,813	553,481	526,250	505,569	475,924
252	**Beer for Resale**		1,042,697	1,013,139	1,004,176	1,017,266	988,429	979,684	965,745	963,314
253	**Wine for Resale**		169,135	151,658	143,699	165,010	147,959	140,194	141,266	127,189
257	**Ice for Resale**		8,592	8,292	7,437	8,383	8,090	7,255	6,894	7,558
259	**Other for Resale**		119,384	104,101	93,702	116,472	101,562	91,416	82,723	84,619
260	**Hauling**		7,904	7,294	7,317	7,712	7,116	7,139	6,743	6,686
300	**Professional Srvs (GENERAL)**		1,200	1,943	1,943	942	932	743	743	765
	Safety Training	960								
	Misc Attorney, Engineering, Etc.	240								
301	**Auditing and Acctg Services**		2,885	3,230	3,089	11,379	3,279	2,083	2,446	3,777
	10% from Financial Administration	2,885								
305	**Technology**		5,890	3,709	694	2,068	1,170	349	531	
	Civic System support (6.36%)	666								
	Battery backup for register	250								
	IT Solutions (10%)	2,630								
	Zabinski - Firewall, Software Updates	2,344								

Liquor-609-49750

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
320	**Communications (GENERAL)**		1,680	1,800	1,800	1,722	1,569	1,777	1,600	1,462
	CenturyLink	1,680								
322	**Postage**		-	-	-	-	-	-	-	-
340	**Advertising**		7,500	9,000	7,000	7,003	6,395	7,740	6,533	6,230
	Tastings	2,000								
351	**Legal Notices Publishing**		500	500	500	664	252	356	204	12
361	**General Liability Insurance**		3,954	3,818	4,735	3,773	4,553	4,446	4,622	5,484
	Property/Liability/Volunteer Insurance	3,954								
364	**Dram Shop**		2,914	2,715	2,881	2,649	2,619	2,619	3,710	3,396
	Insurance	2,914								
380	**Utilities**		13,300	12,520	13,776	12,905	13,319	13,955	12,877	12,361
	Connexus	12,000								
	Centerpoint	840								
	City of Isanti - Storm Water Utility	460								
400	**Ground Maintenance**		1,700	1,700	367	154	167	-	271	475
	Snow Removal Retainer	1,500								
	Outdoor Sprinkler System	200								
401	**Maint & Repairs - Bldgs**		4,988	4,976	4,976	15,937	1,395	2,091	2,927	2,449
	Disposal Service $41/Month	492								
	Window Washing Services $25/Month	300								
	Rug Service $33/Month	396								
	Floor Waxing 2x per Year	650								
	Misc Main & Repairs	3,150								
404	**Repairs/Maint Machinery/Equip**		3,550	3,550	3,550	2,485	933	3,393	1,797	2,267
	Logivision Dial Up Card - Every 3 yrs	400								
	Register Equipment Repairs Fee/Misc	1,650								
	Register Service	1,500								

Liquor-609-49750

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
405	Depreciation (GENERAL)		14,900	14,900	13,976	20,078	14,895	13,683	13,373	15,345
431	Over/Short		-	-	-	18	17	95	(95)	20
433	Dues and Subscriptions		2,010	1,992	1,894	1,870	1,905	1,788	1,630	1,740
	MMBA	1,700								
	Buyer's Card MOOFSL	20								
	Tobacco License	150								
	Other	140								
437	Other Miscellaneous		-	-	-	-	-	1	10,000	-
438	Bank Charges		31,000	28,000	27,000	30,545	28,146	27,345	25,713	24,732
443	Check Recovery Fee		-	-	-	-	-	-	-	-
490	Donations-Organizations		-	-	-	(273)	-	-	-	-
493	Alarm System		1,130	1,092	1,090	1,196	1,283	1,090	1,090	1,090
	Monitoring Service	1,130								
500	Capital Outlay (GENERAL)		-	-	-	-	30	-	-	1,466
	Caselle Clarity Modules	-								
501	Replacement Fund		-	-	-	-	-	-	-	-
520	Building Structures		-	-	-	-	-	-	-	-
720	Operating Transfers		350,000	350,000	330,360	330,360	300,000	200,000	150,000	150,000
TOTAL BUDGET/EXPENDITURES			**$ 2,764,824**	**$ 2,604,302**	**$ 2,514,157**	**$ 2,654,447**	**$ 2,463,639**	**$ 2,310,445**	**$ 2,213,720**	**$ 2,155,633**
REVENUES										
	Sales		$ 2,679,523	$ 2,537,815	$ 2,475,760	$ 2,614,169	$ 2,475,917	$ 2,415,375	$ 2,314,308	$ 2,268,932
	Interest Income		5,400	5,400	5,400	$ 5,041	$ 7,972	$ 14,087	$ (4,338)	$ 5,311
TOTAL REVENUES			**$ 2,684,923**	**$ 2,543,215**	**$ 2,481,160**	**$ 2,619,210**	**$ 2,483,889**	**$ 2,429,463**	**$ 2,309,970**	**$ 2,274,243**
PROFIT(LOSS)			**$ (79,901)**	**$ (61,087)**	**$ (32,997)**	**$ (35,237)**	**$ 20,251**	**$ 119,018**	**$ 96,250**	**$ 118,610**
CASH FLOW			**$ (65,001)**	**$ (46,187)**	**$ (19,021)**	**$ (15,159)**	**$ 35,146**	**$ 132,701**	**$ 109,623**	**$ 133,954**

Transfers

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
303	Engineering Fees		-	-	-	-	-	-	-	-
320	Communications (GENERAL)		-	-	-	-	-	-	-	-
380	Utilities		-	-	-	-	238	(881)	327	326
437	Other Miscellaneous		-	-	-	-	237	(511)	(789)	2,173
490	Donations-Organizations		-	-	-	-	-	-	-	-
604	TIF-Pay as You Go (101-49110-604)		1,231	9,920	10,399	10,399	10,877	11,630	12,349	12,948
612	Interest Expense		-	-	-	-	1,552	1,833	2,106	2,371
700	Transfers (GENERAL)		119,840	143,525	146,563	146,563	350,565	-	-	-
720	Operating Transfers		-	-	-	-	-	-	-	-
	Transfer to Water Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st Installment 2012)									
	Transfer to Sewer Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st Installment 2012)									
	Transfer to City Hall Fund		-	-	-	-	49,252	49,255	49,255	49,255
	(10 year loan - 1st Installment 2006)									
	Transfer to Sewer Fund - 3rd Avenue		9,525	10,502	10,502	10,502	10,502	10,502	10,502	10,502
	(10 year loan - 1st Installment 2010)									
	TOTAL BUDGET/EXPENDITURES		$ 133,776	$ 167,127	$ 170,644	$ 170,643	$ 426,403	$ 75,008	$ 76,930	$ 80,755
	- After Current Year Payment -									
	Balance of Loan from Sewer Fund - City Hall Project (0% Interest)		$ -	$ -	$ -	$ -	$ (49,252)	$ 49,252	$ 98,507	$ 147,762
	Balance of Loan from Sewer Fund - 3rd Avenue (3.25% Interest)		$ 6,714	$ 16,239	$ 26,741	$ 26,741	$ 37,243	$ 47,745	$ 56,415	$ 64,810
	Balance of Loan From Sewer/Water Fund - Deer Haven (0% Interest)		$ 9,536	$ 12,715	$ 15,895	$ 15,895	$ 19,075	$ 22,255	$ 25,434	$ 28,614

Capital Outlay and Replacement

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2015 Final Budget	2014 Original Budget	2013 Original Budget	2012 Original Budget
500	**Capital Outlay (GENERAL)**								
	41000-Capital Outlay		$ -	$ -	$ -	$ -	$ 13,000	$ -	$ -
	41110-City Council (Special Projects)		-	-	-	-	-	-	-
	41200-Elections		6,000	-	-	-	-	-	-
	41500-Administration		-	-	-	-	-	-	4,917
	41910-Planning/Zoning		2,472	7,412	3,000	-	-	-	1,639
	41941-Muni Bldg		3,500	3,500	-	-	-	-	-
	42000-Public Safety		-	-	-	-	-	-	-
	42110-Police		4,000	42,000	36,000	-	29,000	-	-
	42401-Building Inspection		-	20,000	19,000	-	-	-	-
	42402-Code Enforcement		-	-	10,000	-	-	-	-
	45186-Community Ctr		-	-	-	27,000	-	-	-
	46500-EDA		-	-	-	-	-	-	-
	43010-General Maint		-	-	-	-	-	-	-
	43100-Streets		21,730	21,834	13,900	257,000	375,000	130,000	410
	43160-Street Lighting		20,000	20,000	14,536	-	-	-	-
	43210-Sanitation/Waste		-	-	-	-	-	-	-
	45200-Park Mnt Equip and Structures		-	-	-	7,000	10,000	-	410
	45300-Parks, Rec, Culture		58,530	69,190	12,900	7,000	10,000	-	410
Total Capital Outlay			**$ 116,232**	**$ 183,936**	**$ 109,336**	**$ 298,000**	**$ 437,000**	**$ 130,000**	**$ 7,786**

Capital Outlay and Replacement

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2015 Final Budget	2014 Original Budget	2013 Original Budget	2012 Original Budget
501	**Replacement Fund**								
	Underfunded		$ -	$ -	$ -	$ -	$ -	$ -	$ -
	City Council Reserves (56738)		-	-	-	-	-	-	-
	Elections Reserve (56739)		-	-	-	-	-	-	-
	Admin Reserves (56740)		-	-	-	-	-	-	-
	Police Reserves (56741)		-	-	-	-	-	-	-
	Streets Reserves (56742)		-	-	-	150,000	-	-	-
	Maintenance Reserves (56743)		-	-	-	-	-	-	-
	Park Reserves (56744) (920-45300-501)		27,500	7,500	7,500	7,500	-	-	-
	Sanitation Reserves (56745)		-	-	-	-	-	-	-
	ICC Reserves (56746)		-	-	-	-	-	-	-
	Planning/Zoning Reserves (56748)		-	-	-	-	-	-	-
	Bldg Inspection Reserves (56749)		-	-	-	-	-	-	-
	Mun Bldg - Bldg Reserves (56750)		-	-	-	-	-	-	-
	Gen Maint - Bldg Reserves (56751)		-	-	-	-	-	-	-
	Park Structures Reserve (56752)		-	-	-	-	-	-	-
	Public Safety Impr Reserve (56753)		-	-	-	-	-	-	-
	Special Projects Reserves (56754)		-	-	-	-	-	-	-
	Reserve for Park Donations (56755)		-	-	-	-	-	-	-
	Reserve for Land Acquisition (56756)		-	-	-	-	-	-	-
	EDA Reserves (56757)		-	-	-	-	-	-	-
	Code Enforcement Reserves (56758)		-	-	-	-	-	-	-
	Total Reserve for Replacement		**$ 27,500**	**$ 7,500**	**$ 7,500**	**$ 157,500**	**$ -**	**$ -**	**$ -**

A Community For Generations.

Isanti

Request for City Council Action - MEMO

To: **Mayor Wimmer and Members of City Council**

From: **Sean M. Sullivan, Economic Development Director**

Date: September 5, 2017

Subject: **Consider Resolution 2017-XXX Authorizing Funding and Execution of the Municipal Advisory Service Agreement between the City of Isanti EDA and Northland Securities, Inc.**

Request:

Northland Securities, Inc is the City Financial Advisor for the City of Isanti. They have provided services regarding the potential issuance of an EDA Revenue Bond. Attached is the contract that the EDA must execute in order to continue exploring this financing option for the 60 Unit Best Western Plus Hotel project. The City Council of the City of Isanti must approve this expenditure by the EDA. The amount of the contract is not to exceed $16,800. This is an unbudgeted item.

City Council Action:

Consider Adoption for Resolution 2017-XXX Authorizing Funding and Execution of the Municipal Advisory Service Agreement between the City of Isanti EDA and Northland Securities, Inc.

Attachment:

- Resolution 2017-XXX Authorizing Funding and Execution of the Municipal Advisory Service Agreement between the City of Isanti EDA and Northland Securities, Inc.

RESOLUTION NO. 2017-XXX

RESOLUTION AUTHORIZING FUNDING AND EXECUTION OF THE MUNICIPAL ADVISORY SERVICE AGREEMENT BETWEEN THE CITY OF ISANTI EDA AND NORTHLAND SECURITIES, INC.

WHEREAS, the Northland Securities is the financial advisor for the City of Isanti, and

WHEREAS, the City of Isanti Economic Development Authority is considering the use of Revenue Bonds to provide Financing for the 60 unit hotel project within the Redevelopment Area and within Economic Development District No.1 in the city of Isanti;

WHEREAS, the City of Isanti must approve unbudgeted expenditures for the City if Isanti Economic Development Authority;

WHEREAS, the City of Isanti agrees that execution of the attached agreement is necessary to provide financing for the 60 unit Hotel project.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize:

1) The City of Isanti Economic Development Authority to enter into the attached Municipal Advisory Service Agreement (the "Agreement").
2) Funding in an amount not to exceed $16,800 for the services to be provided in the attached Agreement be allocated to the EDA and authorized for payment of services rendered by Northland Securities, Inc.

This resolution was duly adopted by the Isanti City Council this 5th day of September, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

MUNICIPAL ADVISORY SERVICE AGREEMENT
BY AND BETWEEN
THE ECONOMIC DEVELOPMENT AUTHORITY OF THE
THE CITY OF ISANTI, MINNESOTA
AND
NORTHLAND SECURITIES, INC.

This Agreement made and entered into by and between the Isanti Economic Development Authority (hereinafter "EDA") and Northland Securities, Inc., of Minneapolis, Minnesota (hereinafter "NSI").

WITNESSETH

WHEREAS, the EDA desires to have NSI provide it with advice on the structure, terms, timing and other matters related to the issuance of EDA Project Revenue Bonds for the construction of a hotel (the "Debt") serving in the role of municipal (financial) advisor, and

WHEREAS, NSI is a registered municipal advisor (registration # 866-00082-00), and

WHEREAS, the EDA and NSI are entering into this Agreement to define the municipal advisory relationship at the earliest opportunity related to the Debt, and

WHEREAS, NSI desires to furnish services to the EDA as hereinafter described,

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NSI

NSI shall provide the EDA with services necessary to analyze structure, set terms and close the Debt as follows:

1. Meet with EDA officials and others as directed to define the scope and the objectives for the Debt.
2. Analyze alternative debt structures and flow of funds.
3. Investigate and consider reasonably feasible financing alternatives.
4. Prepare materials needed to evaluate the material risks, potential benefits, structure and other characteristics of the recommended plan for the Debt, including issue structure, estimated debt service payments, projected revenues, method of issuance, bond rating, sale timing, and call provisions.
5. Coordinate with legal counsel any actions needed to authorize the issuance of the Debt.
6. Attend meetings with staff, EDA Board and City Council as needed and as requested.
7. Provide information to EDA in support of EDA negotiation with purchaser of the Debt.
8. Work with legal counsel to incorporate terms of the Debt into bond resolution, loan agreement, development and other related documents.
9. Assist legal counsel and EDA in closing the Debt.
10. Prepare final finance plan with payment schedule and summary of key terms.

COMPENSATION

For providing these services with respect to the Debt, NSI shall be paid a lump sum of $16,800. The fee due to NSI shall be payable by the EDA upon the closing of the Debt. It is expressly understood that there is no obligation on the part of the EDA under the terms of this Agreement to issue the Debt. If the Debt is not issued, NSI shall be paid on an hourly basis for services provided at the rate of $160/hour with the total amount not to exceed $16,800. NSI will provide the EDA with a statement of work performed as the basis for the compensation.

DISCLAIMER

The scope of this Agreement does not include any analysis of business plans or operating projections for the hotel project. In accepting this Agreement, the EDA acknowledges that it has not directed NSI to provide an opinion of the financial feasibility for the hotel project and accepts responsibility for any due diligence regarding the project and the developer.

SUCCESSORS OR ASSIGNS

The terms and provisions of this Agreement are binding upon and inure to the benefit of the EDA and NSI and their successors or assigns.

TERM OF THIS AGREEMENT

This Agreement may be terminated by thirty (30) days written notice by either the EDA or NSI and it shall terminate sixty (60) days following the closing date related to the issuance of the Debt.

Dated this 4th day of August, 2017.

Northland Securities, Inc.

By: _____

Thomas Bartzen, Executive Vice President

Isanti (Minnesota) Economic Development Authority

By: _____

Its: Board Chairman

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the City Council

FROM: Ryan Kernosky, Community Development Director

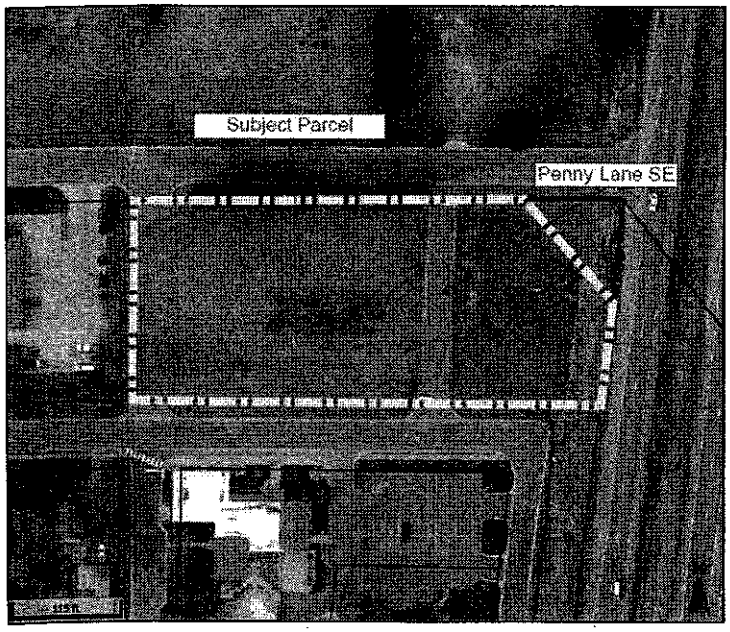
DATE: September 5, 2017

SUBJECT: Resolution 2017-XXX, A RESOLUTION INITIATING THE STREET VACATION FOR PENNY LANE SOUTHEAST, CITY OF ISANTI, MINNESOTA

Background

As you may be aware, the City is actively pursuing a hotel to be constructed on PID 160290101. The 1.91-acre parcel that the City has a development agreement on is split by Penny Lane Southeast.

Penny Ln SE is not a road within a City Right of Way nor any recorded easement. However, pursuant to Minnesota State Statute 160.05 Subdivision 1, any roadway that has been used and kept in repair and worked for six continuous years as a public highway is deemed dedicated to the public until lawfully vacated, as such, we are required to go through the street vacation process.



As part of the process to get the hotel built, the City will need to vacate Penny Lane Southeast. This is the first step to begin the street vacation process. **This is only a resolution to begin the street vacation process.** The City will need to publish two public hearing notices, and hold a public hearing before any formal vacation takes place (pursuant to MN State Stats. 412.851).

Staff Recommendation

Staff is recommending approval of the attached resolution.

ATTACHMENTS

- Resolution 2017-XXX, A RESOLUTION INITIATING THE STREET VACATION FOR PENNY LANE SOUTHEAST, CITY OF ISANTI, MINNESOTA

RESOLUTION 2017-XXX

A RESOLUTION INITIATING THE STREET VACATION FOR PENNY LANE SOUTHEAST, CITY OF ISANTI, MINNESOTA

WHEREAS, the City Council of the City of Isanti finds that Penny Lane Southeast, lying and being between the northerly right of way line of Broadway Street Southeast and the southerly right of way line of Main Street East, all within the city limits of the City of Isanti, has been used and kept in repair and worked for at least six continuous years as a public highway by the City of Isanti; and,

WHEREAS, Minnesota Statutes Section 160.05 Subdivision 1 provides that when any road or portion of a road has been used and kept in repair and worked for at least six consecutive years as a public highway by a road authority it shall be deemed dedicated to the public to the width of the actual use and be and remain, until lawfully vacated, a public highway whether it has ever been established as a public highway or not; and,

WHEREAS, the said Penny Lane Southeast has not been established of record as a public highway, but has been used and kept in repair and worked by the City of Isanti for more than six years as a public highway; and,

WHEREAS, the City of Isanti has entered into a purchase agreement for purchase by the City from Emerald Acres Investment LLC of certain real property identified as PID 160290101, said parcel legally described as:

> That part of the Northeast Quarter of the Southwest Quarter (NE ¼ of the SW ¼) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota described as follows, to-wit: Commencing at the intersection of the North right-of-way line of the public town road as presently existing and laid out, said road being the extension of Broadway Street in the Village of Isanti, Minnesota, with the West line of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼), said intersection being Thirty-three(33) feet North of the Southwest corner of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼), thence on an assumed bearing of South 89 degrees 59 minutes 27 seconds East, along said North right-of-way line of said road, and parallel to the South line of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼) a distance of 236.70 feet to the point of beginning of the property to be described; then continuing South 89 degrees 59 minutes 27 seconds East along said North right of way line a distance of 435.59 feet, more or less, to the West right-of-way line of Minnesota Trunk Highway No. 65, as presently existing and laid out, thence Northeasterly along said West right-of-way line of Highway No 65, with the South right-of-way line of the public road as presently existing and laid out, said road being the extension of Main Street in the Village of Isanti, Minnesota , and being described in that certain Highway Easement recorded in Book Q of Miscellaneous, Page 128-9, thence Westerly along said distance of 457.67 feet, more or less, to the intersection with a line bearing North 00 degrees 06 minutes 41 seconds East from said point of beginning; thence South 00 degrees 06 minutes 41 seconds West a distance of 193.82 feet, more or less, to said point of beginning, excepting therefrom the following described triangular piece of land adjoining and Westerly

of the Westerly boundary line of trunk Highway No. 65, Southerly of a line run parallel with and distant 33 feet South of the Center of the line of Main Street in the Village of Isanti extending Easterly to said Highway and Northeasterly of the following described line: Beginning at a point on the Westerly boundary line of said highway distant 100 feet Southerly of its intersection with the above described 33 food parallel line; thence run Northwesterly to a point on said 33 foot parallel line distant 100 feet West of said intersection.

Through and within which the entirety of Penny Lane Southeast is located; and,

WHEREAS, the City of Isanti intends to extend Richard Avenue Southeast by dedicating public right of way along the West property line from Broadway Street Southeast to Main Street East of PID 160290101, thereby eliminating any further need or purpose for Penny Lane Southeast.

NOW, THEREFORE, BE IT RESOLVED, that the City of Isanti hereby initiates the process for the lawful vacation of said Penny Lane Southeast as presently located, between its intersection with the northerly right of way line Broadway Street Southeast and its intersection with the southerly right of way line of Main Street East, all within the City of Isanti, Isanti County, Minnesota, pursuant to the provisions of Minnesota Statutes Section 412.851.

Approved by the City of Isanti City Council this 5th day of September 2017.

_____
George Wimmer, Mayor

ATTEST:

_____
Katie Brooks
City Clerk/ Human Resources

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: September 5, 2017

SUBJECT: Request from Brennan and Rebecca Cox for a Conditional Use Permit and Site Plan Review Application to operate a Hobby Farm and Retreat Center on the properties legally described in "Exhibit A"

Background

Brennan and Rebecca Cox (applicant) have submitted a Conditional Use Permit (CUP) and Site Plan Review Application to operate a Hobby Farm and Retreat Center on the properties legally described in "Exhibit A".

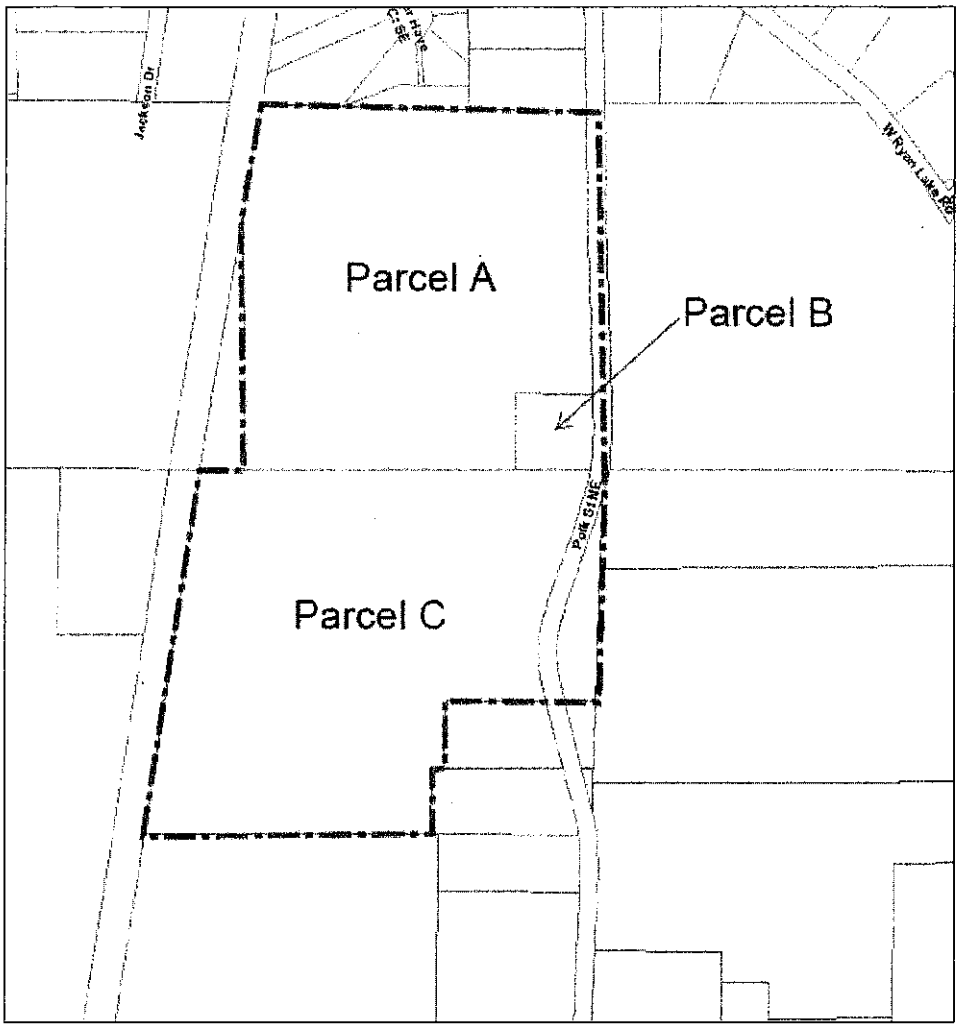
There are three properties being considered for the CUP and Site Plan Review. They are briefly described below:

Parcel A – PID 050313300, 34.9 acres in size, and on the North-side of the three properties. This parcel has an existing home and four sheds on the property. The proposed use would turn the property into a short-term transient rental also known as "The Nest."

Parcel B – PID 050313301, 5 acres in size, abuts Polk St NE and is in between Parcel A and Parcel C. There are no immediate plans for this parcel.

Parcel C – PID 010060505, 42 acres in size, and on the South-side of the three properties. This parcel has several existing sheds and the foundation for the proposed event center. This parcel would also include several future lodging options (cabins, car trains), recreational trails, and hobby farm activities.

A map is included on the next page to give you a visual representation of the parcels.



The City has been working with the applicant for quite some time on this project. Several steps have been taken to get this project going, those include:

- Annexation of Parcel C in December 2016
- Amending the City's Zoning Code in March 2017 (through Ordinance No. 672) to update the *Recreational Commercial* zoning classification to include Hobby Farms and Retreat Centers.
- Annexation of Parcels A & B in June 2017

Zoning Ordinance Requirements

Parcel A & B:

Zoning: Parcels A & B are zoned R-1 *Single-Family Residential.* Because they were recently annexed into the City (June 2017), and the resolution approving the resolution did not include a designated zoning classification, our code states that it is automatically zoned

R-1. The property will need to be rezoned from R-1 to RC, something City staff is currently working on and will be bringing to the September Planning Commission.

Parking: City code does not specifically reference a retreat or short-term transient parking in the off-street parking requirements. However, we do require "Motel/Hotels" to provide 1 space per sleeping unit, plus 1 additional space for every 10 sleeping units, and 1 space per employee on the peak shift. It would be appropriate to require that the applicant provide the minimum requirement for off-street parking described under the "Motel/Hotel" classification. This parking lot will also require handicap stalls in compliance with ADA requirements and the entire parking area will need to be surfaced.

The applicant has indicated that there are 5 bedrooms that can accommodate 10 individuals, therefore 6 (5 for the bedrooms, 1 for the staff) paved parking stalls are required and one handicap stall is required.

Site Plan Review: The site map includes a home that is approximately 180' from the Polk Street Right of Way, and 192' from the north property line. The property has four small sheds and one large out building on the property, and the principal structure. A concrete pad and walkway surrounds the principal structure, and is accessed by a gravel driveway. No official parking lot has been designated. The applicant is proposing to install a row of trees on the north property line.

This parcel, as mentioned above, has five accessory buildings. Per our code, commercial uses are permitted *up to* 30% of the principal structure, the <u>total</u> square footage for the accessory structures is roughly 3,599; the <u>total</u> square footage. The City's non-conforming section (section 19), states that *"Any non-conforming building or structure may be continued, including through repair, replacement, restoration, maintenance or improvement, but not expansion."* So, while the total accessory structure square footage far exceeds the 30% rule, because the buildings are existing and there are no plans to add any more, it is currently *Legal Non-Conforming.*

<u>Parcel C:</u>

Zoning: Parcel C is zoned RC. The purpose of the RC is to provide sufficient area for the development of indoor and outdoor recreational and cultural activities and facilities that preserve the natural character of the land while meeting the current and future recreational services demands of the community. Within the RC zoning classification, Hobby Farms and Retreat Centers are a *Conditional Use.*

The applicant has proposed to construct a two-story, 10,628 sq ft event facility that reflects the aesthetics of a barn. The proposed building would include a great hall, mezzanine, office, kitchen, restrooms, bar, a bridal suite, and bedrooms. The applicant has also proposed to construct recreational trails on the parcel C. The applicant has also indicated that there will be future additions to the property, included a gazebo, a home, cabins, train cars, and a hall. The property currently has a number of sheds and a horse barn.

The proposed trail system falls under the *retreat center* designation. However, the trail system does go from property within the City's jurisdiction onto property that falls under the Athens Township's jurisdiction. In discussing this with Athens Township, they may require a permit for the trail system on the property. This would be between the applicant and the Township, and not involve the City.

Parking: The applicant has proposed an approximately 44,000 sq ft gravel parking lot. Similar to the proposed use on Parcel A, this should be surfaced within a reasonable amount of time. Any handicap stalls will require immediate surfacing per ADA requirements. The City, as a condition, should have a timeline when the parking lot will be paved, and may want to require a letter of credit and escrow to be a part of the conditional use permit to ensure that this requirement is completed.

This use is best described as a "Dance Hall." Dance Halls require a minimum of one space per 200 sq ft of gross floor area. The proposed site plan has 104 parking stalls, which will require a minimum of five handicap parking stalls, the applicant has proposed five stalls.

It should be noted that the proposed overflow parking encroaches onto the adjacent property (which is also owned by the applicant). The adjacent property is not located within the City limits, and the discussions with the Athens Township indicate that parking is not permitted on the adjacent parcel. While the City does not have jurisdiction over this parcel, good planning indicates that we should be working with the surrounding communities to ensure that the City's land-uses do not impact the Township's land-uses. We will not count the overflow parking in the total required parking because of this, and will require as a condition, the applicant resubmit plans that do not include any parking on the adjacent parcel not within the City.

Site Plan Review: The overall site plan meets our required minimum zoning codes. Any future buildings should be brought back to the Planning Commission and the City Council as an amendment to the Conditional Use Permit and the Site Plan Review. This has been standard practice to ensure harmonious development as these large projects progress along.

As mentioned with Parcel A, the City has a 30% accessory square footage requirement on accessory structures. The existing accessory buildings on Parcel C total roughly 7,553 square feet in size. The proposed event barn is 10,628 square feet in size. Again, the 30% rule is far exceeded on this parcel. The applicant has indicated on the application that they intend to construct other buildings on this parcel (school/hall building, house, gazebo, train cars, cabins, etc.). As the applicant continues to build on this property, the City needs to ensure that the proposed 71% accessory floor area to principal floor area is not exceeded. Therefore, the applicant needs to either apply for and receive a variance, or remove accessory buildings to stay under that percentage.

Comprehensive Plan

The 2008 Comprehensive Plan identifies Parcels A & B has either Low Density Residential or Future Park/Open Space. Parcel C, however, does not have any specific future land use designation.

Recreational Commercial is defined as the following in the Comprehensive Plan: The intent of the Recreational Commercial designation is to include recreation and supporting businesses, such as hotel/conference facilities, water parks, athletic clubs, restaurants, golf courses and other forms of outdoor recreation. An additional intent of the Recreational Commercial is to promote high quality, large-scale recreational uses that preserve the natural character of woodlands, steep slopes, wetlands and other conditions that hinder development. Recreational Commercial developments are to be designed to fit within the topography and physical features of the site, and must have low profiles so as not to detract from their natural settings.

I believe this plan is consistent with the City's Comprehensive Plan.

Conditional Use Permit Requirements

Upon review of a Conditional Use Permit request, the Zoning Ordinance provides factors and standards that must be reviewed by the Planning Commission. Section 21, Article 2 Conditional Uses states:

D. The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:
   1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.
   2. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.
   3. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.
   4. The conditional use will not be injurious to the use and enjoyment of other property within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair property values within the neighborhood.
   5. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
   6. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.
   7. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.
   8. The conditional use complies with the general and specific performance standards as specified by within this Article.

Site Plan Review

Per Section 18, Subdivision 7 of the Zoning Ordinance, City staff and the City Council must consider the request's compliance with the following related to Site Plan Review:

A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.
B. Consistency with City Codes.
C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.
D. The amount and location of open space and landscaping.
E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.
F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.
G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council.

Certification of Taxes Paid

Prior to approving an application for a conditional use permit, certification must be provided to the City that there are not any delinquent property taxes, special assessments, penalties, interest, or outstanding municipal utility fees. City staff did verify with Isanti County all taxes associated with the property were current.

Township Comment

This project, as mentioned above, includes overflow parking and a recreational trail system onto an adjacent property that is part of the Athens Township. Good planning principals includes communication with abutting jurisdictions to ensure that land-uses are consistent. Athens Township has expressed concerns regarding the overflow parking and the trail system that would go from the property within the City's limits and the property in the Township's limits. The applicant will have to seek permission from the Township to install both the overflow parking and the trail system on the adjacent property.

The Township has also raised questions on whether or not Polk Street is suitable for such a large development. There are concerns that the number of cars would cause dangerous conditions for residents who use Polk Street.

Development and Operations Advisory Committee:

The Development Advisory Committee met on August 3rd, 2017 to discuss the Conditional Use Permit request and Site Plan Review. The committee recommended approval of the CUP and Site Plan.

Planning Commission

This item was part of the August 15th, 2017 City Planning Commission Agenda. A public hearing was conducted, and members of the community spoke on the item. The most prominent concern was regarding noise emitting from the property and the Township concerns about Polk Street, which are addressed above.

Motion by Lorinser, second by Collison to approve with Staff's recommended conditions. Approved unanimously.

Deadline for City Council Action

The City of Isanti received a complete application for a Conditional Use Permit and Site Plan Review on July 10, 2017. Pursuant to Minnesota State Statute, the City must act on this request by September 10, 2017 (60 days). The only exception to these deadlines provided would be if the City provides the petitioner with written reasons for an additional 60-day review period.

Attachments

- Exhibit A
- Resolution 2017-XXX, re: Cox CUP & SPR
- Engineering Memo Dated 7/26/2017
- Submitted Materials
- Ordinance No. 672
- Ordinance No. 661

EXHIBIT A

27868 Polk Street Northeast (PID 050313300)

The Southeast Quarter of the Southeast Quarter (SE 1/4) of SE 1/4) of Section Thirty-one (31), Township Thirty-five (35), Range Twenty-three (23), EXCEPTING THEREFROM the following described parcel: The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

PID 050313301

The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

PID 010060505

That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows:

Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,

Except the Northerly 243.75 of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: July 26, 2017

To: Ryan Kernosky, Community Development Director

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Cox Farms: Circle B Ranch Site Plan Review
City of Isanti, MN
Project No.: R13.113062

We have reviewed the Site Plan entitled "Cox Farm" received on July 17, 2017 with a signature date of 6/13/2017.

The site plan includes the construction of additional buildings, gravel and bituminous parking lots, and a drainage pond.

Also submitted were hydraulic calculations for the proposed pond, as well as a storm water pollution prevention plan.

We have reviewed the submitted documents and have the following comments:

Street/Parking Lot:

1. Submit turning movements for traffic flow through the parking area and identify how the parking lot will drain to the proposed pond.
2. Plan calls out 2.08% slope for handicap parking stalls. ADA requires maximum 2.0% in all directions.
3. Grading Note 1 on sheet 4 of 8 makes mention of proposed curb & gutter. Where is proposed curb & gutter on plan?
4. Submit spot elevations and surface grades for access road to Polk Street NE and parking lots.
5. Submit pavement section for proposed streets and parking lots.

Sidewalk:

6. Plan calls out 2.08% cross slope for sidewalks. ADA requires maximum 2.0% cross slope. Refer to MnDOT pedestrian curb ramp details. (Standard Plan 5-297.250)

Well Service:

7. Proposed Barn Area appears to be within 45' from existing well. MDH requires 50' separation.

Bolton & Menk is an equal opportunity employer.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

Storm Water / SWPPP:

8. Show all existing and proposed culvert information visibly on plan.
9. Include plan showing existing and proposed contours, wetland delineations, grading construction limits, drainage flow arrows, and identify how drainage reaches the proposed pond. Wetland delineations are needed to verify impacts to existing wetlands and determine necessary permit requirements.
10. Submit a soils map to show existing soil types within the construction limits.
11. Show locations of proposed BMPs and seeding limits on plan, including redundant BMPs for work near wetlands.
12. Include details for proposed BMPs.
13. Include a long-term maintenance plan for the proposed pond.
14. When working within 200-ft of a surface water, site must be stabilized within 24 hrs. 7 days when not within 200-ft of surface water.
15. Identify qualified personnel for design of SWPPP with certifications.
16. Review section 7, identify final stabilization. Include seed and mulch types.

Permits (To be completed prior to construction):

17. NPDES Construction Storm Water General Permit
18. Minnesota Department of Health Monitoring Well Permit
19. DNR Water Appropriations Permit – if planning to withdrawal more than 10,000 gal water per day or 1 million gal water per year.
20. Army Corps of Engineers Section 404 Permit – if filling existing wetland.

We recommend approval of the site plan once the above items are addressed.

Please contact me if you have any questions.

RESOLUTION 2017-XXX

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT (CUP) AND SITE PLAN REVIEW (SPR) FOR BEVERLY COX VANRUDEN, AND BRENNAN AND REBECCA COX TO OPERATE A RETREAT CENTER AND HOBBY FARM ON PROPERTY ID NUMBERS 050313300, 050313301, AND 010060505

WHEREAS, Beverly Cox VanRuden owns the property at 27868 Polk Street Northeast (PID 050313300), more legally described as:

> The Southeast Quarter of the Southeast Quarter (SE 1/4) of SE 1/4) of Section Thirty-one (31), Township Thirty-five (35), Range Twenty-three (23), EXCEPTING THEREFROM the following described parcel: The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

WHEREAS, Brennan and Rebecca Cox own PID 050313301, more legally described as:

> The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

WHEREAS, Brennan and Rebecca Cox also own PID 010060505, more legally described as:

> That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows:
>
> Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,
>
> Except the Northerly 243.75 of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet.

WHEREAS, PID 050313300 and PID 050313301 were annexed through Resolution 2017-118, and were not assigned a specific zoning district when they were annexed into the corporate limits of the City of Isanti; and,

WHEREAS, pursuant with Section 3, Subdivision 3, Paragraph B, PID 050313300 and PID 050313301 are designated within the "R-1" Single-Family Residential Zoning District; and,

WHEREAS, PID 050313300 and PID 050313301 will need to be rezoned from "R-1" Single-Family Residential to "RC" Recreational Commercial at a later date; and,

WHEREAS, PID 010060505 was annexed through Ordinance No. 661, and was designated as an "RC" Recreational Commercial Zoning District; and,

WHEREAS, *Retreat Center* and *Hobby Farms* are conditional uses within the "RC" Recreational Commercial Zoning Classification; and,

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the proposed Conditional Use Permit on August 15, 2017; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the proposed Conditional Use Permit subject to the conditions as listed below; and,

WHEREAS, the City of Isanti City Council reviewed the requested Conditional Use Permit and Site Plan Review at its regularly scheduled meeting on _____ _____, 2017; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusions related to the requested Conditional Use Permit and Site Plan Review adopted by the City Planning Commission on August 15th, 2017, and **BE IT FURTHER RESOLVED** that the request Conditional Use Permit and Site Plan Review for the proposed Hobby Farm and Retreat Center be here by approved with the following conditions:

1) PID 050313300 and PID 050313301 must be rezoned from "R-1" Single-Family Residential to "RC" Recreational Commercial.

2) Handicapped parking stalls and paths leading to entryways and exits must be surfaced with either asphalt, concrete, or other surface materials as approved by the American Disabilities Act prior to a certificate of occupancy being issued for PID 010060505.

3) Proposed parking lot on PID 010060505 must be surfaced within five years. The applicant must submit a letter of credit to the City to ensure the aforementioned condition is met within the five-year timeline, and must submit engineered plans to be reviewed and that comply with Section 17 of the Zoning Code.

4) Parking Stalls are to be installed on PID 050313300 and must comply with Section 17 of the Zoning Code. The applicant will be required to submit engineered plans for review prior to installing the aforementioned parking stalls.

5) The applicant must adhere to the City Engineer's comments from the memo dated July 26, 2017 and complete all proposed stormwater management controls prior to the Certificate of Occupancy being issued.

6) Exterior lighting must be downward directed, night-sky friendly, and may not spill over onto adjacent properties.

7) The property owner, and any subsequent property owners, are responsible for the installation and cost of roadway improvements, which may include turning lanes, on

Polk Street NE if deemed necessary by the City of Isanti. Said improvements must meet City engineering standards.

8) The foundation installed for the purposes of constructing the event barn needs to be inspected by the City Building Official to ensure proper installation prior to building permits being issued for future construction.

9) Resubmittal and approval shall be required for any future construction of buildings, train cars, decks, etc.. to ensure compliance with the City of Isanti Zoning Code and Building Codes.

10) All applicable permits and licenses must be obtained from the property authorities (Army Corps of Engineers, State of Minnesota, County of Isanti, City of Isanti).

Adopted by the City of Isanti City Council on the 5th day of September, 2017

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/ Human Resources

FINDINGS OF FACT AND CONCLUSION

Conditional Use Permit Amendment & Site Plan Review
Brennan and Rebecca Cox, 'Circle B Ranch' and 'The Nest'

August 15, 2017
Prepared by Ryan Kernosky, Community Development Director

Request

Request from Brennan and Rebecca Cox (applicant) for a Conditional Use Permit and Site Plan Review approval to construct a Retreat Center (as defined under Section 2 of the Isanti Zoning Code) at the properties legally described as:

> The Southeast Quarter of the Southeast Quarter (SE 1/4) of SE 1/4) of Section Thirty-one (31), Township Thirty-five (35), Range Twenty-three (23), EXCEPTING THEREFROM the following described parcel: The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

AND THE PROPERTIES LEGALLY DESCRIBED AS:

> The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

AND THE PROPERTIES LEGALLY DESCRIBED AS:

> That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows:
>
> Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,
>
> Except the Northerly 243.75 of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet.

Findings of Fact

1. The applicant is requesting for approval of a Conditional Use Permit and Site Plan Review for the properties legally described under 'Request'.

2. The properties are zoned "R-1" Single-Family Residential AND "RC" Recreational Commercial.

3. The applicant has submitted a Conditional Use Permit Application and Site Plan Review Application on June 15th, 2017. The received materials were deemed complete and paid on June July 10th, 2017.

4. A public hearing on the matter was scheduled before the City of Isanti Planning Commission on August 15, 2017 at 7:00 p.m. at City Hall within the City Council Chambers.

5. Notice of the Conditional Use Permit Amendment Application and approval of a Site Plan Review was published with the *Isanti County News* on August 2nd, 2017. Notices were sent to all properties owners located within 350 feet of the aforementioned legally described parcel.

6. Section 21, Article 2: Conditional Use Permits, Subdivision 3 (D) of the Zoning Ordinance establishes factors that the judgment of the Planning Commission shall be based upon when reviewing a Conditional Use Permit request as well as Section 21, Article 2: Conditional Use Permits, Subdivision 4 General Performance Standards of the Zoning Ordinance establishes additional general standards that shall be used to evaluate any proposed conditional use permit request. Furthermore, standards established in Section 18, Subdivision 7 regulate Site Plan/Building Appearance standards that shall be used to evaluate any proposed commercial and industrial buildings.

Conclusions

1. In review of the standards established in Section 21, Article 2 Conditional Use (D); the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

   The Planning Commission shall hold a public hearing and consider possible adverse effects of the proposed Conditional Use. The judgment of the Planning Commission shall be based upon, but is not limited to the following factors:

   A. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the goals and objectives of the Comprehensive Plan, including public facilities and capital improvement plans.

      The proposed uses for the site would be consistent with the goals and objectives of the comprehensive plan, as described in the Staff Memo dated August 15, 2017.

   B. The proposed action meets the purpose and intent of this Ordinance and the underlying zoning district.

      The proposed uses fit the intent of the ordinance and underlying zoning district ("RC" Recreational Commercial.

   C. The establishment, maintenance or operation of the conditional use will promote and enhance the general public welfare and will not be detrimental or endanger the public health, safety, morals, or comfort.

      The establishment of the conditional use does not appear to endanger the public health, safety, morals and comfort of the surrounding area or the community.

   D. The conditional use will not be injurious to the use and enjoyment of other properties within the immediate vicinity for the purposes already permitted; nor substantially diminish or impair properties values within the neighborhood.

      The conditional use does not appear to diminish or impair surrounding properties values.

E. The establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district.

The conditional use will not impede the normal and orderly development and improvement of surrounding properties for uses permitted in the district.

F. Adequate public facilities and services are available or can be reasonably provided to accommodate the use which is proposed.

Adequate public services are not currently available. However, could be provided if necessary.

G. The conditional use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

The requested conditional use permit appears to conform to the applicable regulations required for the district and the performance standards outlined within the zoning ordinance. Conditions will be placed on any approval to ensure that the properties are developed in accordance to ordinance requirements and the proposed plan provided by the applicant.

H. The conditional use complies with the general and specific performance standards as specified by within this Article.

These have been evaluated as part of the findings of fact; and can be found within this document.

2. In review of the standards established in Section 21, Article 2 Conditional Use, Subdivision 4 General Performance Standards; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

A. The use and the site in question shall be served by a street of sufficient capacity to accommodate the type and volume of traffic which would be generated an adequate public right-of-way shall be provided.

The site is serviced by a street that may not be of sufficient capacity. This concern has been expressed by the Athens Township. The applicant may be responsible for future public infrastructure improvements in the Right of Way if deemed necessary by the City of Isanti.

B. The site design for access and parking shall minimize internal as well as external traffic conflicts and shall be in compliance with Section 17 of this Ordinance.

Sufficient access points have been provided for this site. Parking needs to meet Section 17 of the ordinance (surfacing, and minimum required stalls for "The Nest").

C. If applicable, a pedestrian circulation system shall be clearly defined and appropriate provisions made to protect such areas from encroachment by parked or moving vehicles.

Proposed pedestrian circulation appears to be sufficient.

D. Adequate off-street parking and off-street loading shall be provided in compliance with Section 17 of this Ordinance.

Adequate off-street parking is provided on site. Parking needs to meet Section 17 of the ordinance (surfacing, and minimum required stalls for "The Nest").

E. Loading areas and drive-thru facilities shall be positioned so as to minimize internal site access problems and maneuvering conflicts, to avoid visual or noise impacts on any adjacent residential use or district, and provided in compliance with Section 17 of this Ordinance.

The proposed project does not include any drive-thru facilities

F. Whenever a non-residential use is adjacent to a residential use or district, a buffer area with screening and landscaping shall be provided in accordance with the provisions of Section 15 of this Ordinance.

The applicant has proposed a tree buffer along the North Property Line of PID 050313300.

G. General site screening and landscaping shall be provided in compliance with Section 15 of this Ordinance.

No additional landscaping is required.

H. All exterior lighting shall be directed so as not to cast glare toward or onto the public right-of-way or neighboring residential uses or districts, and shall be in compliance with Section 14 of this Ordinance.

No lighting plan has been submitted, however a condition of the permit will include restrictions on lighting.

I. The site drainage system shall be subject to the review and approval of the City Engineer.

Site drainage has been submitted and reviewed by the City Engineer. Applicant is working with Engineer to comply with requirements.

J. The architectural appearance and functional design of the building and site shall not be so dissimilar to the existing and potential buildings and area so as to cause a blighting influence. All sides of the principal and accessory structures are to have essentially the same or coordinated, harmonious exterior finish materials and treatment.

Under Section 10, Article 1, Subdivision 8: "The City Council may approve an alternative approach to meeting any of the design standards in this Section if an applicant demonstrates such modifications is necessary to respond to site conditions, will result in better integration of uses, or provide significant site amenities, buffers, and other elements to offset any potential harmful effect that could be caused by the use and will further the intent of this section." This section is met.

K. Provisions shall be made for daily litter control, an interior location for recycling and trash handling and storage or an outdoor, enclosed receptacle area shall be provided in compliance with Section 14 of this Ordinance.

Trash receptacles will be located on the properties.

L. All signs and informational or visual communication devices shall be in compliance with Section 16 of this Ordinance.

No formal signage has been submitted. Any proposed signage would require review and approval by the City staff to ensure compliance with the City Sign Code.

M. The use and site shall be in compliance with any federal, state, or county laws or regulations that are applicable and any related permits shall be obtained and documented to the City.

The property complies with other laws and regulations.

N. Any applicable business licenses mandated by City Code are approved and obtained.

A liquor license will need to be obtained for the Event Center.

O. The hours of operation may be restricted when there is judged to be an incompatibility with a residential use or district.

Not applicable.

P. The use complies with the applicable performance standards of the zoning district in which it is located and where applicable, any non-conformity shall be eliminated.

The use complies with the applicable performance standards as further outlined in Section 13 Use Regulations of this Ordinance.

Q. Additional Stipulations. All conditions pertaining to a specific site are subject to change when the City Council, upon investigation in relation to a formal request, finds that the general public health, safety, and welfare, can be served as well or better by modifying or expanding the conditions set forth herein.

3. In review of the standards established in Section 18, Subdivision 7 Site Plan/Building Appearance Standards; the following conclusions have been made (*conclusions to each requirement are shown in underlined italics)*:

A. Consistency with the elements and objectives of the City's development guides, including the comprehensive plan.

The proposed Site Plan/Building Appearance is consistent with the comprehensive plan.

B. Consistency with City Codes.
The proposed Site Plan/Building Appearance is consistent with City Codes, with the exceptions discussed in the Staff Memo dated August 15, 2017.

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

The purpose of the "RC" Recreational Commercial zoning district is to encourage site development that takes into consideration the natural state of the property. This project is very consistent with this standard.

D. The amount and location of open space and landscaping.

The proposed Site Plan/Building Appearance includes landscaping and open space that far exceeds minimums necessary.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

Vehicular and pedestrian circulation within the property appears to be sufficient. The applicant will have to submit an updated parking plan when the parking lot will become paved.

F. Protection of adjacent and neighboring properties through reasonable provision for surface water drainage, sound and sight buffers, preservation of views, light, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

The proposed Site Plan/Building Appearance was reviewed by the City Engineer, their comments should be included in the required conditions of this approval.

G. Consistency with the City's Engineering Design standards as adopted by Resolution of the City Council.

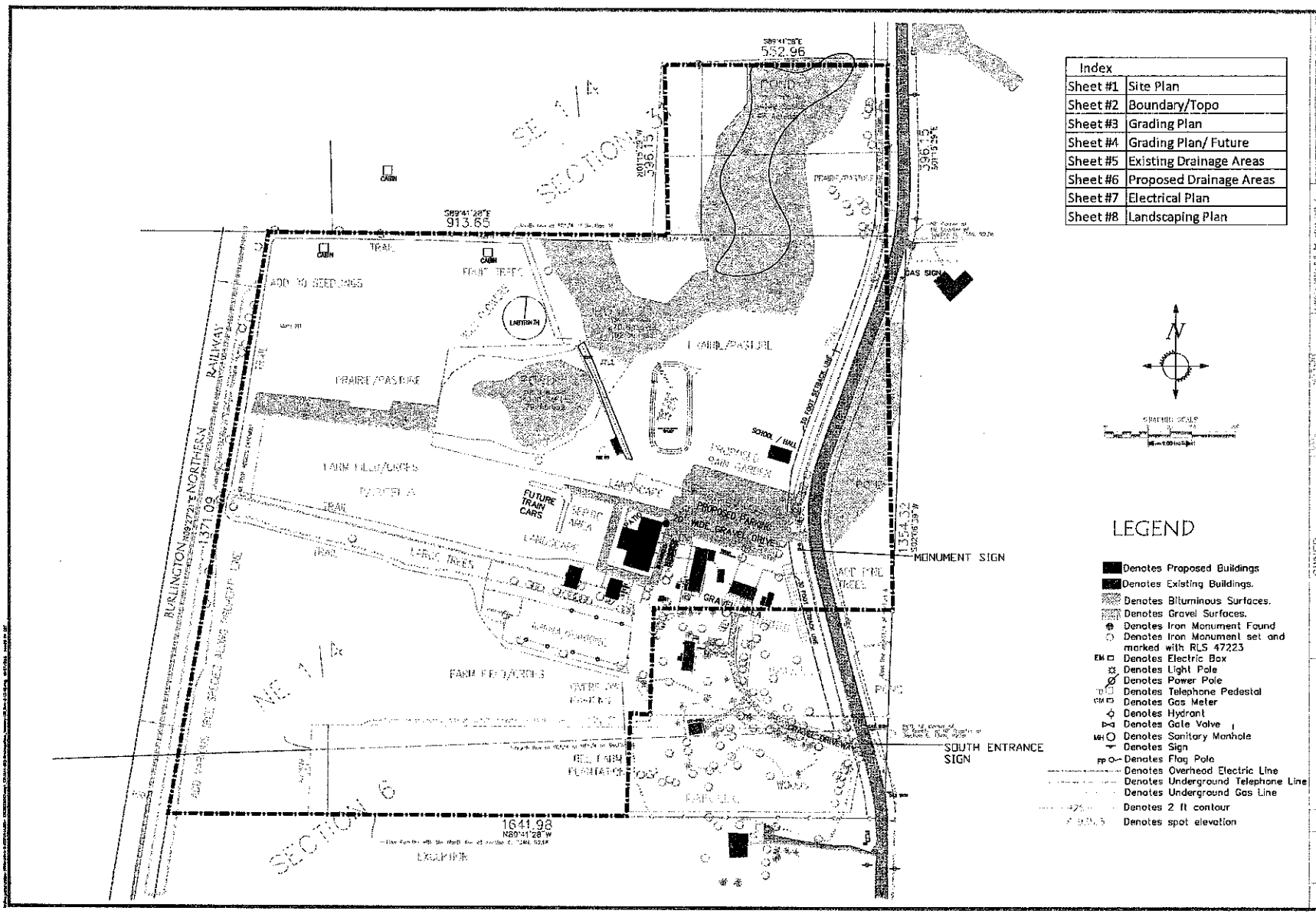
The proposed Site Plan/Building Appearance was reviewed by the City Engineer, their comments should be included in the required conditions of this approval.

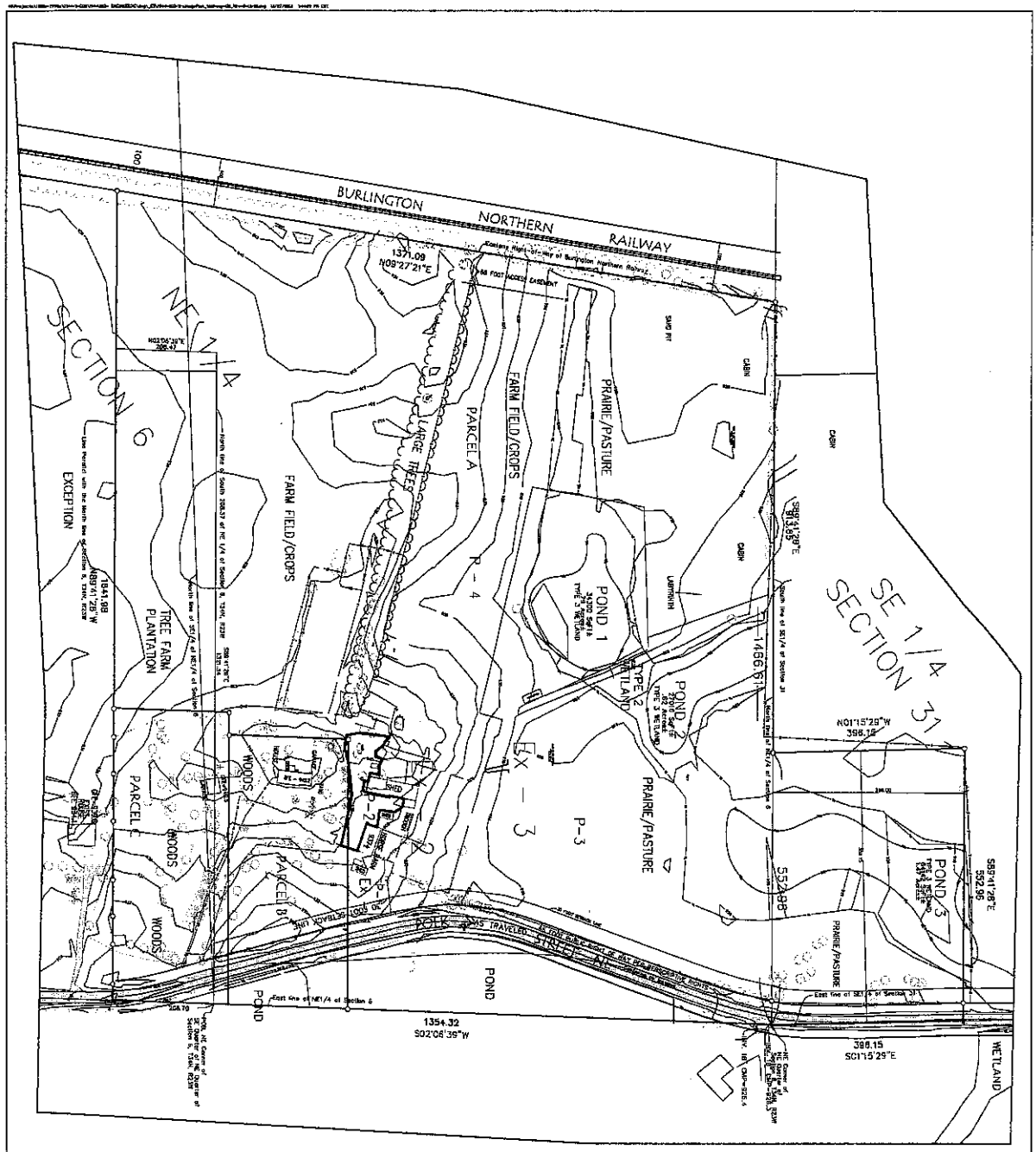
Decision

The Planning Commission reviewed the request in a public hearing on August 15, 2017. The meeting minutes, staff memo, and attachments shall be made part of the Findings of Fact and Conclusion.

Planning Commission Recommendation:

Motion by Lorinser, second by Collison to approve with Staff's recommended conditions. Carried unanimously.


Index
Sheet #1 Site Plan
Sheet #2 Boundary/Topo
Sheet #3 Grading Plan
Sheet #4 Grading Plan/ Future
Sheet #5 Existing Drainage Areas
Sheet #6 Proposed Drainage Areas
Sheet #7 Electrical Plan
Sheet #8 Landscaping Plan
LEGEND
Denotes Proposed Buildings
Denotes Existing Buildings.
Denotes Bituminous Surfaces.
Denotes Gravel Surfaces.
Denotes Iron Monument Found
Denotes Iron Monument set and marked with RLS 47223
Denotes Electric Box
Denotes Light Pole
Denotes Power Pole
Denotes Telephone Pedestal
Denotes Gas Meter
Denotes Hydrant
Denotes Gate Valve
Denotes Sanitary Manhole
Denotes Sign
Denotes Flag Pole
Denotes Overhead Electric Line
Denotes Underground Telephone Line
Denotes Underground Gas Line
Denotes 2 ft contour
Denotes spot elevation
MONUMENT SIGN
SOUTH ENTRANCE SIGN
GAS SIGN
BURLINGTON NORTHERN RAILWAY
SECTION 5
SECTION 6
552.96
913.65
1641.98
1354.32
396.15
1371.09
OWNER
BRENNAN COX
27498 POLK STREET
ISANTI, MN 55040
SITE PLAN
COX FARM
1 of 9



NOTES:
Bearings are based on the Isanti County coordinate system.
Bench mark: Top Nut of Hydrant at Sta 17+25, 34.20 feet Left, Railroad Avenue NE. Elev=855.24

GRAPHIC SCALE
1 inch = 100 ft.

LEGEND

	Boundary Line
	Existing Lot Line
	Existing Right of Way Line
	Existing Easement Line
	Existing Section Line
	Existing Quarter Section Line
	Existing Centerline
	Existing Meander Line
	Existing Ordinary High Water Level
	Existing Wetland Boundary
	Existing Contour Major
	Existing Contour Minor
	Existing Fence
	Existing Overhead Electric Line
	Existing Underground Electric Line
	Existing Underground Gas Line
	Existing Storm Sewer
	Existing Sanitary Sewer
	Existing Watermain
	Existing Underground Line
	Existing Culvert
	Existing Iron Monument Found
	Existing Iron Monument Set and Labeled
	Existing Electric Box
	Existing Utility Pole
	Existing Hydrant
	Existing Miscellaneous Feature
	Existing Tree
	Existing Deciduous Tree
	Existing Coniferous Tree
	Existing Shrub
	Existing Sanitary Manhole
	Existing Gate Valve
	Existing Hydrant
	Existing Water Valve
	Existing Well
	Existing Pop
	Existing Overhead Electric Line
	Existing Underground Electric Line
	Existing Underground Gas Line
	Existing Storm Sewer
	Existing Sanitary Sewer
	Existing Watermain
	Existing Underground Line
825.3	Denotes spot elevation

SHEET	2 of 9
DATE	08/03/2017
PROJECT	1914.002
DRAWN	JB
CHECKED	ACS
TITLE	BOUNDARY / TOPO
	COX FARM
	ISANTI, MINNESOTA

OWNER
BRENNAN COX
27498 POLK STREET
ISANTI, MN 55040

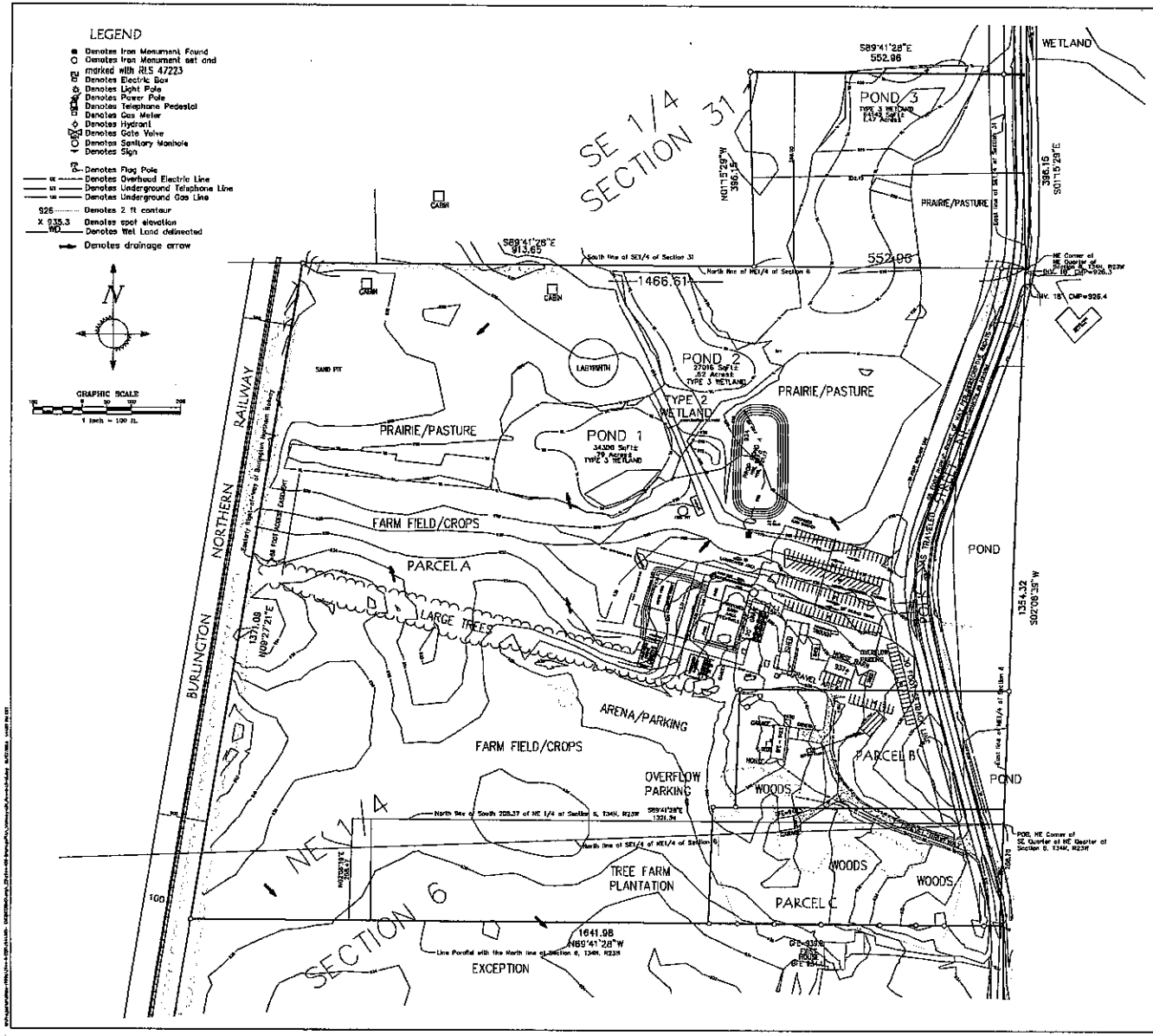
DATE	REVISIONS
08/08/17	CITY COMMENTS

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the state of Minnesota.

Alan Schlipp

DATE 8-3-17 LIC. NO. 21282

M&P
1440 Arcade St. Suite 250
Saint Paul, MN 55106
Phone: 651-766-0102
Fax: 651-776-0206
E-mail: info@mpasso.com



GRADING NOTES

1. PROPOSED CONTOURS ARE TO FINISHED SURFACE ELEVATION. SPOT ELEVATIONS ALONG PROPOSED CURB DENOTE GUTTER GRADE.

2. CONTRACTOR SHALL REVIEW PAVEMENT GRADIENT AND CONSTRUCT GUTTER OUT WHERE WATER DRAINS AWAY FROM THE CURB. ALL OTHER AREAS SHALL BE CONSTRUCTED AS GUTTER IN CURBS.

3. ALL GRADIENTS ON SIDEWALKS ALONG THE ADA ROUTE SHALL HAVE A MAXIMUM LONGITUDINAL SLOPE OF 5% (1:20), EXCEPT AT CURB RAMPS (1:12), AND A MAXIMUM CROSS SLOPE OF 2%. MAXIMUM SLOPE IN ANY DIRECTION ON AN ADA PARKING STALL OR ACCESS AISLE SHALL BE IN 2%. CONTRACTOR SHALL REVIEW AND VERIFY THE GRADIENT IN THE FIELD ALONG THE ADA ROUTES PRIOR TO PLACING CONCRETE OR BITUMINOUS. CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY IF THERE IS A DISCREPANCY BETWEEN THE GRADIENT IN THE FIELD VERSUS THE DESIGN GRADIENT. COORDINATE ALL WORK WITH PAVING CONTRACTOR.

4. CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES DURING THE CONSTRUCTION PHASES OF THIS PROJECT. CONTRACTOR WILL BE HELD SOLELY RESPONSIBLE FOR ANY DAMAGES TO THE ADJACENT PROPERTIES OCCURRING DURING THE CONSTRUCTION PHASES OF THIS PROJECT.

5. SAFETY NOTICE TO CONTRACTORS: IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS ON THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE DUTY OF THE ENGINEER OR THE DEVELOPER TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTOR'S PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES IN, ON OR NEAR THE CONSTRUCTION SITE.

6. CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION IN ACCORDANCE WITH THE REQUIREMENTS OF THE OWNER'S SOILS ENGINEER. ALL SOIL TESTING SHALL BE COMPLETED BY THE OWNER'S SOILS ENGINEER. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOIL TESTS AND INSPECTIONS WITH THE SOILS ENGINEER.

7. PRIOR TO PLACEMENT OF THE AGGREGATE BASE, A TEST ROLL SHALL BE PERFORMED ON THE STREET AND PARKING AREA SUBGRADE. CONTRACTOR SHALL PROVIDE A LOADED TANDEM AXLE TRUCK WITH A GROSS WEIGHT OF 25 TONS. THE TEST ROLLING SHALL BE AT THE DIRECTION OF THE SOILS ENGINEER AND SHALL BE COMPLETED IN AREAS AS DIRECTED BY THE SOILS ENGINEER. CORRECTION OF THE SUBGRADE SOILS SHALL BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOILS ENGINEER.

8. REPLACE ALL SUBGRADE SOIL DISTURBED DURING THE CONSTRUCTION THAT HAVE BECOME UNSUITABLE AND WILL NOT PASS A TEST ROLL. REMOVE UNSUITABLE SOIL FROM THE SITE AND IMPORT SUITABLE SOIL AT NO ADDITIONAL COST TO THE OWNER.

9. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING VEHICULAR AND PEDESTRIAN TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPROPRIATE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARDS.

10. EXISTING TREES AND OTHER NATURAL VEGETATION WITHIN THE PROJECT AND/OR ADJACENT TO THE PROJECT ARE OF PRIME CONCERN TO THE CONTRACTOR'S OPERATIONS AND SHALL BE A RESTRICTED AREA. CONTRACTOR SHALL PROTECT TREES TO REMAIN AT ALL TIMES. EQUIPMENT SHALL NOT NEEDLESSLY BE OPERATED UNDER NEARBY TREES AND EXTREME CAUTION SHALL BE EXERCISED WHEN WORKING ADJACENT TO TREES SHOULD ANY PORTION OF THE TREE BRANCHES REQUIRE REMOVAL TO PERMIT OPERATION OF THE CONTRACTOR'S EQUIPMENT, CONTRACTOR SHALL OBTAIN THE SERVICES OF A PROFESSIONAL TREE TRIMMING SERVICE TO TRIM THE TREES PRIOR TO THE BEGINNING OF OPERATION. SHOULD CONTRACTOR'S OPERATIONS RESULT IN THE BREAKING OF ANY LIMBS, THE BROKEN LIMBS SHOULD BE REMOVED IMMEDIATELY AND CUTS SHALL BE PROPERLY PROTECTED TO MINIMIZE ANY LASTING DAMAGE TO THE TREE. NO TREES SHALL BE REMOVED WITHOUT AUTHORIZATION BY THE ENGINEER. COSTS FOR TRIMMING SERVICES SHALL BE CONSIDERED INCIDENTAL TO THE GRADING CONSTRUCTION AND NO SPECIAL PAYMENT WILL BE MADE.

NOTES:

Bearings are based on Isanti County coordinate system.

Bench mark: Top Nut of Hydrant at Sta 1+29, 34.20 feet Left, Railroad Avenue SE. Elev.=939.24

M&A
1440 Highway 96, Suite 220
Saint Paul, MN 55116
Phone: 651.730.0100
Fax: 651.730.0109
E-mail: info@mnasso.com

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date: 8-3-17 Lic. no. 23292

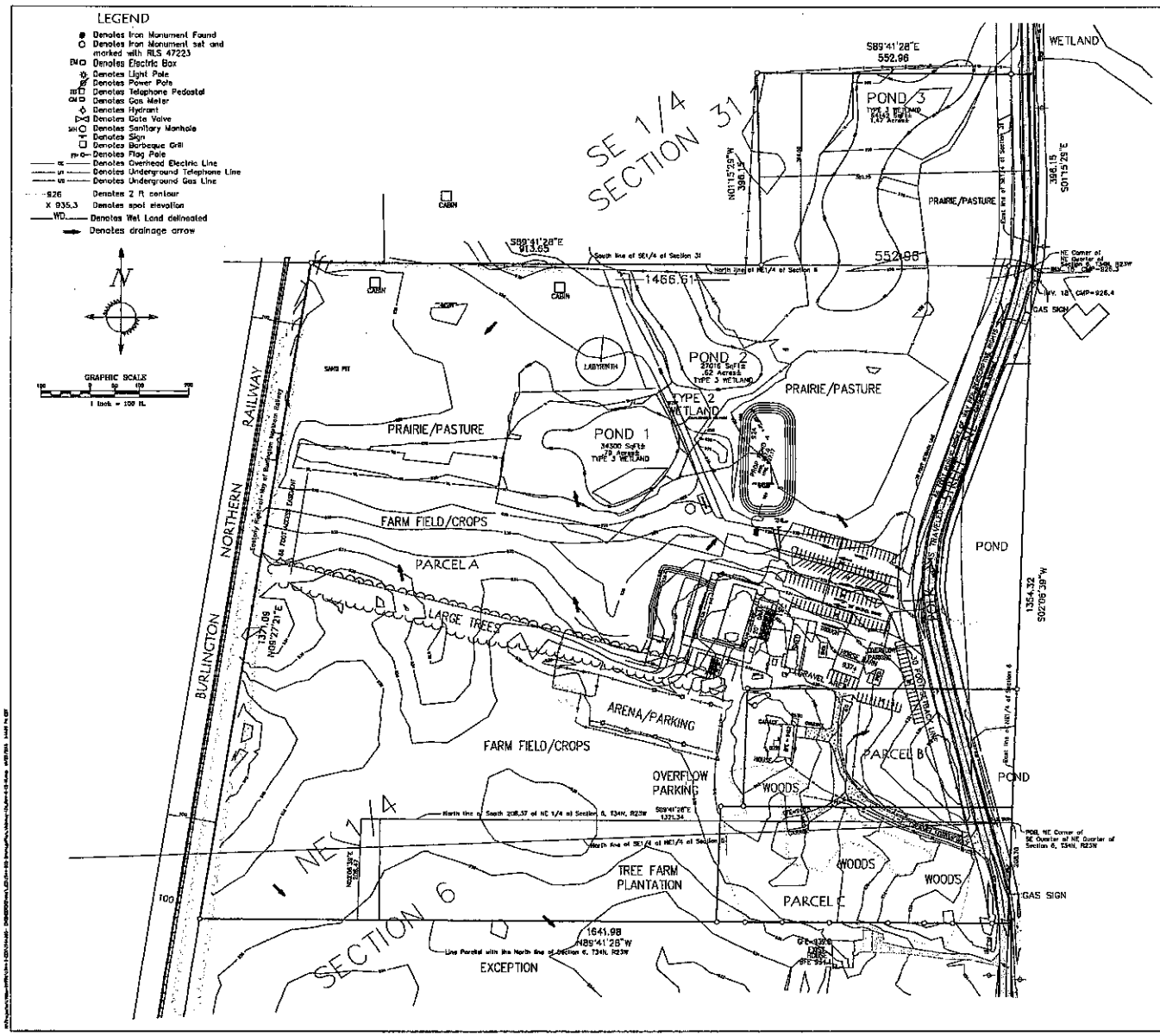
DATE	REVISIONS
3-28-18	revise storm facilities

OWNER
BRENNAN COX
27498 POLK STREET
ISANTI, MN 55040

GRADING PLAN

COX FARM
ISANTI, MINNESOTA

DESIGNED JB
CHECKED ACS
PROJECT # 1944.003
DATE 08/03/17
SHEET # 3 of 9



GRADING NOTES

1. PROPOSED CONTOURS ARE TO FINISHED SURFACE ELEVATION. SPOT ELEVATIONS ALONG PROPOSED CURB DENOTE GUTTER GRADE.

2. CONTRACTOR SHALL REVIEW PAVEMENT GRADIENT AND CONSTRUCT GUTTER OUT WHERE WATER DRAINS AWAY FROM THE CURB. ALL OTHER AREAS SHALL BE CONSTRUCTED AS GUTTER IN CURBS.

3. ALL GRADIENT ON SIDEWALKS ALONG THE ADA ROUTE SHALL HAVE A MAXIMUM LONGITUDINAL SLOPE OF 5% (1:20), EXCEPT AT CURB RAMPS (1:12), AND A MAXIMUM CROSS SLOPE OF 2%. MAXIMUM SLOPE IN ANY DIRECTION ON AN ADA PARKING STALL OR ACCESS AISLE SHALL BE IN 2 %. CONTRACTOR SHALL REVIEW AND VERIFY THE GRADIENT IN THE FIELD ALONG THE ADA ROUTES PRIOR TO PLACING CONCRETE OR BITUMINOUS. CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY IF THERE IS A DISCREPANCY BETWEEN THE GRADIENT IN THE FIELD VERSUS THE DESIGN GRADIENT. COORDINATE ALL WORK WITH PAVING CONTRACTOR.

4. CONTRACTOR SHALL TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES DURING THE CONSTRUCTION PHASES OF THIS PROJECT. CONTRACTOR WILL BE HELD SOLELY RESPONSIBLE FOR ANY DAMAGES TO THE ADJACENT PROPERTIES OCCURRING DURING THE CONSTRUCTION PHASES OF THIS PROJECT.

5. SAFETY NOTICE TO CONTRACTORS: IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, CONTRACTOR WILL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS ON THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT WILL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE DUTY OF THE ENGINEER OR THE DEVELOPER TO CONDUCT CONSTRUCTION REVIEW OF THE CONTRACTOR'S PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES IN, ON OR NEAR THE CONSTRUCTION SITE.

6. CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION IN ACCORDANCE WITH THE REQUIREMENTS OF THE OWNER'S SOILS ENGINEER. ALL SOIL TESTING SHALL BE COMPLETED BY THE OWNER'S SOILS ENGINEER. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOIL TESTS AND INSPECTIONS WITH THE SOILS ENGINEER.

7. PRIOR TO PLACEMENT OF THE AGGREGATE BASE, A TEST ROLL SHALL BE PERFORMED ON THE STREET AND PARKING AREA SUBGRADE. CONTRACTOR SHALL PROVIDE A LOADED TANDEM AXLE TRUCK WITH A GROSS WEIGHT OF 25 TONS. THE TEST ROLLING SHALL BE AT THE DIRECTION OF THE SOILS ENGINEER AND SHALL BE COMPLETED IN AREAS AS DIRECTED BY THE SOILS ENGINEER. CORRECTION OF THE SUBGRADE SOILS SHALL BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOILS ENGINEER.

8. REPLACE ALL SUBGRADE SOIL DISTURBED DURING THE CONSTRUCTION THAT HAVE BECOME UNSUITABLE AND WILL NOT PASS A TEST ROLL. REMOVE UNSUITABLE SOIL FROM THE SITE AND IMPORT SUITABLE SOIL AT NO ADDITIONAL COST TO THE OWNER.

9. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING VEHICULAR AND PEDESTRIAN TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLAGMEN AND LIGHTS TO CONTROL THE MOVEMENT OF TRAFFIC WHERE NECESSARY. TRAFFIC CONTROL DEVICES SHALL CONFORM TO APPROPRIATE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARDS.

10. EXISTING TREES AND OTHER NATURAL VEGETATION WITHIN THE PROJECT AND/OR ADJACENT TO THE PROJECT ARE OF PRIME CONCERN TO THE CONTRACTOR'S OPERATIONS AND SHALL BE A RESTRICTED AREA. CONTRACTOR SHALL PROTECT TREES TO REMAIN AT ALL TIMES. EQUIPMENT SHALL NOT NEEDLESSLY BE OPERATED UNDER NEARBY TREES AND EXTREME CAUTION SHALL BE EXERCISED WHEN WORKING ADJACENT TO TREES. SHOULD ANY PORTION OF THE TREE BRANCHES REQUIRE REMOVAL TO PERMIT OPERATION OF THE CONTRACTOR'S EQUIPMENT, CONTRACTOR SHALL OBTAIN THE SERVICES OF A PROFESSIONAL TREE TRIMMING SERVICE TO TRIM THE TREES PRIOR TO THE BEGINNING OF OPERATION. SHOULD CONTRACTOR'S OPERATIONS RESULT IN THE BREAKING OF ANY LIMBS, THE BROKEN LIMBS SHOULD BE REMOVED IMMEDIATELY AND CUTS SHALL BE PROPERLY PROTECTED TO MINIMIZE ANY LASTING DAMAGE TO THE TREE. NO TREES SHALL BE REMOVED WITHOUT AUTHORIZATION BY THE ENGINEER. COSTS FOR TRIMMING SERVICES SHALL BE CONSIDERED INCIDENTAL TO THE GRADING CONSTRUCTION AND NO SPECIAL PAYMENT WILL BE MADE.

1440 Arcadia St. Suite 150
Saint Paul, MN 55106
Phone: 651-726-0112
Fax: 651-776-0200
E-mail: info@mnsaa.com

REVISIONS

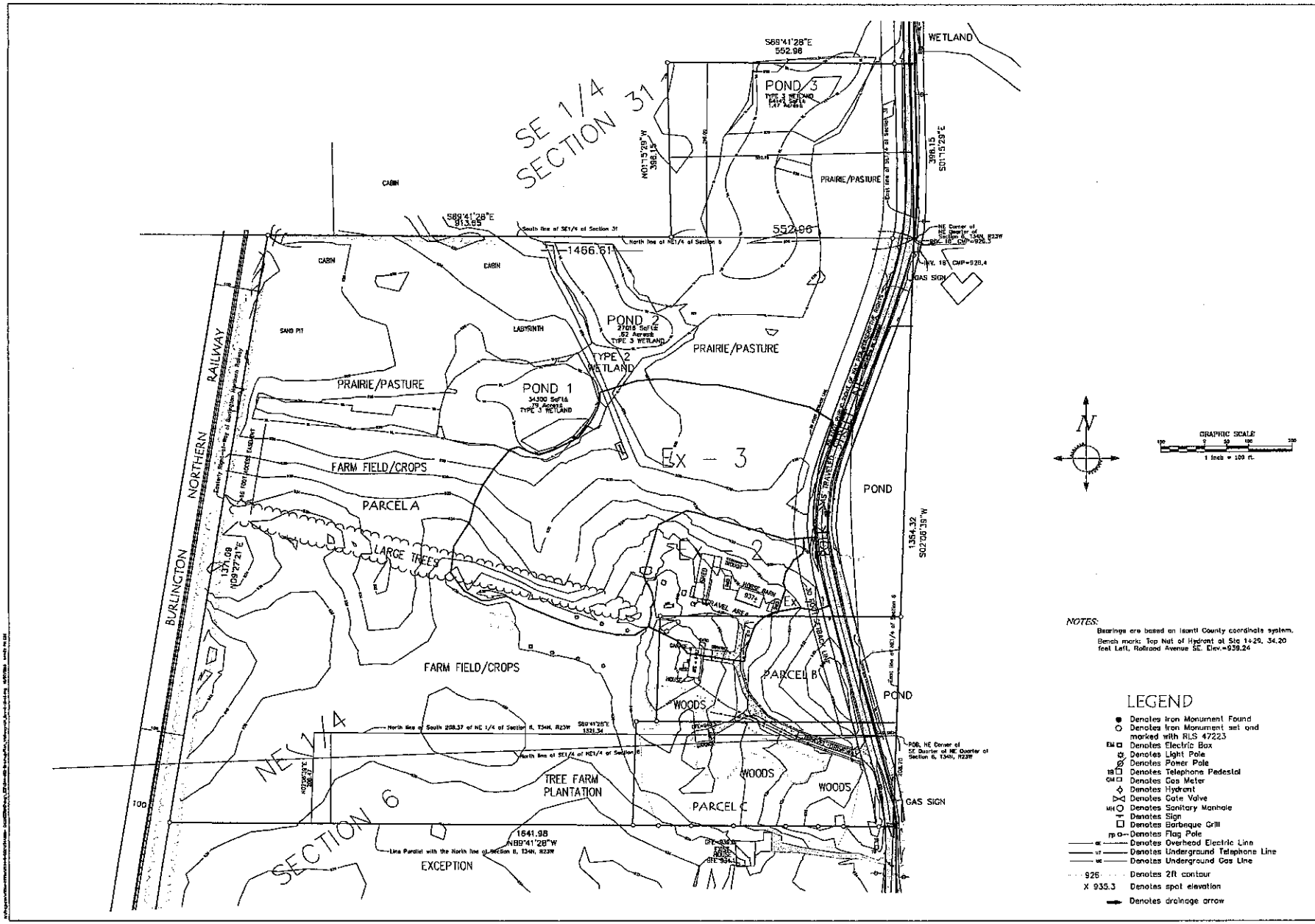
DATE	
3-26-18	revised road location

OWNER
BRENNAN COX
27498 POLK STREET
ISANTI, MN 55040

GRADING PLAN - FUTURE

COX FARM
ISANTI, MINNESOTA

DRAWN: JB
CHECKED: ASC
PROJECT #: 1944.003
DATE: 08/03/17



NOTES:

Bearings are based on Isanti County coordinate system.
Bench mark: Top Nut of Hydrant at Sta 1+29, 34.20 feet Left, Railroad Avenue SE. Elev.=939.24

LEGEND

- Denotes Iron Monument Found
- Denotes Iron Monument set and marked with RLS 47223
- EM Denotes Electric Box
- Denotes Light Pole
- Denotes Power Pole
- TB Denotes Telephone Pedestal
- GM Denotes Gas Meter
- Denotes Hydrant
- Denotes Gate Valve
- MH Denotes Sanitary Manhole
- Denotes Sign
- Denotes Barbeque Grill
- FP Denotes Flag Pole
- OE Denotes Overhead Electric Line
- UT Denotes Underground Telephone Line
- UG Denotes Underground Gas Line
- 926 Denotes 2ft contour
- X 935.3 Denotes spot elevation
- Denotes drainage arrow

M&P
1448 Arcade St. Suite 250
Saint Paul, MN 55106
Phone: 651.766.6112
Fax: 651.776.0266
E-mail: info@mpasso.com

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date: 8-3-17 Lic. No. 22332

REVISIONS | DATE

OWNER
BRENNAN COX
27498 POLK STREET
ISANTI, MN 55040

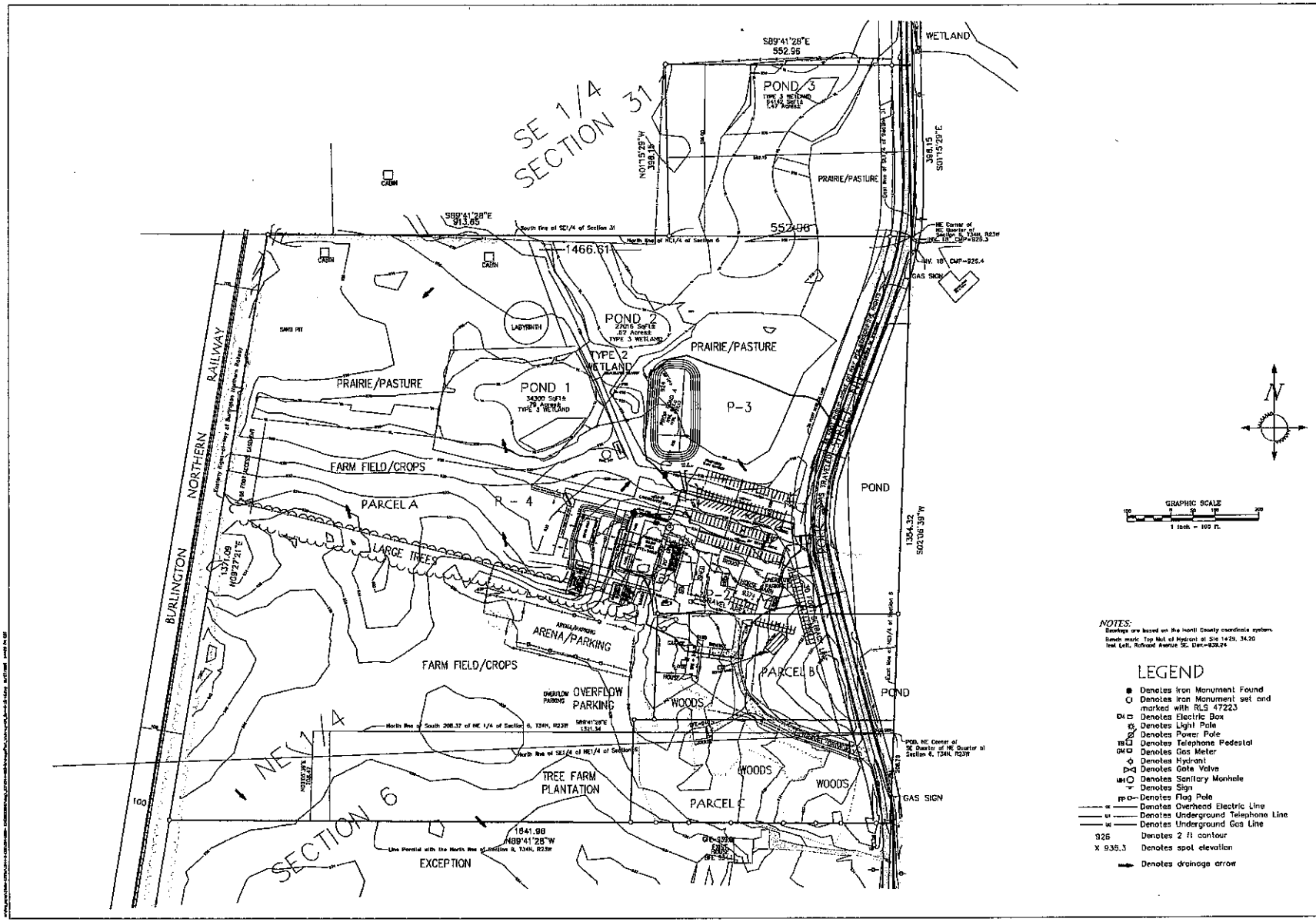
EXIST DRAINAGE AREAS
COX FARM
ISANTI, MINNESOTA

DRAWN	CHECKED
AB	ACS

PROJECT #
1944.002

DATE
08/03/17

SHEET #
5 of 9



M&P
1440 Aeroplex St, Suite 270
Saint Paul, MN 55108
Phone: 651-796-0112
Fax: 651-778-0206
E-mail: info@mpasso.com

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date: 8/3/17 Lic. No. 21362

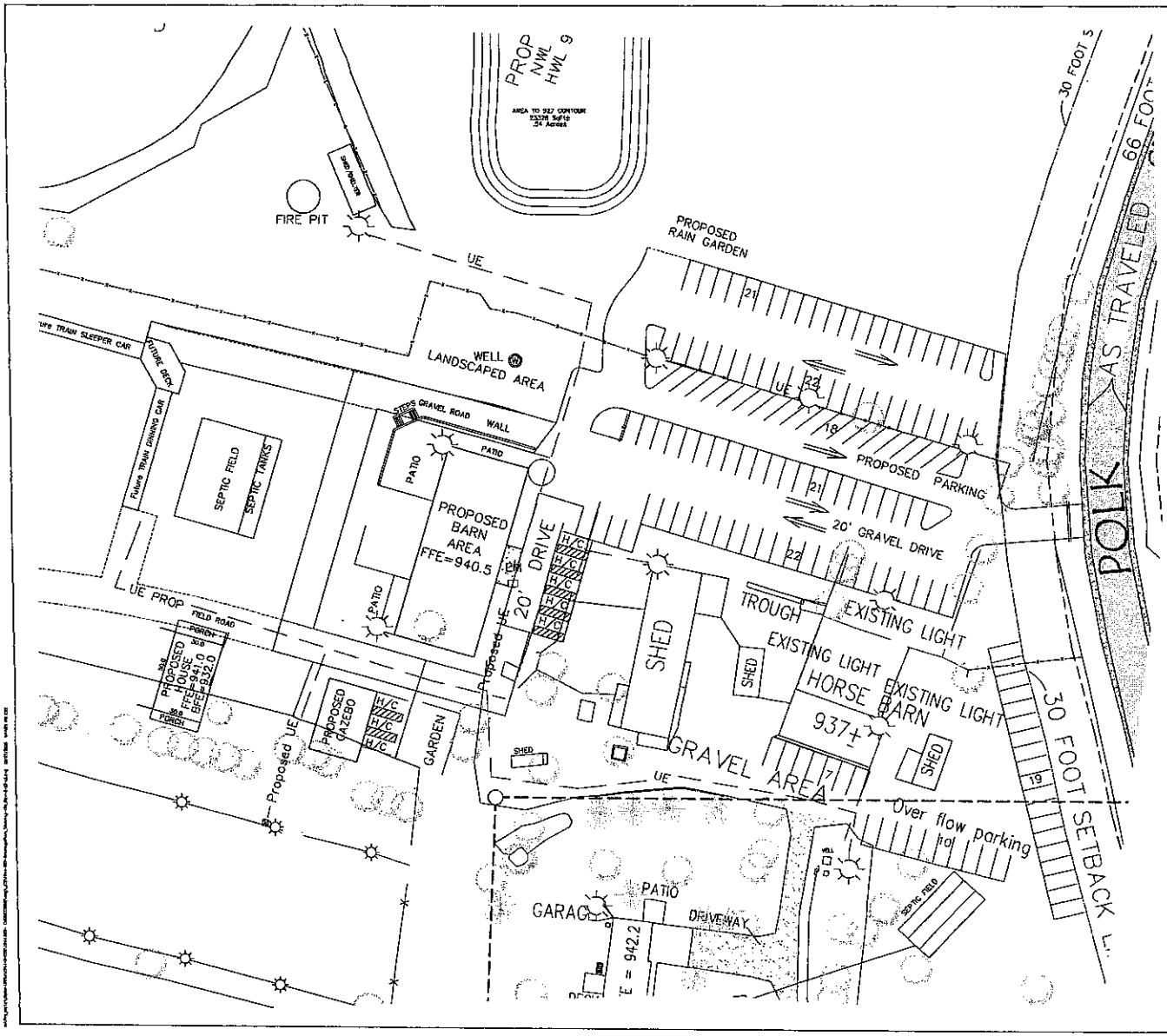
DATE	REVISIONS
3-28-18	revised plans, location

OWNER
BRENNAN COX
27498 POLK STREET
ISANTI, MN 55040

PROPOSED DRAINAGE AREAS

COX FARM
ISANTI, MINNESOTA

DRAWN: JB
CHECKED: ACS
PROJECT #: 1944.002
DATE: 08/03/17
SHEET #: 6 of 9



NOTES:

Bearings are based on Isanti County coordinate system.

Bench mark: Top Nut of Hydrant at Sta 14+29, 34.20 feet Left, Railroad Avenue SE. Elev.=839.24

LEGEND

- Denotes Iron Monument Found
- Denotes Iron Monument set and marked with RLS 47223
- EM Denotes Electric Box
- Denotes Light Pole
- Denotes Power Pole
- TB Denotes Telephone Pedestal
- GM Denotes Gas Meter
- Denotes Hydrant
- Denotes Gate Valve
- MH Denotes Sanitary Manhole
- Denotes Sign
- FP Denotes Flag Pole
- OE Denotes Overhead Electric Line
- UT Denotes Underground Telephone Line
- UG Denotes Underground Gas Line
- Denotes Elec. Panel Info
- Denotes traffic flow.

M&P
1640 Arcade St, Suite 230
Saint Paul, MN 55106
Phone: 651-770-0012
Fax: 651-770-9288
E-mail: info@mpassoc.com

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

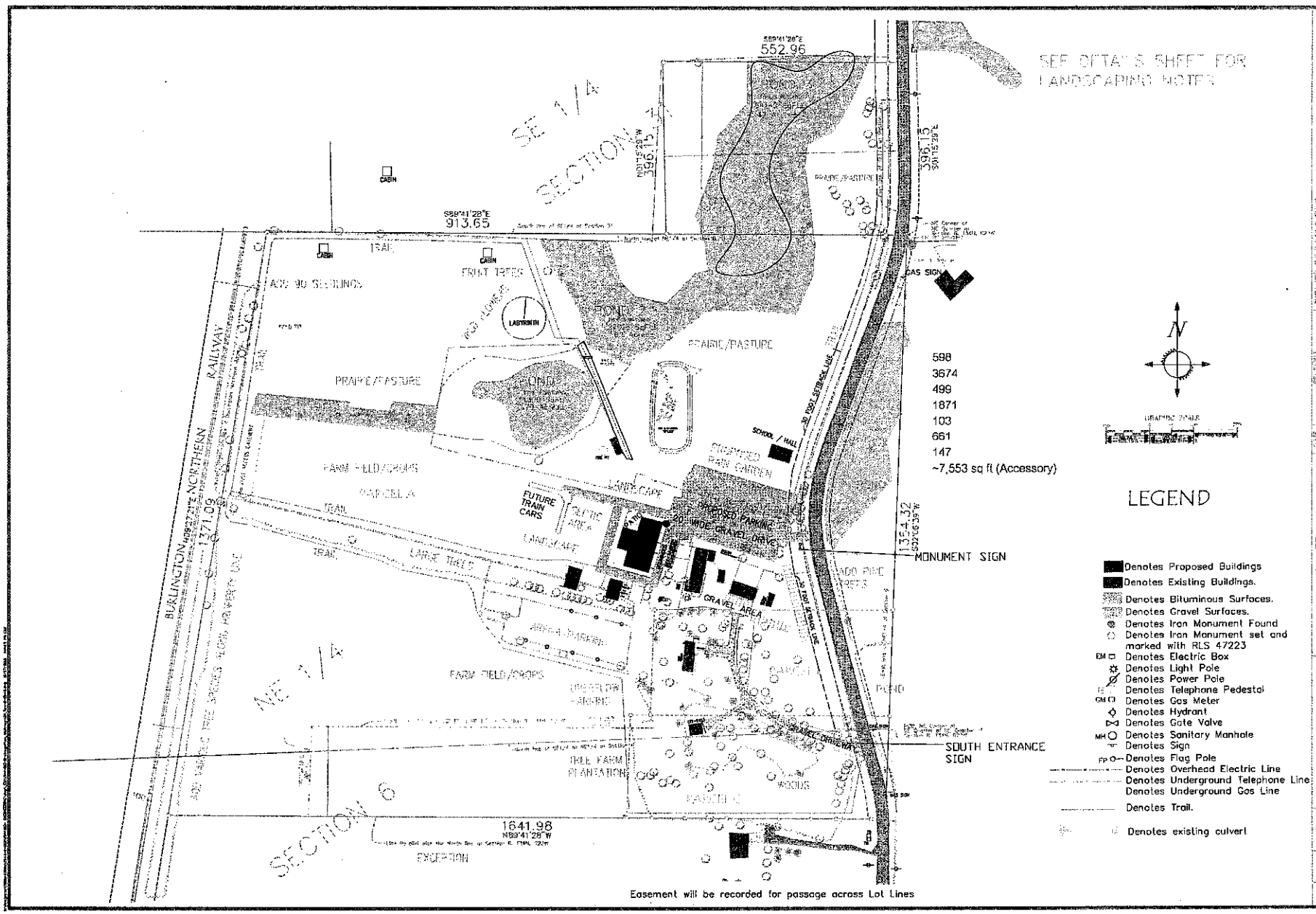
Date: 8-3-17 Lic. No. 21382

DATE	REVISIONS

OWNER
BRENNAN COX
27498 POLK STREET
ISANTI, MN 55040

ELECTRICAL PLAN
COX FARM
ISANTI, MINNESOTA

DRAWN: JB
CHECKED: ACS
PROJECT #: 1944.002
DATE: 08/03/17
SHEET #: 7 of 9



M&P
1440 Jackson St. Suite 250
Saint Paul, MN 55106
Phone: 651.766.0112
Fax: 651.776.6235
E-mail: mail@mpsaint.com

OWNER
BRENNAN COX
27498 POLK STREET
ISANTI, MN 55040

Landscaping Plan
COX FARM

03.02.17

SHEET
8 of 9

LANDCAPING NOTES

MnDOT #33-261 Stormwater Mixture, drilled or hand broadcast into the topsoil layer at 45 lbs per acre. Submit seed mix for approval. Grading and Erosion Control per Civil Plans and Specifications. Use MnDOT type 1 weed-free cover mulch, unless EC blanket is specified by civil engineer.

33-261 Stormwater South & West

Common Name	Scientific Name	Rate (kg/ha)	Rate (lb/ac)	%of Mix (% by wt)	Seeds/ sq ft
big bluestem	*Andropogon gerardii*	2.24	2.00	5.72%	7.35
fringed brome	*Bromus ciliatus*	2.24	2.00	5.72%	5.10
bluejoint	*Calamagrostis canadensis*	0.07	0.06	0.18%	0.49
slender wheatgrass	*Elymus trachycaulus*	1.12	1.00	2.86%	2.53
Virginia wild rye	*Elymus virginicus*	1.68	1.50	4.29%	2.31
switchgrass	*Panicum virgatum*	0.43	0.38	1.07%	1.93
fowl bluegrass	*Poa palustris*	1.19	1.06	3.03%	30.79
Indian grass	*Sorghastrum nutans*	0.13	0.12	0.36%	0.53
prairie cordgrass	*Spartina pectinata*	0.43	0.38	1.07%	0.91
	Total Grasses	9.53	8.50	24.29%	99.79
awl-fruited sedge	*Carex stipata*	0.26	0.23	0.71%	3.19
dark green bulrush	*Scirpus atrovirens*	0.21	0.19	0.54%	31.79
woolgrass	*Scirpus cyperinus*	0.07	0.06	0.18%	39.90
	Total Sedges and Rushes	0.28	0.25	1.43%	73.88
Canada anemone	*Anemone canadensis*	0.06	0.05	0.18%	0.30
marsh milkweed	*Asclepias incarnata*	0.12	0.11	0.32%	0.20
prairie blazingstar	*Liatris ligulistylis*	0.12	0.11	0.31%	0.20
flat-topped aster	*Doellingeria umbellata*	0.07	0.06	0.17%	1.50
spotted Joe pye weed	*Eutrochium maculatum*	0.07	0.06	0.18%	2.19
autumn bluestarwort	*Heleniastrum autumnale*	0.18	0.13	0.38%	6.67
obedient plant	*Physostegia virginiana*	0.08	0.07	0.21%	0.30
tall coneflower	*Rudbeckia laciniata*	0.08	0.07	0.21%	0.37
New England aster	*Symphyotrichum novae-angliae*	0.06	0.07	0.18%	1.66
blue vervain	*Verbena hastata*	0.06	0.05	0.15%	1.65
golden alexanders	*Zizia aurea*	0.22	0.20	0.58%	0.79
	Total Forbs	1.12	1.00	2.86%	15.13
Oats or winter wheat (see note at beginning of list for recommended		28.02	25.00	71.43%	11.14
	Total Cover Crop	28.02	25.00	71.43%	11.14
	Totals	39.23	35.00	100.00%	100.05
Purpose:	Stormwater pond edges, temporarily flooded dry ponds, and temporarily flooded ditch bottoms.				
Planting Area:	Tallgrass Aspen Parklands, Prairie Parkland, and Eastern Broadleaf Forest Provinces. MnDOT Districts 2(west), 3B, 4, Metro, 6, 7 & 8.				

MnDOT #35-221 Dry Prairie General Mixture, drilled or hand broadcast into the topsoil layer at 35 lbs per acre. Submit seed mix for approval. Grading and Erosion Control per Civil Plans and Specifications. Use MnDOT type 1 weed-free cover mulch, unless EC blanket is specified by civil engineer.

35-221 Dry Prairie General

Common Name	Scientific Name	Rate (kg/ha)	Rate (lb/ac)	%of Mix (% by wt)	Seeds/ sq ft
big bluestem	*Andropogon gerardii*	0.78	0.70	1.92%	2.57
side-oats grama	*Bouteloua curtipendula*	3.36	3.00	8.22%	6.61
blue grama	*Bouteloua gracilis*	0.56	0.50	1.37%	7.35
Kalm's brome	*Bromus kalmii*	0.82	0.73	2.00%	2.14
nodding wild rye	*Elymus canadensis*	1.12	1.00	2.74%	1.31
prairie dropseed	*Kearnyia wrightii*	0.39	0.35	0.95%	15.37
little bluestem	*Schizachyrium scoparium*	3.36	3.00	8.22%	16.53
Indian grass	*Sorghastrum nutans*	0.78	0.70	1.92%	3.09
prairie cordgrass	*Spartina pectinata*	0.13	0.12	0.34%	0.73
	Total Grasses	11.21	10.00	27.42%	89.36
blue giant hyssop	*Agastache foeniculum*	0.07	0.06	0.17%	2.07
Mead's milkweed	*Asclepias meadii*	0.10	0.09	0.26%	0.43
swamp milkweed	*Asclepias incarnata*	0.07	0.06	0.17%	0.10
Canada milk vetch	*Astragalus canadensis*	0.07	0.06	0.18%	0.40
bird's foot coreopsis	*Coreopsis palmata*	0.07	0.06	0.18%	0.21
white prairie clover	*Dalea candida*	0.07	0.06	0.15%	0.36
purple prairie clover	*Dalea purpurea*	0.21	0.19	0.51%	1.52
Canada tick trefoil	*Desmodium canadense*	0.07	0.06	0.18%	0.13
stiff sunflower	*Helianthus pauciflorus*	0.07	0.06	0.17%	0.09
rough blazing star	*Liatris aspera*	0.04	0.04	0.12%	0.23
wild bergamot	*Monarda fistulosa*	0.07	0.06	0.15%	1.43
stiff goldenrod	*Oligoneuron rigidum*	0.07	0.06	0.15%	0.83
white-flowered beard-tongue	*Penstemon grandiflorus*	0.07	0.06	0.17%	0.33
black-eyed Susan	*Rudbeckia hirta*	0.26	0.23	0.64%	10.32
gray goldenrod	*Solidago nemoralis*	0.04	0.04	0.10%	3.96
heath aster	*Symphyotrichum ericoides*	0.04	0.04	0.10%	2.56
smooth aster	*Symphyotrichum laeve*	0.07	0.06	0.17%	1.28
hoary vervain	*Verbena stricta*	0.13	0.12	0.34%	1.70
	Total Forbs	1.68	1.50	4.09%	28.85
Oats or winter wheat (see note at beginning of list for recommended		28.02	25.00	68.49%	11.13
	Total Cover Crop	28.02	25.00	68.49%	11.13
	Totals	40.91	36.50	100.00%	97.29
Purpose:	General dry prairie mixture native roadside, ecological restoration, or erosion control seeding planting				
Planting Area:	Tallgrass Aspen Parklands, Prairie Parkland, and Eastern Broadleaf Forest Provinces. MnDOT Districts 2(west), 3B, 4, Metro, 6, 7 & 8				

BITUMINOUS PAVEMENT SECTION

Bituminous Wear Course	1.5 inches
Bituminous Base Course	1.5 inches
Class 5 or 7 Aggregate Base	6.0 inches

M&P
1640 Access St. Suite 250
Saint Paul, MN 55105
Phone: 651.789.6912
Fax: 651.770.9588
E-mail: info@mpassoc.com

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

Matt Varilek

DATE 08-3-17 LIC. NO. 23262

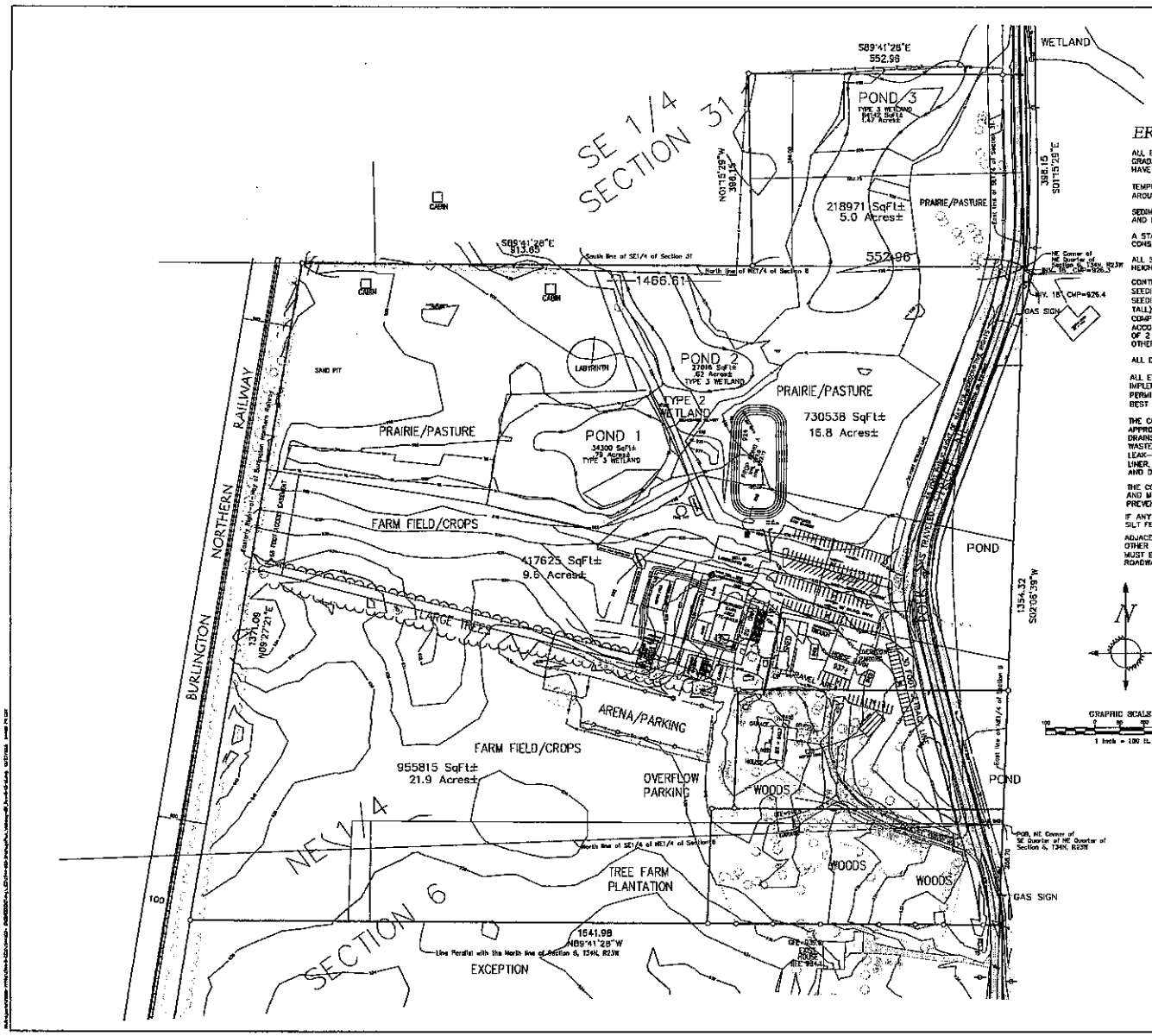
DATE	REVISIONS

OWNER
BRENNAN COX
27498 POLK STREET
ISANTI, MN 55040

DETAILS

COX FARM
ISANTI, MINNESOTA

DRAWN AJI
CHECKED TKF
PROJECT # 1944.002
DATE 08/03/17
SHEET # 9 OF 9



EROSION CONTROL NOTES

ALL EROSION CONTROL MEASURES MUST BE INSTALLED PRIOR TO COMMENCEMENT OF GRADING OPERATIONS AND BE MAINTAINED UNTIL ALL DISTURBED AREAS ON THE SITE HAVE BEEN RESTORED.

TEMPORARY EROSION CONTROL (HAY BALES OR APPROVED EQUIVALENT) TO BE PLACED AROUND STORM DRAIN STRUCTURES DURING CONSTRUCTION (REFER TO DETAIL).

SEDIMENT SHALL BE REMOVED FROM ALL SEDIMENT CONTROL DEVICES AS NECESSARY AND MUST BE REMOVED IF DESIGN CAPACITY HAS BEEN REDUCED BY 50%.

A STABILIZED CONSTRUCTION ENTRANCE SHALL BE INSTALLED AT THE BEGINNING OF CONSTRUCTION & MAINTAINED FOR DURATION OF PROJECT.

ALL SLOPES 3:1 OR STEEPER, NOT TO BE SODDED AND GREATER THAN 8 FEET IN HEIGHT, SHALL HAVE EROSION CONTROL FABRIC INSTALLED.

CONTRACTOR SHALL SEED AND MULCH ALL DISTURBED AREAS NOT TO BE SODDED. SEEDING SHALL COMPLY WITH MN/DOT SPEC. NO. 3876, AT A RATE OF 50 LBS/ACRE. SEEDING IN POND AND INFILTRATION AREAS SHALL BE MIXTURE 310PWT (NATIVE WET TALL) IN ACCORDANCE WITH MNDOT 3876, AT A RATE OF 82 LBS/ACRE. MULCH SHALL COMPLY WITH MN/DOT SPECIFICATION 3882, TYPE 1. THE MULCH SHALL BE APPLIED IN ACCORDANCE WITH MN/DOT SPEC. NO. 2575.3, F1. MULCH TO BE APPLIED AT A RATE OF 2 TONS PER ACRE. MULCH SHALL BE ANCHORED WITH A DISC, CLODBUSTER OR OTHER APPROVED EQUIPMENT.

ALL DISTURBED AREAS WITHIN PUBLIC RIGHT OF WAY TO BE SODDED.

ALL EROSION AND SEDIMENT CONTROL MEASURES SHOWN ON THE PLANS OR IMPLEMENTED IN THE FIELD SHALL BE IN ACCORDANCE WITH THE CITY AND NPDES PERMIT REQUIREMENTS, AND THE MPCA'S "PROTECTING WATER QUALITY IN URBAN AREAS BEST MANAGEMENT PRACTICES FOR MINNESOTA."

THE CONTRACTOR SHALL PROVIDE DESIGNATED CONCRETE TRUCK WASHOUT AREA WITH APPROPRIATE SIGNAGE. WASHOUT AREA IS TO BE A MINIMUM OF 50' FROM STORM DRAINS, DITCHES, PONDS, OR OTHER STORMWATER FEATURES. ALL LIQUID AND SOLID WASTE GENERATED BY CONCRETE WASHOUT OPERATIONS MUST BE CONTAINED IN A LEAK-PROOF CONTAINMENT FACILITY OR IMPERMEABLE LINER (E.G. COMPACTED CLAY LINER, IMPERMEABLE GEO-MEMBRANE). AFTER WASTE CONCRETE IS SET, BREAK-UP AND DISPOSE OF PROPERLY.

THE CONTRACTOR SHALL PAY SPECIAL ATTENTION TO ALL ADJACENT PROPERTY LINES AND MAKE SURE THE EROSION CONTROL PRACTICES IN-PLACE IN THOSE AREAS PREVENT MIGRATION OF SEDIMENT ONTO ADJACENT PROPERTIES.

IF ANY SLOPES APPEAR TO BE FAILING, THE CONTRACTOR SHALL PROVIDE ADDITIONAL SILT FENCE, BIOROLLS AND EROSION CONTROL BLANKET AS NEEDED.

ADJACENT STREETS SHALL BE KEPT CLEAN OF CONSTRUCTION MATERIALS, DIRT, AND OTHER UNDESIRABLE MATERIALS. SOILS TRACKED FROM THE SITE BY MOTOR VEHICLES MUST BE CLEANED DAILY (OR MORE FREQUENTLY, AS NECESSARY) FROM PAVED ROADWAY SURFACES THROUGHOUT THE DURATION OF CONSTRUCTION.

LEGEND:
- ● Denotes iron monument found
- ○ Denotes iron monument set and marked with 47223

NOTES:
Bearings are based on Isanti County coordinate system.
Bench mark: Top Nut of Hydrant on Site 1+22, 34.90 feet Left, Railroad Avenue St. Elev.=939.24

LEGEND
- ● Denotes Iron Monument Found
- ○ Denotes Iron Monument set and marked with RES 47223
- EM ⊡ Denotes Electric Box
- Denotes Light Pole
- Denotes Power Pole
- Denotes Telephone Pedestal
- Denotes Gas Meter
- Denotes Hydrant
- Denotes Gate Valve
- MH ○ Denotes Sanitary Manhole
- Denotes Sign
- Denotes Barbeque Grill
- Denotes Flag Pole
- Denotes Overhead Electric Line
- Denotes Underground Telephone Line
- Denotes Underground Gas Line
- Denotes Water Main
- Denotes Storm Sewer
- Denotes Sanitary Sewer
- 926 Denotes 1 foot contour
- x 895.3 Denotes spot elevation

M&P
1440 Aircrafter St. Suite 250
Saint Paul, MN 55108
Phone: 651.789.0112
Fax: 651-779-3026
E-mail: info@mpassoc.com

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date: Aug 17, Lic. No. 23323

DATE	REVISIONS
Jun 28 '17	Added Pond Division

OWNER
BRENNAN COX
27498 POLK STREET
ISANTI, MN 55040

SWPPP
COX FARM
ISANTI, MINNESOTA

DRAWN: AJI
CHECKED: TKF
PROJECT #: 1944.002
DATE: 08/03/17
SHEET #: 1 of 1

ORDINANCE NO. 661

AN ORDINANCE EXTENDING THE CORPORATE LIMITS OF THE CITY OF ISANTI TO INCLUDE CERTAIN UNINCORPORATED PROPERTY (41.99 ACRES) OWNED BY BRENNAN AND REBECCA COX AND ABUTTING UPON THE LIMITS OF THE CITY OF ISANTI IN ATHENS TOWNSHIP PURSUANT TO MINNESOTA STATUTES 414.033, SUBD. 2(3), AND TO ZONE SUCH PROPERTY AS RECREATIONAL COMMERCIAL

WHEREAS, a certain petition dated October 31, 2016, requesting that the property as hereinafter described be annexed to the City of Isanti, Minnesota, was duly presented to this Council on the 15th day of November 2016; and,

WHEREAS, said property to be annexed is described as follows:

That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows: Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,

Except the Northerly 243.75 feet of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet,

And, also excepting all that part thereof contained within the right-of-way of Polk Street Northeast.

WHEREAS, said petition was signed by all owners of the property; and,

WHEREAS, said property is unincorporated and abuts the City of Isanti on its Southerly boundary; and,

WHEREAS, said property is less than 120 acres; and,

WHEREAS, said property is not presently served by public sewer and water facilities or public sewer and water facilities are not otherwise available; and,

WHEREAS, the property to be annexed may be annexed by ordinance pursuant to Minnesota State Statutes Section 414.033, Subd. 2(3); and,

WHEREAS, the property shall be designated as a "RC" Recreational Commercial District under and pursuant to the Zoning Ordinance 445, Section 3, Subd. 3(b) and upon the City's zoning map, subject to amendment as provided by said ordinance; and,

WHEREAS, said property is proposed to be developed for recreational commercial purposes; and

WHEREAS, to facilitate said development, the property owner has requested city services be extended to said property at such time that they become available; and

WHEREAS, notice of public hearing was given to those parties specified in Minnesota Statutes 414.033, subd. 2b; and

WHEREAS, a public hearing was duly held by the Isanti City Council on the 20th day of December 2016; and

WHEREAS, provisions of Minn. Statute 414.033, subd. 13 are not applicable in that there will be no change in the electric utility service provider resulting from the annexation of the territory to the municipality.

NOW THEREFORE, THE CITY OF ISANTI DOES HEREBY ORDAINS AS FOLLOWS:

1. The City Council hereby determines that the property as hereinafter described is or is about to become urban or suburban in nature in that the conditions set forth in MN SS section 414.033, Subd. 2(3) apply, and said property is being developed for recreational commercial purposes which need or will need city services, including public sewer and water facilities, and that none of property is now included within the limits of any city.

2. **Territory annexed.** The corporate limits of the City of Isanti are hereby extended to include the following described territory, said land abutting the City of Isanti and being 120 acres or less in area, and is not presently served by public sewer and water facilities or public sewer and water facilities are not otherwise available, and the City having received a petition for annexation from all the property owners of the land, to wit:

   That part of the Northeast Quarter (NE1/4) of Section Six (6), Township Thirty-four (34), Range Twenty-three (23), lying Easterly of the Easterly right-of-way line of the Burlington Northern Railway (formerly the Eastern Railway Company of Minnesota), excepting therefrom that part of said NE1/4 of Section 6, described as follows: Commencing at the Northeast corner of the Southeast Quarter of the Northeast Quarter (SE1/4 of NE1/4) of said Section 6; thence South along the East line of said Section 6, a distance of 208.7 feet for the point of beginning of the exception to be herein described; thence West and parallel to the North line of said Section 6 and to the Easterly right-of-way of said Burlington Northern Railway; thence Southerly following the Easterly line of said railroad right-of-way and to the South line of the NE1/4 of said Section 6; thence Easterly along the south line of the NE1/4 of said Section 6 to the Southeast corner thereof; thence North along the East line of the NE1/4 of said Section 6 to the point of beginning and there to terminate,

Except the Northerly 243.75 feet of the Southerly 482.10 feet of the Easterly 547.29 feet and the Southerly 238.35 feet of the Easterly 592.87 feet.

The above described property consists of a total of 41.99 acres, more or less. Copies of the corporate boundary map showing the property to be annexed and its relationship to the corporate boundaries and an appropriate plat map are attached hereto.

3. **Population.** There are no people residing on the above described land.

4. **Property Taxes.** Pursuant to Minnesota Statutes 414.033, subd. 12, property taxes on annexations effective after August 1 of a levy year shall be payable to the Township of Athens, Minnesota for 2017. Thereafter, for property taxes payable in 2018, the property taxes shall be payable to the City of Isanti.

5. **Zoning.** Pursuant to Ord. No. 445, Section 3, Subd. 3(b), the property shall be designated as "RC" Recreational Commercial District.

6. **Filing.** The City Clerk is directed to file certified copies of this ordinance with the Chief Administrative Law Judge, the Township, the County Auditor and the Secretary of State.

7. **Effective date of annexation.** This ordinance takes effect upon its approval by the Chief Administrative Law Judge pursuant to Minnesota Statutes 414.033, subd. 7.

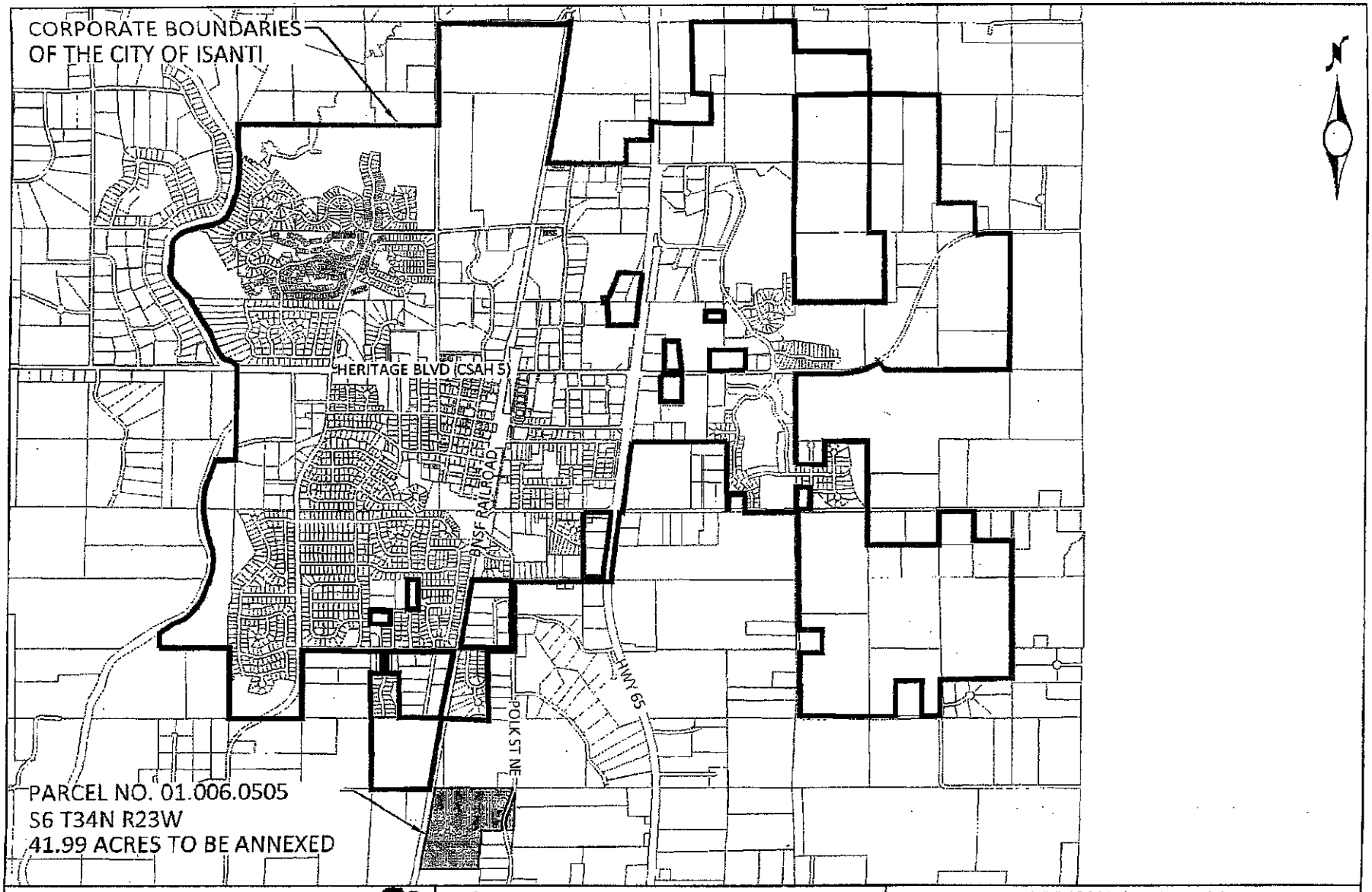
Passed and Adopted by the City Council of Isanti, Minnesota this 20th day of December 2016.

George A. Wimmer, Mayor

Attest:

Lindsey Giese
Human Resources / City Clerk

(SEAL)



A Community For Everyone
Isanti

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
Phone: (763) 433-2851
Email: Ramsey@bolton-menk.com
www.bolton-menk.com

CITY OF ISANTI, MINNESOTA
PARCEL NO. 01.006.0505 ANNEXATION
LOCATION MAP

DECEMBER, 2016

12/14/2016 11:31 AM
© Bolton & Menk, Inc. 2016, All Rights Reserved
H:\ISAN\R131111\B2\Parcel No 0100605O5 Annexation\FIGURE.dwg

City of Isanti

Gross Payroll	85,527.40
Social Security & Medicare	4,697.22
Public Employees Retirement	8,657.92
Total City Expense	98,882.54

Pay Date 8/25/2017

Pay Period 17 (8/6-8/19/17)

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/17	08/18/2017	47029	1503	7-UP BOTTLING	609-20200	244.70
08/17	08/18/2017	47030	2343	ADVANTAGE SIGNS	101-20200	265.06
08/17	08/18/2017	47031	494	ALLINA HEALTH SYSTEM	101-20200	60.00
08/17	08/18/2017	47032	2290	AMERICAN FLAGPOLE &	101-20200	757.00
08/17	08/18/2017	47033	53	BELLBOY CORPORATION	609-20200	4,851.82
08/17	08/18/2017	47034	9	BERNICKS PEPSI-COLA	609-20200	1,111.10
08/17	08/18/2017	47035	1500	BOLTON & MENK INC	439-20200	410.38
08/17	08/18/2017	47036	2319	BREAKTHRU BEVERAGE	609-20200	5,674.94
08/17	08/18/2017	47037	2487	CAPITOL BEVERAGE SALES	609-20200	56.00
08/17	08/18/2017	47038	2082	CEMSTONE PRODUCTS COMPANY	101-20200	174.40
08/17	08/18/2017	47039	1815	CENTURYLINK	609-20200	988.87
08/17	08/18/2017	47040	1822	CENTURYLINK BUSINESS SERVICES	101-20200	33.50
08/17	08/18/2017	47041	1969	CITY OF SAINT PAUL	101-20200	336.90
08/17	08/18/2017	47042	918	CRYSTAL SPRINGS ICE	609-20200	257.62
08/17	08/18/2017	47043	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,769.45
08/17	08/18/2017	47044	2525	DOEBLER, JANET	101-20200	6.48
08/17	08/18/2017	47045	55	ECM PUBLISHERS INC	101-20200	581.66
08/17	08/18/2017	47046	385	FEDERATED CO-OPS INC	101-20200	129.99
08/17	08/18/2017	47047	160	HAWKINS INC	602-20200	5,900.00
08/17	08/18/2017	47048	259	ISANTI FIREFIGHTERS RODEO ASN	609-20200	500.00
08/17	08/18/2017	47049	252	ISANTI REDBIRDS	104-20200	384.78
08/17	08/18/2017	47050	1534	J. J. TAYLOR	609-20200	672.18
08/17	08/18/2017	47051	7	JOHNSON BROTHERS LIQUOR CO	609-20200	9,405.63
08/17	08/18/2017	47052	5	KAWALEK TRUCKING	609-20200	376.00
08/17	08/18/2017	47053	762	KEEPRS INC	101-20200	24.00
08/17	08/18/2017	47054	1124	LORSUNG, DON	101-20200	445.84
08/17	08/18/2017	47055	131	MACQUEEN EQUIPMENT INC	603-20200	36.92
08/17	08/18/2017	47056	17	MCDONALD DISTRIBUTING CO	609-20200	5,361.69
08/17	08/18/2017	47057	1846	MJL CONTRACTING	603-20200	375.00
08/17	08/18/2017	47058	161	MN POLLUTION CONTROL AGENCY	602-20200	150.00
08/17	08/18/2017	47059	329	MN RURAL WATER ASSN	601-20200	625.00
08/17	08/18/2017	47060	1290	NAPA AUTO PARTS	101-20200	5.23
08/17	08/18/2017	47061	617	PAUSTIS & SONS	609-20200	522.25
08/17	08/18/2017	47062	44	PHILLIPS WINE & SPIRITS INC	609-20200	13,060.39
08/17	08/18/2017	47063	1884	REICHMANN, WADE	104-20200	2,880.00
08/17	08/18/2017	47064	2473	RITEWAY BUSINESS FORMS	101-20200	309.25
08/17	08/18/2017	47065	1834	RIVARD COMPANIES	101-20200	1,799.95
08/17	08/18/2017	47066	2028	SELECTACCOUNT	603-20200	25.32
08/17	08/18/2017	47067	2028	SELECTACCOUNT	861-20200	1,048.02
08/17	08/18/2017	47068	2396	SOUTHERN GLAZERS OF MN	609-20200	7,399.69
08/17	08/18/2017	47069	315	ST.PAUL STAMP WORKS	603-20200	102.84
08/17	08/18/2017	47070	2156	SUMMIT COMPANIES	602-20200	56.00
08/17	08/18/2017	47071	1740	TOSHIBA FINANCIAL SERVICES	108-20200	292.62
08/17	08/18/2017	47072	919	UPS	601-20200	9.08
08/17	08/18/2017	47073	1820	URBANS HARDWARE	609-20200	17.08
08/17	08/18/2017	47074	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
08/17	08/18/2017	47075	2027	US INTERNET	603-20200	57.80
08/17	08/18/2017	47076	42	VIKING COCA-COLA BOTTLING CO	609-20200	236.61
08/17	08/18/2017	47077	4	WATSON CO INC	609-20200	3,761.28
08/17	08/18/2017	47078	780	WINE MERCHANTS	609-20200	120.00
Grand Totals:						86,733.32

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
08/17	08/25/2017	47082	2343	ADVANTAGE SIGNS	101-20200	316.25
08/17	08/25/2017	47083	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	525.28
08/17	08/25/2017	47084	9	BERNICKS PEPSI-COLA	609-20200	1,090.35
08/17	08/25/2017	47085	2517	BRIANS LAWN & IRRIGATION	101-20200	201.00
08/17	08/25/2017	47086	2013	CASTERTON TITLE & CLOSING CO	601-20200	3.05
08/17	08/25/2017	47087	2082	CEMSTONE PRODUCTS COMPANY	101-20200	1,892.50
08/17	08/25/2017	47088	918	CRYSTAL SPRINGS ICE	609-20200	296.94
08/17	08/25/2017	47089	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,671.91
08/17	08/25/2017	47090	1646	DAVIS EQUIPMENT CORPORATION	603-20200	252.50
08/17	08/25/2017	47091	257	EARL F. ANDERSEN	101-20200	1,309.15
08/17	08/25/2017	47092	2478	East Central Energy	101-20200	42.85
08/17	08/25/2017	47093	55	ECM PUBLISHERS INC	108-20200	366.64
08/17	08/25/2017	47094	1866	EDINA REALTY TITLE	601-20200	74.83
08/17	08/25/2017	47095	1635	FANTH, VICTOR	603-20200	340.98
08/17	08/25/2017	47096	1851	FLAHERTYS HAPPY TYME COMPANY	609-20200	315.25
08/17	08/25/2017	47097	2118	FRANSEN, LINDA	101-20200	510.00
08/17	08/25/2017	47098	2526	HAZEN, DEREK	601-20200	47.86
08/17	08/25/2017	47099	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,109.54
08/17	08/25/2017	47100	5	KAWALEK TRUCKING	609-20200	103.00
08/17	08/25/2017	47101	1789	MADDEN GALANTER HANSEN, LLP	101-20200	126.75
08/17	08/25/2017	47102	17	MCDONALD DISTRIBUTING CO	609-20200	5,097.70
08/17	08/25/2017	47103	2527	MIDCO DIVING & MARINE	601-20200	11,175.00
08/17	08/25/2017	47104	2208	MINNESOTA EQUIPMENT	101-20200	180.47
08/17	08/25/2017	47105	2116	MINUTEMAN PRESS	101-20200	394.88
08/17	08/25/2017	47106	194	MN DEPT OF HEALTH	601-20200	3,113.00
08/17	08/25/2017	47107	161	MN POLLUTION CONTROL AGENCY	602-20200	23.00
08/17	08/25/2017	47108	329	MN RURAL WATER ASSN	602-20200	250.00
08/17	08/25/2017	47109	2080	MVTL LABORATORIES INC	602-20200	903.60
08/17	08/25/2017	47110	1290	NAPA AUTO PARTS	101-20200	675.61
08/17	08/25/2017	47111	2528	NASCO	601-20200	118.00
08/17	08/25/2017	47112	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,898.70
08/17	08/25/2017	47113	2406	QUALITY FLOW SYSTEMS INC	602-20200	117.00
08/17	08/25/2017	47114	2341	RED BULL DISTRIBUTION	609-20200	366.00
08/17	08/25/2017	47115	1113	RJM DISTRIBUTING INC	609-20200	237.80
08/17	08/25/2017	47116	2028	SELECTACCOUNT	861-20200	911.19
08/17	08/25/2017	47117	315	ST.PAUL STAMP WORKS	603-20200	97.34
08/17	08/25/2017	47118	97	TOTAL CONTROL SYSTEMS INC	602-20200	1,100.90
08/17	08/25/2017	47119	42	VIKING COCA-COLA BOTTLING CO	609-20200	221.28
08/17	08/25/2017	47120	2529	WALD, LARRY	601-20200	23.78
08/17	08/25/2017	47121	874	WASTE MANAGEMENT -	101-20200	1,034.11
08/17	08/25/2017	47122	4	WATSON CO INC	609-20200	1,160.97
08/17	08/25/2017	47123	2530	WHALEY, SARAH	601-20200	239.72
Grand Totals:						55,936.68

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 9/1/2017 - 9/1/2017 | Sep 01, 2017 09:10AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/17	09/01/2017	47124	9	BERNICKS PEPSI-COLA	609-20200	882.20
09/17	09/01/2017	47125	1500	BOLTON & MENK INC	441-20200	26,991.00
09/17	09/01/2017	47126	1629	CITY OF ISANTI	101-20200	1,628.35
09/17	09/01/2017	47127	120	CONNEXUS ENERGY	101-20200	18,803.83
09/17	09/01/2017	47128	918	CRYSTAL SPRINGS ICE	609-20200	174.58
09/17	09/01/2017	47129	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,964.50
09/17	09/01/2017	47130	1941	DELTA DENTAL	861-20200	3,169.90
09/17	09/01/2017	47131	966	EAST CENTRAL SOLID	603-20200	112.46
09/17	09/01/2017	47132	385	FEDERATED CO-OPS INC	101-20200	81.97
09/17	09/01/2017	47133	160	HAWKINS INC	602-20200	11,264.68
09/17	09/01/2017	47134	1048	HENRYS WATERWORKS,INC.	601-20200	3,740.96
09/17	09/01/2017	47135	2209	INNOVATIVE OFFICE	101-20200	204.96
09/17	09/01/2017	47136	162	ISANTI RENTAL	101-20200	16.08
09/17	09/01/2017	47137	17	MCDONALD DISTRIBUTING CO	609-20200	16,601.65
09/17	09/01/2017	47138	1044	MINNEAPOLIS FINANCE	101-20200	160.20
09/17	09/01/2017	47139	1536	MINNESOTA DEED	219-20200	1,498.62
09/17	09/01/2017	47140	2208	MINNESOTA EQUIPMENT	101-20200	8.95
09/17	09/01/2017	47141	2124	MOTION PICTURE	101-20200	597.81
09/17	09/01/2017	47142	617	PAUSTIS & SONS	609-20200	406.00
09/17	09/01/2017	47143	2028	SELECTACCOUNT	861-20200	169.52
09/17	09/01/2017	47144	1442	ST. LOUIS MRO INC	101-20200	22.50
09/17	09/01/2017	47145	1361	STAPLES ADVANTAGE	101-20200	371.41
09/17	09/01/2017	47146	2156	SUMMIT COMPANIES	101-20200	7.00
09/17	09/01/2017	47147	919	UPS	601-20200	14.08
09/17	09/01/2017	47148	42	VIKING COCA-COLA BOTTLING CO	609-20200	240.52
09/17	09/01/2017	47149	1286	VINOCOPIA INC	609-20200	843.23
09/17	09/01/2017	47150	4	WATSON CO INC	609-20200	1,862.70
Grand Totals:						103,839.66

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

M = Manual Check, V = Void Check

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**

From: Chief Gene C. Hill **MEMO**

Date: August 18, 2017

Subject: Center Point Energy Safety Equipment Matching Grant Award

---

Background:

Center Point Energy has a 50/50 matching grant that was awarded in the amount of $2,500.00 for the purchase of safety / emergency equipment.

The police department would like to purchase Motorola APX4000 Portable Radios to be used by the PD, during Emergency Management Events and Public Works.

The Finance Committee has reviewed the purchase request and makes recommends the purchase. The matching funds would come from the forfeiture fund.

Action:

I am requesting the City Council to review and consider the purchase of the above stated safety related equipment.

Thank you for your time and consideration,

Chief Gene C. Hill

RESOLUTION 2017-XXX

RESOLUTION APPROVING TO PROCEED WITH THE EXPEDITURE OF THE CENTERPOINT ENERGY 50/50 SAFETY / EMERGENCY EQUIPMENT MATCHING GRANT

WHEREAS, CenterPoint Energy has a 50/50 matching grant opportunity to purchase safety / emergency related equipment; and

WHEREAS, CenterPoint Energy presented the $2500.00 check to the City Council at the 08-02-2017 City Council Meeting; and

WHEREAS, the Finance Committee has recommended the use of these funds to purchase two Motorola APX 4000 portable radios to be used by the police department; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve the following:

1. To allow the purchase of 2 - APX 4000 Motorola Portable Radios with the grants funds and the remaining balance to be paid from the Isanti Police Forfeiture Fund.
2. To allow the Chief of Police signature authority to administer the grant.

This Resolution is approved by the City of Isanti Council this 5th Day of September, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council**

From: Don Lorsung, City Administrator

Date: August 30, 2017

Subject: City Phone Lines - Contract Renewal

Background:
The current agreement with CenturyLink for City phone lines will expire this month. Staff has been working with our consultant, Arne Keifenheim from Minnesota Telecom Agency to review the expiring contract and to look at renewal options. Keifenheim was able to quote the City the same pricing with CenturyLink as the current contract - given the City enters into another three year contract. This contract allows the City flexibility if there are changes with the phone system before the end of the contract, as long as ten lines are kept in service under the contract.

Finance Committee Recommendation:
The Finance Committee recommends renewing the City phone line contract with CenturyLink.

City Council Request:
Approval to proceed with the City phone line contract renewal with CenturyLink.

Attachments:

- Resolution Accepting Renewal Quote for Phone Line Services
- 2017 - 2020 (3 year) Contract Agreement with CenturyLink

RESOLUTION NO. 2017-xxx

A RESOLUTION ACCEPTING RENEWAL QUOTE FOR PHONE LINE SERVICES

WHEREAS, CenturyLink currently provides telephone line services for all City departments and municipal buildings; and

WHEREAS, CenturyLink has submitted their renewal rates for telephone line services. The new rates are the same as the City is currently paying. As with the prior contract, the new one will be for a 3 year time period; and

WHEREAS, CenturyLink's contract allows the City flexibility if there are changes with the phone system before the end of the contract; and

WHEREAS, the Finance Committee recommends approval of renewing with CenturyLink for another three year contract.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota that the City Council hereby accepts the proposal as received by CenturyLink for their Century Link Line Volume Plan phone line service for a 3 year time period, and authorize's staff to enter into the service agreement with CenturyLink.

This Resolution is hereby approved by the Isanti City Council this 5th day of September 2017.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

CENTURYLINK® LINE VOLUME PLAN
ACKNOWLEDGMENT FORM ("Acknowledgment")

1. **Scope; Definitions. City of Isanti** ("Customer") hereby acknowledges they are ordering the Line Volume Plan ("CLVP") provided by **Qwest Corporation d/b/a CenturyLink QC** ("CenturyLink"). CLVP provides discounted rates on Discount Eligible Services based on Customer's purchase of 10 to 3,000 Contributory Access Lines, as more fully described herein. CenturyLink provides CLVP in accordance with the applicable CenturyLink tariff, price list, price schedule, administrative guideline, catalog, or other rate and term schedules ("Tariff"), which is incorporated into this Acknowledgment by reference and made a part of this Acknowledgment. The Contributory Access Lines and Discount Eligible Services (collectively the "Service") described herein are provided in accordance with, and governed by the Tariff applicable to the Service. CenturyLink reserves the right to amend, change, withdraw, or file additional Tariffs in its sole discretion, with such updated Tariffs effective upon posting or fulfillment of any necessary regulatory requirements. This offer may not be provided in conjunction with any other local voice volume discount plan.

"the 14 States" are Arizona, Colorado, Idaho, Iowa, Minnesota, Montana, Nebraska, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington and Wyoming.

"Contributory Access Lines" means the aggregate number of Customer's existing and new local business exchange access lines as set forth on Exhibit 2, that will be considered for purposes of determining the applicable Line Tier as set forth in Exhibit 1, both of which are incorporated by this reference and made part of this Acknowledgment. Contributory Access Lines are Flat Business Lines with or without CenturyLink Packages, Centrex 21 and Utility Line in CenturyLink's local service areas in the 14 States. The Contributory Access Lines will be aggregated across the 14 States, and will be determined conclusively by CenturyLink records.

"Discount Effective Date" means the effective bill date of the first service order to add CLVP to Customer's account.

"Discount Eligible Services" are Flat Business Lines, Hunting associated with Flat Business Lines, CenturyLink Choice™ Business (USOC PGOQL only), Business Plus (USOC PGOQM only), Business Add-A-Line, and Business Prime in CenturyLink's local serving area in the 14 States.

"CenturyLink Packages" are CenturyLink Choice™ Business (USOC PGOQL and PGOBA), Business Plus (USOC PGOQM, PGOQX and PGOQY), Business Add-A-Line, Business Prime, Two-Line Business, Business Line Plus and CustomChoice® for Business.

"Rates" means the net rates that will be derived by applying discounts to the Tariff month-to-month rates for Discount Eligible Services which will appear as a credit on each monthly bill.

2. **Term.** This Acknowledgment will expire three years from the Discount Effective Date ("Term"). If CenturyLink continues to provide Service after the Term without a further agreement, the CLVP Rates will be discontinued and Service will continue at the then applicable month-to-month rate and terms and conditions of the Tariff.

3. **Contributory Access Lines, Line Tier and Rates.** Based on 20 Contributory Access Lines, Customer will pay the Rates for Services listed on Exhibit 1 hereto for the 10-49 line tier ("Line Tier") on each monthly bill for all Discount Eligible Services purchased during the Term. The Rates will (a) not change during the Term of this Acknowledgment; (b) commence on the Discount Effective Date; (c) not be applied to more than 3000 Discount Eligible Service lines; and (d) terminate upon expiration of the Term, and Service will continue at the applicable month-to-month rate and terms of the Tariff.

4. **Changes.** Customer may move or add Service ("Change") if CenturyLink commercially offers such Change, and Customer agrees to pay all applicable charges related to such Change. Such Change will be subject to the terms and conditions of the Tariff. Rates for added Service will (a) commence on the effective bill date of the service order to add CLVP to the additional Service; (b) not be retroactive to the Discount Effective Date; and (c) terminate upon expiration of the Term. Additions to the Contributory Access Lines will not change the Rates under this Acknowledgment. The Contributory Access Lines and any Change, will be determined conclusively by CenturyLink records.

5. **Minimum Line Requirement, Annual Audit, Shortfall Charge.** Based on the Line Tier, Customer must maintain 10 Contributory Access Lines ("Minimum Line Requirement") during the Term of this Acknowledgment. At the end of each twelve month period following the Discount Effective Date ("Annual Period"), CenturyLink will conduct an audit to determine the number of Customer's operational Contributory Access Lines ("Line Count"). If after each Annual Period Customer's Line Count fails to meet or exceed the Minimum Line Requirement, Customer will promptly pay to CenturyLink a shortfall charge equal to the difference between the Minimum Line Requirement and the Line Count multiplied by $60 ("Shortfall Charge"). If Customer is charged a Shortfall Charge, CenturyLink may subsequently conduct quarterly audits and apply Shortfall Charges until Customer meets the Minimum Line Requirement. In no event will the number of actual Contributory Access Lines in excess of Customer's Minimum Line Requirement in a particular Annual Period be "rolled back" or "carried over" for purposes of achieving Customer's Minimum Line Requirement in a prior or subsequent Annual Period.

6. **Termination.** Customer understands that, if prior to the conclusion of the Term, Customer terminates this Acknowledgment or Service in its entirety then Customer will be liable for a termination charge equal to the Minimum Line Requirement multiplied by $15, multiplied by the number of months remaining in the Term ("Termination Charge"). If a Termination Charge applies, such charge will be waived if at the same time this Acknowledgment is terminated, Customer enters into a new agreement for any other CenturyLink provided service and the total value of the new service agreement, excluding any nonrecurring and special construction charges, equals or exceeds the Termination Charge, which will be considered the remaining value of this Acknowledgment. The waiver does not apply to changes between regulated and unregulated or enhanced products and services.

© CenturyLink. All Rights Reserved.

7. Governing Law; Dispute Resolution.

7.1 Governing Law; Forum. Colorado state law, without regard to choice-of-law principles, governs all matters relating to this Acknowledgment, except with regard to matters which are within the exclusive jurisdiction of the state or federal regulatory agency. Any legal proceeding relating to this Acknowledgment will be brought in a U. S. District Court, or absent federal jurisdiction, in a state court of competent jurisdiction, in Denver, Colorado. This provision is not intended to deprive a small claims court or state agency of lawful jurisdiction that would otherwise exist over a claim or controversy between the parties.

7.2 Waiver of Jury Trial and Class Action. Each party, to the extent permitted by law, knowingly, voluntarily, and intentionally waives its right to a jury trial and any right to pursue any claim or action relating to this Acknowledgment on a class or consolidated basis or in a representative capacity. If for any reason the jury trial waiver is held to be unenforceable, the parties agree to binding arbitration for any dispute relating to this Acknowledgment under the Federal Arbitration Act, 9 U.S.C. § 1, et. seq. The arbitration will be conducted in accordance with the JAMS Comprehensive Arbitration Rules. Judgment upon the arbitration award may be entered in any court having jurisdiction.

7.3 Limitations Period. Any claim relating to this Acknowledgment must be brought within two years after the claim arises.

8. ARRA. Customer will not pay for Service with funds obtained through the American Recovery and Reinvestment Act or other similar stimulus grants or loans that would obligate CenturyLink to provide certain information or perform certain functions unless each of those obligations are explicitly identified and agreed to by the parties in this Acknowledgment or in an amendment to this Acknowledgment.

9. HIPAA. CenturyLink does not require or intend to access Customer data in its performance hereunder, including but not limited to any confidential health related information of Customer's clients, which may include group health plans, that constitutes Protected Health Information ("PHI"), as defined in 45 C.F.R. §160.103 under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA Rules"). To the extent that any exposure to PHI is incidental to CenturyLink's provision of Service and not meant for the purpose of accessing, managing the PHI or creating or manipulating the PHI, such exposure is allowable under 45 CFR 164.502(a)(1)(iii).

10. Confidentiality. Neither party will, without the prior written consent of the other party: (a) disclose any of the terms of this Acknowledgment; or (b) disclose or use (except as expressly permitted by, or required to achieve the purposes of, this Acknowledgment) the Confidential Information of the other party. "Confidential Information" means any information that is not generally available to the public, whether of a technical, business, or other nature, and that: (i) the receiving party knows or has reason to know is confidential, proprietary, or trade secret information of the disclosing party; or (ii) is of such a nature that the receiving party should reasonably understand that the disclosing party desires to protect the information from disclosure. Confidential Information will not include information that is in the public domain through no breach of this Acknowledgment by the receiving party or is already known or is independently developed by the receiving party. Each party will use reasonable efforts to protect the other's Confidential Information, and will use at least the same efforts to protect such Confidential Information as the party would use to protect its own. CenturyLink's consent may only be given by its Legal Department. A party may disclose Confidential Information if required to do so by a governmental agency, by operation of law, or if necessary in any proceeding to establish rights or obligations under this Acknowledgment.

11. Use of Name and Marks. Neither party will use the name or marks of the other party or any of its Affiliates for any purpose without the other party's prior written consent. CenturyLink's consent may only be given by its Legal Department. "Affiliate" means any entity controlled by, controlling, or under common control with a party.

12. Notices. All notices must be in writing. Notices are deemed given if sent to the addressee specified for a party either (a) by registered or certified U.S. mail, return receipt requested, postage prepaid, three days after such mailing; or (b) by national overnight courier service, next business day; or (c) by facsimile when delivered if duplicate notice is also sent by regular U.S. Mail.

(a) Service Notices. All Customer notices for Service disconnect and termination must be sent via e-mail to: CenturyLink, Attn.: BusinessDisconnects@centurylink.com and must contain the account name, account number, identification of the Service(s), and Service address(es). Such disconnect and termination is effective 30 days after CenturyLink's receipt of the notice. All Customer notices for Service non-renewal and other routine operational notices will be provided to its CenturyLink sales representative. Failure to provide disconnect, termination and non-renewal notices in accordance with the terms of this Acknowledgment may result in continued charges, and CenturyLink will not credit charges for such noncompliance.

(b) Legal Notice. All legal notices required to be given under the Acknowledgment will be in writing and provided to CenturyLink at: 931 14th St., #900, Denver, CO 80202; Fax: 888-778-0054; Attn.: Legal Dept., and to Customer as provided in the Acknowledgment or in its absence, to Customer's address reflected in CenturyLink's records Attn. General Counsel.

13. General. Customer may not assign this Acknowledgment or any of its rights or obligations hereunder without the prior written consent of CenturyLink, which will not be unreasonably withheld. Customer may not assign to a reseller or telecommunications carrier under any circumstances. If a conflict exists among provisions within this Acknowledgment, the following order of precedence will apply in descending order of control: Tariff, this Acknowledgment, and CenturyLink records.

© CenturyLink. All Rights Reserved.

CENTURYLINK® LINE VOLUME PLAN
ACKNOWLEDGMENT FORM ("Acknowledgment")

This Acknowledgment constitutes the entire understanding between the parties and supersedes all prior oral or written agreements or understandings relating to this subject matter. Using CenturyLink's electronic signature process for this Acknowledgment is acceptable.

City of Isanti	**Qwest Corporation d/b/a CenturyLink QC**
Authorized Signature	Authorized Signature
Name Typed or Printed	Name Typed or Printed
Title	Title
Date	Date
Address for Notices:	

© CenturyLink. All Rights Reserved.

CENTURYLINK® LINE VOLUME PLAN
ACKNOWLEDGMENT FORM ("Acknowledgment")

EXHIBIT 1

MONTHLY RATES FOR DISCOUNT ELIGIBLE SERVICES

Customer: City of Isanti

Contributory Access Lines = 20
Line Tier = 10-49
Minimum Line Requirement = 10

1.1 Discount Eligible Services and (USOCs)

"1FB" = Flat Business Lines (1FB, 1FL, 1FA, AFK, AFV, HFB)
Hunting on 1FBs will be discounted 95% in Wyoming and provided at no additional charge in the remaining 14 States.
"CCB" = CenturyLink Choice™ Business (PGOQL only)
"CCB Plus" = CenturyLink Choice™ Business Plus (PGOQM only)
"CCB AAL" = CenturyLink Choice™ Business Add-A-Line (PGOQN)
"CCB Prime" = CenturyLink Choice™ Business Prime (PGOQT)

(a) Monthly Rates

	1FB	CCB	CCB Plus	CCB AAL	CCB Prime
Arizona	----------	----------	----------	----------	----------
Colorado	----------	----------	----------	----------	----------
Idaho	----------	----------	----------	----------	----------
Iowa	----------	----------	----------	----------	----------
Minnesota	$24.99 3 yr 10-49	$26.99 3 yr 10-49	$27.99 3 yr 10-49	$24.99 3 yr 10-49	$25.99 3 yr 10-49
Montana	----------	----------	----------	----------	----------
Nebraska	----------	----------	----------	----------	----------
New Mexico	----------	----------	----------	----------	----------
North Dakota	----------	----------	----------	----------	----------
Oregon	----------	----------	----------	----------	----------
South Dakota	----------	----------	----------	----------	----------
Utah	----------	----------	----------	----------	----------
Washington	----------	----------	----------	----------	----------
Wyoming	----------	----------	----------	----------	----------

© CenturyLink. All Rights Reserved.

CENTURYLINK® LINE VOLUME PLAN
ACKNOWLEDGMENT FORM ("Acknowledgment")

EXHIBIT 2

Customer: City of Isanti

Contributory Access Lines and (USOCs)	
Discount Eligible	**Not Discount Eligible**
** Flat Business Lines (1FB, 1FL, 1FA, AFK, AFV, HFB)	Flat Business Lines (AF4, BHS, 7FB) Utility Line (AWL) Centrex 21 (RXB, EPB, R4X, XRW, XRS, RSX, R4V, R6X)

** Flat Business Lines with the following CenturyLink Choice™ packages will only receive the package discount as shown on Exhibit 1.
CenturyLink Choice™ Business (PGOQL only)
CenturyLink Choice™ Business Plus (PGOQM only)
CenturyLink Choice™ Business Add-A-Line (PGOQN)
CenturyLink Choice™ Business Prime (PGOQT)
NOTE: CenturyLink Choice package USOCs should not be included in the Contributory Access Line count.

TOTAL Contributory Access Lines:	**20**

Customer certifies that the Contributory Access Lines (a) exist under the Billing Telephone Numbers ("BTN") shown below; or (b) will be installed at the Service Address(es) shown below.

BTN	USOC	Total
7634440459895	PGOQT	2
7634440466306	1FB	2
7634444761118	PGOQT	3
7634445063388	PGOQL	1
	PGOQN	2
7634445330823	1FB	1
7634445512468	PGOQL	4
	PGOQN	2
7634447539234	1FB	1
	PGOQT	1
7634448019432	PGOQL	1
Grand Total		20

© CenturyLink. All Rights Reserved.

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
August 15, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:26 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: None

Staff Present: Clark Joslin, City Attorney; Ryan Kernosky, Community Development Director

D. Agenda Modifications.

None

Motion by Bergley, second by Collison to approve the Meeting Agenda. Motion was unanimously approved.

2. Approval of Minutes from July 18, 2017 Planning Commission Meetings

Motion by Collison, second by Lundeed to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing

A. Request from Brennan and Rebecca Cox for a Conditional Use Permit and Site Plan Review Approval to operate a Retreat Center and Hobby Farm on PIDs 050313300, 050313301, and 010060505

Mayor Wimmer opened the Public Hearing at 7:27 p.m.

Dave Beckstrom, 24542 Bourbon Street NW - Mr. Beckstrom stated that he was the Planning and Zoning Chairman for the Athens Township. Mr. Beckstrom stated that when the Athens Township was looking at this same project, they hired an engineering firm to look at Polk Street NE from a public safety perspective, Mr. Beckstrom provided a copy of to the Commission of the summary of the report for the Commission's consideration. The engineering firm recommended turn lanes and widening the road. Mr. Beckstrom asked the Commission to include a condition that the roads are improved for public safety. Mr. Beckstrom stated that the proposed overflow parking and trail system that is on the Athens Township parcel should be required to obtain all necessary permits from the Township.
Mayor Wimmer stated that both of those concerns are addressed in the City's proposed Resolution.

Bruce Yerigan, 1426 4th Ave SW – Mr. Yerigan asked if there was going to be any type of presentation on the request and if there was going to be any detail on the project. Mr. Yerigan expressed concerns about not knowing what the project was.

Mayor Wimmer asked Community Development Director Kernosky to provide a brief overview of the project.

Mr. Kernosky provided a brief overview of the project, he stated that the operation of a hobby farm and retreat center are conditional uses in the Recreational Commercial Zoning District. Mr. Kernosky also stated that the City Zoning Code requires projects go through Site Plan Reviews.

Mr. Yerigan spoke on concerns about potential noise issues from the event center. He asked whether or not the City had a noise ordinance.

Mayor Wimmer responded that the City does have a noise ordinance, and that other events have received City permission to go beyond the noise ordinance limitations.

Mr. Yerigan again questioned the noise ordinance regulations for private properties and how often the City gave out exceptions to the ordinance.

Mayor Wimmer closed the Public Hearing at 7:36 p.m.

Motion by Lorinser, second by Collison to approve with Staff's recommended conditions.

Mr. Bergley asked questions regarding the turn lanes and the engineering report. Mayor Wimmer stated that the City would be looking into it and that if the City determines that the property needs turns lanes, a condition is in the Resolution to require the property owner to install it.

Motion carried unanimously.

4. Other Business.

A. Resolution 2017-XXX, Penny Lane Southeast Street Vacation

Mayor Wimmer stated this was part of the redevelopment project proposal. The City Council has been looking to do this for several years, but has been waiting for a potential project to come to fruition. The City intends to install Richard Ave on the West end of the property. This would provide a larger parcel for development.

Mr. Kernosky commented that this was to start the process to vacate Penny Lane Southeast, and that a public hearing, Planning Commission recommendation, and City Council Consideration would still need to happen.

Motion by Lorinser, second by Collison to approve. Motion carried unanimously.

B. Resolution 2017-XXX, Isanti EDA, Redevelopment Project Area Proposal

Mayor Wimmer stated that this was part of the redevelopment area of the hotel, and included surrounding properties that are expected to be developed as a result of the hotel. Mayor Wimmer continued to say that this allows the City to pursue other redevelopment proposals and flexibility going forward.

Mr. Kernosky stated that this Resolution was the City Planning Commission stating that this redevelopment area is consistent with the City's Comprehensive Plan.

Motion by Bergley, second by Lorinser to approve. Motion carried unanimously.

5. Other Communications.

A. None.

6. Adjournment

Motion by Lundeen, second by to Collison to adjourn the August 15, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:42 p.m.

Dated at Isanti, Minnesota this 16th day of August, 2017

Respectfully submitted,

Ryan Kernosky
Community Development Director

ADDITIONAL PAGE FOR : **K.4.**

Park & Recreation Board Member Interview Questions:

1) What is the Park & Recreation Board's role?

2) What is your vision of the park and recreational system for the City?

3) Do you have experience in parks and recreation or park and recreation member experience?

4) Do you volunteer within the Isanti Community?

5) Can you attend evening meetings that start at 6:00 p.m.?

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, SEPTEMBER 19, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. Mayors Proclamation – MN Manufacturer's Week October 1 – 7, 2017

F. Approve City Council Minutes
1. September 5, 2017 - Regular Meeting of the City Council

G. Citizens Input

H. Announcements
1. Parks, Recreation, and Culture Board Meeting — Tuesday, September 26, 2017 at 6:00 p.m.
2. City Council Meeting — Tuesday, October 3, 2017 at 7:00 p.m.
3. Economic Development Authority — Tuesday, October 3, 2017 *(Immediately following the City Council Meeting)*
4. CITY OFFICES CLOSED — Monday, October 9, 2017 *(In Observance of Columbus Day)*

I. Council Committee Reports

J. Public Hearings
1. Resolution 2017-XXX to Vacate Penny Lane SE Pursuant to MN Statue §412.851 (Mayor Wimmer)

K. Business Items
1. Consider Joint Resolution 2017-XXX in the Matter of the Amendment to the Orderly Annexation Between the City of Isanti, MN and Isanti Township, MN Pursuant to MN Statues § 414.0325 SUB.1 (Mayor Wimmer)
2. Consider Notice of Intent to Annex Property at 1805 285th Ave NE PID 05.028.1101 (Mayor Wimmer)
3. Consider Resolution Approving a Special Event Permit Application for the 2018 Isanti Firefighters PRCA Rodeo (Jeff Holmgren)
4. Interview Applicant for Vacant Parks, Recreation and Culture Board Seat (Mayor Wimmer)
    a. Resolution to Appoint Candidate to Fill Vacant Parks, Recreation and Culture Seat.

City Administrator Don Lorsung

Consider Resolution 2017-XXX Setting Due Date for Municipal Utility Bills
Consider Resolution 2017-XXX Approving Cedar Tree Revetment at River Bluff Preserve

7. Consider Resolution 2017-XXX to Authorize Purchase for Wastewater Testing Equipment
8. Consider Resolution 2017-XXX Authorizing the Execution of Repayment Agreement on Lot 1, Block 3, Isanti Meadows with Real Deal Construction, Inc.
9. Consider Resolution 2017-XXX Approving Staff to Apply for MN DOH Grant for WHPP Implementation

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $ 263,003.98 and Payroll in the amount of $ 102,998.02
2. Final Meeting Minutes for the August 2, 2017 Economic Development Authority Meeting
3. Consider Resolution 2017-XXX Approving Gambling Permit for North Branch Area Education Foundation
4. Consider Resolution 2017-XXX to Proceed with Process for Abandoned Property at 310- 1st Ave.
5. Consider Resolution 2017-XXX Approving Donation Box at Liquor Store for MMBA Food Drive
6. Consider Ordinance Amending Isanti City Code Chapter 227- No Parking Zone on Main Street East

M. Other Communications

1. Draft Meeting Minutes for the September 5, 2017 Economic Development Authority Meeting
2. August Police Department Report
3. August Code Enforcement Report
4. August Building Inspector Report
5. September Engineering Report

Adjournment

E.1.

Proclamation

Whereas: Manufacturing is a dynamic and robust industry, crucial to the health and strength of Minnesota's diverse economy and the economic development strategy for the City of Isanti; and

Whereas: The manufacturing industry contributed $48.2 billion to Minnesota's economy in 2016, and at 16 percent, is the largest sector contributing to the state's private gross domestic product; and

Whereas: In 2016, workers took home $20.3 billion in wages from Minnesota manufacturing jobs, the second-highest amount among the state's business sectors; and

Whereas: Manufactured exports brought $18 billion into the Minnesota economy in 2016; and

Whereas: Manufacturing provides 318,000 highly skilled, well-paying jobs, which significantly contribute to Minnesota's high standard of living and economic vitality; and

Whereas: Manufacturing in Minnesota pays an average annual wage of $63,794, which is 17 percent higher than the state's overall average wage.

Whereas: Manufacturing businesses employ 283 people in the City of Isanti which is approximately 15.3 percent of all jobs located within the City of Isanti

Now, therefore, I, George A. Wimmer, Mayor of the City of Isanti, do hereby proclaim that the week of October 1 to October 7, 2017 shall be observed as:

MINNESOTA MANUFACTURING WEEK

in the City of on this 19th day September, Two Thousand and Seventeen.

MAYOR GEORGE A. WIMMER

CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, September 5, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Steve Lundeen, and Ross Lorinser (arrived late)

Members Absent: None.

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, Finance Director Mike Betker, Public Service Director/Assistant City Administrator Josi Wood, Economic Development Director Sean Sullivan, City Attorney Clark Joslin, and City Engineer Brad DeWolf

Others Present: D. Rosten

D. Adopt Agenda

Motion by Lundeen, second by Collison to approve the agenda. Motion carried.

E. Proclamations/Commendations/Certificate Awards

1. Beyond the Yellow Ribbon Presentation.

Dave Rosten, a representative from Beyond the Yellow Ribbon, presented a plaque to the City Council in gratitude for the city of Isanti's support for the program. Mr. Rosten explained that Beyond the Yellow Ribbon is a program that creates awareness of past and present servicemember's needs and assists with connecting and coordinating organizations, agencies, companies, and individuals in the community to provide resources and support to servicemembers and military families. He reported that the Isanti County chapter is the largest Yellow Ribbon Community in Minnesota. Mayor Wimmer thanked Mr. Rosten for his military service, his work with Beyond the Yellow Ribbon, and his gratitude for the support that the City of Isanti provides to the program.

F. Approve City Council Minutes

1. August 15, 2017 - Regular Meeting of the City Council
2. August 2, 2015 - Closed Meeting of the City Council

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion carried.

G. Citizens Input

None.

H. Announcements

1. City Council Meeting — Tuesday, September 19, 2017 at 7:00 p.m.
2. Planning Commission Meeting — Tuesday, September 19, 2017 at 7:00 p.m.
   (Immediately following City Council Meeting)

I. Council Committee Reports

Mayor Wimmer reported that Ruth Hunstiger, Catholic Charities Director of Community Services, sent a letter thanking the city of Isanti for its commitment in providing support, food, and space for their Senior Dining program. Mayor Wimmer explained that this is the second year that the city of Isanti has participated in Catholic Charities "Plant a Row, Harvest a Row" program, which provides produce grown in the community garden directly to the Senior Dining location in Isanti.

Mayor Wimmer shared that the sub-committee for the Isanti County EDA sent a letter stating they would not allow a meeting with the Isanti County EDA regarding the hotel project as it did not meet their requirements for a project. Those requirements were: not enough equity in the project, it promoted competition with an existing business in Isanti County, and there was no proof that there was financial backing for the project. Mayor Wimmer explained those reasons were untrue and the project developer had already responded to the sub-committee's allegations.

Mayor Wimmer then broke the requirements down point-by-point to give a public response. Isanti County EDA policy requires a 20% threshold on equity and with the amount of money currently involved, the hotel project has reached approximately 30% equity.

The last approved project was for a gas station in Cambridge with a 100% abatement for a number of years. This raised the point that according to the Isanti County EDA project requirements and policies, that project violated more than one requirements as there is more than one gas station within Isanti County and Isanti County EDA policy states that an abatement may not go over 50%. Due to this, a request had been made to Isanti County for all public data regarding the gas station project that was approved.

Documentation had been provided to the sub-committee regarding financing for the hotel project. This included showing that all equity had been raised, the term sheet from the bank, and personal information on two of the investing partners who had provided personal guarantees on the loan.

Mayor Wimmer said the subcommittee's decision was disappointing, especially since there was no opportunity to refute any of the misinformation. He did point out that there has been no vote by the Isanti County EDA to reject the project as it did not move further than the subcommittee. Both the hotel developer and the City of Isanti intend to keep working on the project.

J. Public Hearings

1. Resolution 2017-224 Approving the Tax Abatement for Isanti Hotel Partners, LLC

Economic Development Director Sean Sullivan said the city of Isanti and Hotel Partners, LLC have been working together to bring a 60-unit Best Western plus hotel to the City of Isanti. The hotel is considered a priority project due to the benefits it will bring to the city and Isanti County.
Mayor Wimmer opened the Public Hearing at 7:20 p.m.
There were no comments during the public hearing.
Mayor Wimmer closed the Public Hearing at 7:21 p.m.
Motion by Lorinser, second by Bergley to approve the request as presented. Motion carried.

2. Resolution 2017-225 Adopting Redevelopment Project Area and Plan

Economic Development Director Sean Sullivan explained this is part of the process the city of Isanti and EDA go through to define a redevelopment area and plan so citizens can see what the plans are for the land parcel and the funds that will be needed to accomplish that.
Councilmember Lundeen commented that he believes there are a lot of community members that

have been waiting for the change of removing Penny Lane and having Richard Avenue go through the area in question. Mayor Wimmer agreed.

Mayor Wimmer opened the Public Hearing at 7:22 p.m.

There were no comments during the public hearing.

Mayor Wimmer closed the Public Hearing at 7:23 p.m.

Motion by Lundeen, second by Bergley to approve the request as presented. Motion carried.

K. Business Items

City Administrator Don Lorsung

1. **Ordinance No. 678 for Small Cell Moratorium of Wireless Telecommunications and Antennas in Public Right-of-Way**

Recent legislation has been passed that allow private entities to attach antennas onto public infrastructures. The ordinance will protect any entities that are financially responsible for the public infrastructure. This will be a one-year moratorium.

Motion by Lorinser, second by Lundeen to approve Ordinance 678. Motion carried.

Police Chief Gene Hill

2. **Resolution 2017-226 for Accepting $32,725.00 Safe and Sober Grant**

Motion by Bergley, second by Lundeen to approve the request as presented. Motion carried.

Finance Director Mike Betker

3. Adoption of Budget and Preliminary Levy
   a. **Resolution 2017-227 Setting the 2017 Final Budget and Levy Meeting**
   b. **Resolution 2017-228 Approving the 2018 Preliminary Budget for the City of Isanti**
   c. **Resolution 2017-229 Adopting the Proposed 2017 Tax Levy Collectible in 2018 for the City of Isanti**

Mayor Wimmer explained the 2018 Preliminary Budget is slightly higher than previously discussed due to an increase from the budgeted 10% to 26% in the health insurance rates by the insurance carrier. The increase is a reflection of the way insurers are pooling their customers. Finance Director Mike Betker said even with this change, residents should still see tax savings.

Motion by Lundeen, second by Collison to approve all three resolutions as presented. Motion carried.

Economic Development Director Sean Sullivan

4. **Resolution 2017-230 Authorizing Funding and Execution of the Municipal Advisory Service Agreement between the City of Isanti EDA and Northland Securities, Inc.**

Motion by Collison, second by Lorinser to approve the request as presented. Motion carried.

Community Development Director Ryan Kernosky

5. **Resolution 2017-231 Initiating the Street Vacation for Penny Lane Southeast**

Motion by Lundeen, second by Bergley to approve the request as presented. Motion carried.

6. **Resolution 2017-232 Approving the Request from Brennan and Rebecca Cox for a Conditional Use Permit and Site Plan Review Application to Operate a Hobby Farm and Retreat Center on the Properties Legally Described in "Exhibit A"**

This has been reviewed and approved through the last Planning Commission meeting.

Motion by Lundeen, second by Collison to approve the request as presented. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $ 246,509.66 and Payroll in the amount of $ 98,882.54
2. **Resolution 2017-233 Center Point Energy Safety Equipment Matching Grant Award**
3. **Resolution 2017-234 Accepting Renewal Quote for Phone Line Services Through Century Link**

Motion by Lundeen, second by Bergley to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes for the August 15, 2017 Planning Commission Meeting

Adjournment

Motion to adjourn by Bergley, second by Lundeen. Motion carried. The meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

J.1.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the City Council

FROM: Ryan Kernosky, Community Development Director

DATE: September 19, 2017

SUBJECT: Resolution 2017-XXX, A RESOLUTION VACATING PENNY LANE SOUTHEAST, CITY OF ISANTI, MINNESOTA

Background

As you may be aware, the City is actively pursuing a hotel to be constructed on PID 160290101. The 1.91-acre parcel that the City has a development agreement on is split by Penny Lane Southeast.

Penny Ln SE is not a road within a City Right of Way nor any recorded easement. However, pursuant to Minnesota State Statute 160.05 Subdivision 1, any roadway that has been used and kept in repair and worked for six continuous years as a public highway is deemed dedicated to the public until lawfully vacated, as such, we are required to go through the street vacation process.

During the September 5th, 2017 Common Council Meeting, Council members voted to approve Resolution 2017-231, which initiated the street vacation process. The next step is now a public hearing and final vote, followed by various notifications and filings to Isanti County. Once this is completed, Penny Lane SE will be formally vacated.

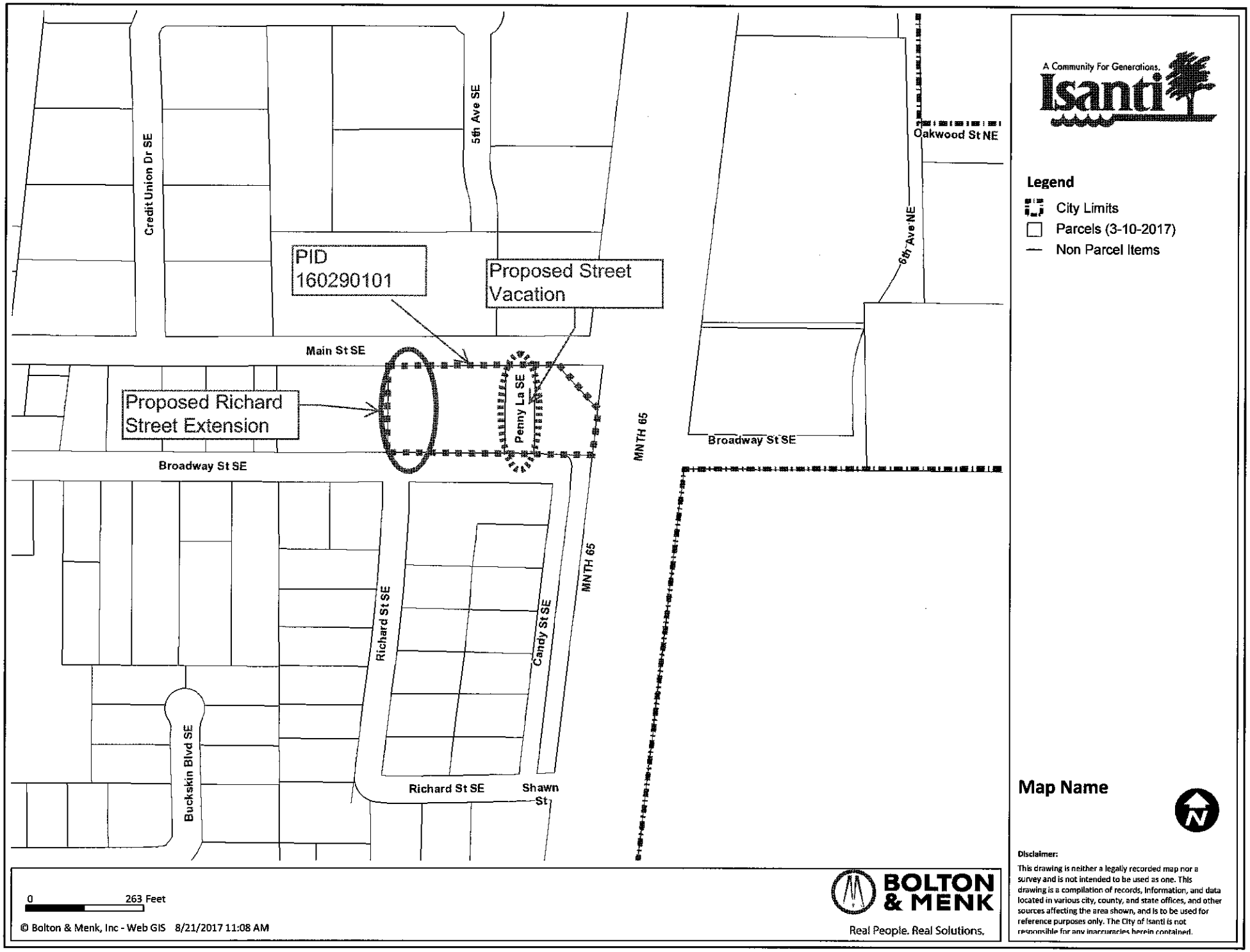
To ease any concerns, the City is intending to extend Richard Avenue between Broadway Street and Main Street (N/S) along the west property line. The replatting of the property is being handled at the September 19th Planning Commission.

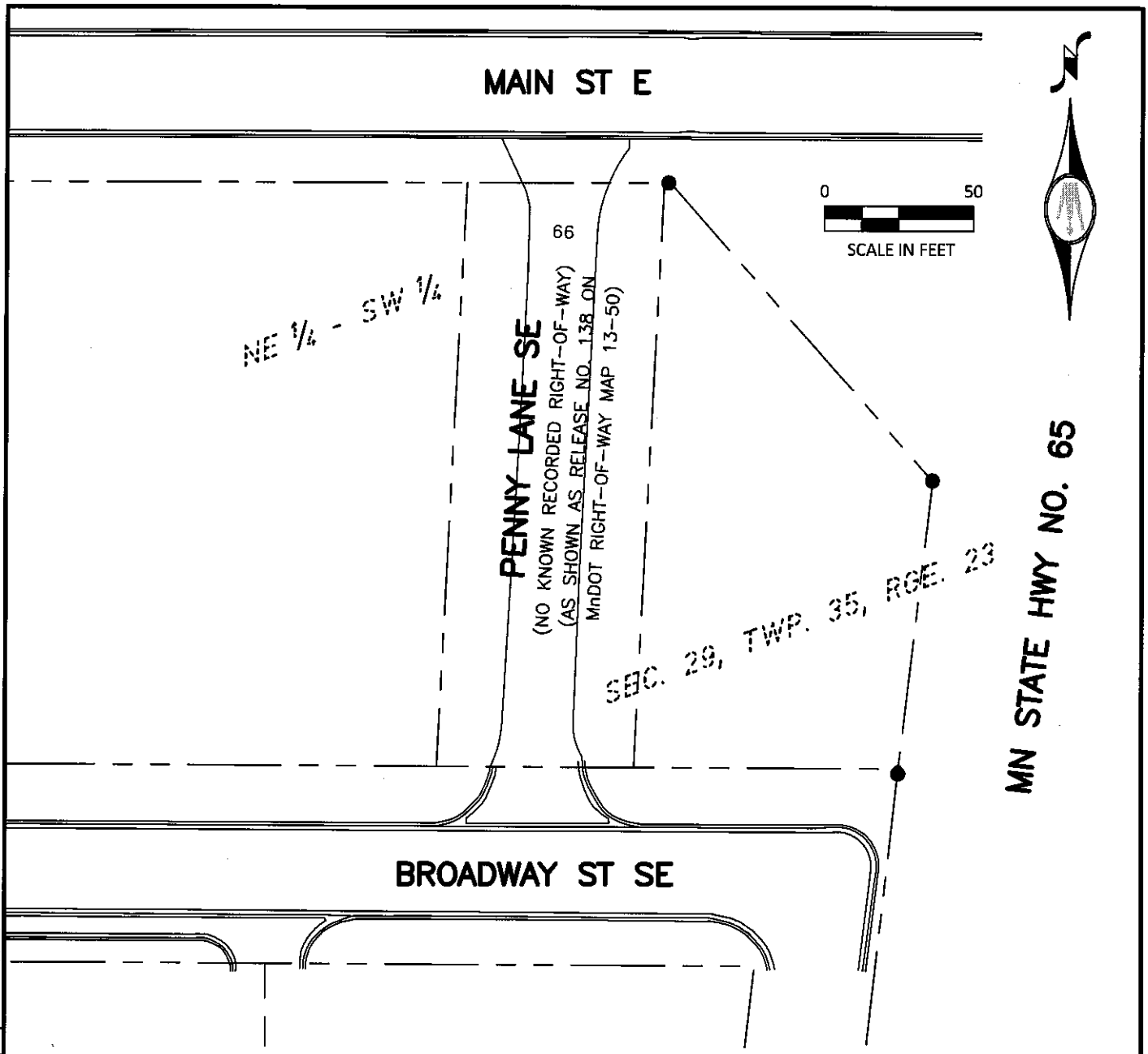
Staff Recommendation

Staff is recommending approval of the attached resolution.

ATTACHMENTS

- Location Map
- Resolution 2017-231, A RESOLUTION INITIATING THE STREET VACATION FOR PENNY LANE SOUTHEAST, CITY OF ISANTI, MINNESOTA
- Proof of Public Hearing
- Resolution 2017-XXX, A RESOLUTION VACATING PENNY LANE SOUTHEAST, CITY OF ISANTI, MINNESOTA


Credit Union Dr SE
5th Ave SE
PID
160290101
Proposed Street
Vacation
Main St SE
Proposed Richard
Street Extension
Broadway St SE
Penny La SE
MNTH 65
Oakwood St NE
66th Ave NE
Broadway St SE
Richard St SE
Candy St SE
MNTH 65
Buckskin Blvd SE
Richard St SE
Shawn
St
A Community For Generations.
Isanti
Legend
City Limits
Parcels (3-10-2017)
Non Parcel Items
Map Name
N
0
263 Feet
© Bolton & Menk, Inc - Web GIS 8/21/2017 11:08 AM
BOLTON
& MENK
Real People. Real Solutions.
Disclaimer:
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.



PROPOSED RIGHT OF WAY TO BE VACATED:

That part of Penny Lane Southeast lying south of Main Street East and lying north of Broadway Street Southeast and in the Northeast Quarter of the Southwest Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

08/22/2017
Date

©Bolton & Menk, Inc. 2017, All Rights Reserved

ROAD VACATION EXHIBIT
PENNY LANE, ISANTI, MINNESOTA

NE 1/4 - SW 1/4
SEC. 29, TWP. 35, RGE. 23
ISANTI COUNTY, MINNESOTA

FOR: CITY OF ISANTI

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

JOB NUMBER: R13.114520 FIELD BOOK: DRAWN BY: ALH

H:\ISAN\R13114520\CAD\C3D\FIGR-114520-EX01.dwg 8/22/2017 2:09 PM

RESOLUTION 2017-231
A RESOLUTION INITIATING THE STREET VACATION FOR PENNY LANE SOUTHEAST, CITY OF ISANTI, MINNESOTA

WHEREAS, the City Council of the City of Isanti finds that Penny Lane Southeast, lying and being between the northerly right of way line of Broadway Street Southeast and the southerly right of way line of Main Street East, all within the city limits of the City of Isanti, has been used and kept in repair and worked for at least six continuous years as a public highway by the City of Isanti; and,

WHEREAS, Minnesota Statutes Section 160.05 Subdivision 1 provides that when any road or portion of a road has been used and kept in repair and worked for at least six consecutive years as a public highway by a road authority it shall be deemed dedicated to the public to the width of the actual use and be and remain, until lawfully vacated, a public highway whether it has ever been established as a public highway or not; and,

WHEREAS, the said Penny Lane Southeast has not been established of record as a public highway, but has been used and kept in repair and worked by the City of Isanti for more than six years as a public highway; and,

WHEREAS, the City of Isanti has entered into a purchase agreement for purchase by the City from Emerald Acres Investment LLC of certain real property identified as PID 160290101, said parcel legally described as:

> That part of the Northeast Quarter of the Southwest Quarter (NE ¼ of the SW ¼) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota described as follows, to-wit: Commencing at the intersection of the North right-of-way line of the public town road as presently existing and laid out, said road being the extension of Broadway Street in the Village of Isanti, Minnesota, with the West line of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼), said intersection being Thirty-three(33) feet North of the Southwest corner of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼), thence on an assumed bearing of South 89 degrees 59 minutes 27 seconds East, along said North right-of-way line of said road, and parallel to the South line of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼) a distance of 236.70 feet to the point of beginning of the property to be described; then continuing South 89 degrees 59 minutes 27 seconds East along said North right of way line a distance of 435.59 feet, more or less, to the West right-of-way line of Minnesota Trunk Highway No. 65, as presently existing and laid out, thence Northeasterly along said West right-of-way line of Highway No 65, with the South right-of-way line of the public road as presently existing and laid out, said road being the extension of Main Street in the Village of Isanti, Minnesota , and being described in that certain Highway Easement recorded in Book Q of Miscellaneous, Page 128-9, thence Westerly along said distance of 457.67 feet, more or less, to the intersection with a line bearing North 00 degrees 06 minutes 41 seconds East from said point of beginning; thence South 00 degrees 06 minutes 41 seconds West a distance of 193.82 feet, more or less, to said point of beginning, excepting therefrom the following described triangular piece of land adjoining and Westerly of the Westerly boundary line of trunk Highway No. 65, Southerly of a line run

parallel with and distant 33 feet South of the Center of the line of Main Street in the Village of Isanti extending Easterly to said Highway and Northeasterly of the following described line: Beginning at a point on the Westerly boundary line of said highway distant 100 feet Southerly of its intersection with the above described 33 food parallel line; thence run Northwesterly to a point on said 33 foot parallel line distant 100 feet West of said intersection.

Through and within which the entirety of Penny Lane Southeast is located; and,

WHEREAS, the City of Isanti intends to extend Richard Avenue Southeast by dedicating public right of way along the West property line from Broadway Street Southeast to Main Street East of PID 160290101, thereby eliminating any further need or purpose for Penny Lane Southeast.

NOW, THEREFORE, BE IT RESOLVED, that the City of Isanti hereby initiates the process for the lawful vacation of said Penny Lane Southeast as presently located, between its intersection with the northerly right of way line Broadway Street Southeast and its intersection with the southerly right of way line of Main Street East, all within the City of Isanti, Isanti County, Minnesota, pursuant to the provisions of Minnesota Statutes Section 412.851.

This Resolution is hereby approved by the Isanti City Council this 5th day of September 2017.

Mayor George A. Wimmer

Attest:

Katie Brooks
Human Resources / City Clerk

ECM
Publishers, Inc.

-Public Notice Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed, please contact us prior to deadline at
Cambridge (763) 691-6000 or email at publicnotice@ecm-inc.com

Ad Proof

Enlarged

CITY OF ISANTI
CITY COUNCIL
PUBLIC HEARING ON
SEPTEMBER 19TH, 2017

NOTICE IS HEREBY GIVEN that on Tuesday, September 19th, 2017, at 7:00 P.M., at the Isanti City Hall located at 110 First Avenue NW, Isanti, Minnesota; the City Council will hold a Public Hearing on the following items:

A Resolution to vacate Penny Lane Southeast, pursuant to Minnesota Statute § 412.851, more legally described as:

That part of Penny Lane Southeast lying south of Main Street East and lying north of Broadway Street Southeast and in the Northeast Quarter of the Southwest Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota.

BY ORDER OF CITY OF ISANTI, MN
Ryan J. Kernosky
Community Development Director
Published in the
Isanti County News
September 6, 13, 2017
728940

Date: 08/29/17

Account #: 365566
Customer: CITY ISANTI ~

Address: 110 1ST AVENUE NORTH
PO BOX 428
ISANTI

Telephone: (763) 444-5512
Fax:

Ad ID: 728940
Copy Line: Penny Lane Hearing

PO Number:
Start: 09/06/17
Stop: 09/13/2017
Total Cost: $19.49
# of Lines: 26
Total Depth: 2.444
# of Inserts: 2
Ad Class: 150
Phone # (763) 691-6000
Email: publicnotice@ecm-inc.com
Rep No: NS100

Contract-Gross

Publications:
Isanti County News

RESOLUTION 2017-XXX

A RESOLUTION VACATING PENNY LANE SOUTHEAST, CITY OF ISANTI, MINNESOTA

WHEREAS, the City Council of the City of Isanti previously passed Resolution 2017-231, providing its interest in vacating, pursuant to Minnesota Statutes § 412.851, Penny Lane Southeast, lying and being between the northerly right of way line of Broadway Street Southeast and the southerly right of way line of Main Street East

WHEREAS, the City Council of the City of Isanti finds that Penny Lane Southeast, lying and being between the northerly right of way line of Broadway Street Southeast and the southerly right of way line of Main Street East, all within the city limits of the City of Isanti, has been used and kept in repair and worked for at least six continuous years as a public highway by the City of Isanti; and,

WHEREAS, Minnesota Statutes Section 160.05 Subdivision 1 provides that when any road or portion of a road has been used and kept in repair and worked for at least six consecutive years as a public highway by a road authority it shall be deemed dedicated to the public to the width of the actual use and be and remain, until lawfully vacated, a public highway whether it has ever been established as a public highway or not; and,

WHEREAS, the said Penny Lane Southeast has not been established of record as a public highway, but has been used and kept in repair and worked by the City of Isanti for more than six years as a public highway; and,

WHEREAS, the City of Isanti has entered into a purchase agreement for purchase by the City from Emerald Acres Investment LLC of certain real property identified as PID 160290101, said parcel legally described as:

> That part of the Northeast Quarter of the Southwest Quarter (NE ¼ of the SW ¼) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota described as follows, to-wit: Commencing at the intersection of the North right-of-way line of the public town road as presently existing and laid out, said road being the extension of Broadway Street in the Village of Isanti, Minnesota, with the West line of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼), said intersection being Thirty-three(33) feet North of the Southwest corner of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼), thence on an assumed bearing of South 89 degrees 59 minutes 27 seconds East, along said North right-of-way line of said road, and parallel to the South line of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼) a distance of 236.70 feet to the point of beginning of the property to be described; then continuing South 89 degrees 59 minutes 27 seconds East along said North right of way line a distance of 435.59 feet, more or less, to the West right-of-way line of Minnesota Trunk Highway No. 65, as presently existing and laid out, thence Northeasterly along said West right-of-way line of Highway No 65, with the South right-of-way line of the public road as presently existing and laid out, said road being the extension of Main Street in the Village of Isanti, Minnesota , and being described in that certain Highway Easement recorded in Book Q of Miscellaneous,

Page 128-9, thence Westerly along said distance of 457.67 feet, more or less, to the intersection with a line bearing North 00 degrees 06 minutes 41 seconds East from said point of beginning; thence South 00 degrees 06 minutes 41 seconds West a distance of 193.82 feet, more or less, to said point of beginning, excepting therefrom the following described triangular piece of land adjoining and Westerly of the Westerly boundary line of trunk Highway No. 65, Southerly of a line run parallel with and distant 33 feet South of the Center of the line of Main Street in the Village of Isanti extending Easterly to said Highway and Northeasterly of the following described line: Beginning at a point on the Westerly boundary line of said highway distant 100 feet Southerly of its intersection with the above described 33 food parallel line; thence run Northwesterly to a point on said 33 foot parallel line distant 100 feet West of said intersection.

Through and within which the entirety of Penny Lane Southeast is located; and,

WHEREAS, the City of Isanti intends to extend Richard Avenue Southeast by dedicating public right of way along the West property line from Broadway Street Southeast to Main Street East of PID 160290101, thereby eliminating any further need or purpose for Penny Lane Southeast.

WHEREAS, the City Council called for a public hearing noting its interest in vacating, pursuant to Minnesota Statute §412.851, Penny Lane Southeast, lying and being between the northerly right of way line of Broadway Street Southeast and the southerly right of way line of Main Street East; and setting a public hearing to consider the vacation of such street; and,

WHEREAS, a public hearing to consider the vacation of such street was held on September 19th, 2017 before the City Council in the City Hall located at 110 First Avenue NW, Isanti, Minnesota a 7:00 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners on the 6th day of September, 2017. Published notice was published in the *Isanti County* News on September 6th & September 13th, 2017. All interested and affected persons were given an opportunity to voice their concerns and be heard; and,

WHEREAS, no notice has been given to the Commissioner of Natural Resources because no portion of the proposed vacation terminates at, abuts upon, or is adjacent to any public water; and,

WHEREAS, the Isanti City Council has determined that the vacation will benefit the public interest for reasons including, but not limited to:

1. The increased economic activity of the community as a result of the development of the proposed hotel will not happen unless Penny Lane Southeast is vacated.
2. Richard Avenue Southeast will be extended North/South along the West property line of PID 160290101 from Broadway Street Southeast to Main Street East, causing no significant impact on access for the surrounding neighborhoods.

WHEREAS, as no petition has been filed, at least four-fifths of all present members of the City Council concur in this resolution.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Isanti, that Penny Lane Southeast, as legally described in "Exhibit A" attached hereto and incorporated herein shall be vacated.

The motion for the adoption of the foregoing resolution was duly moved by Councilman _____, seconded by Councilman _____, and upon vote being taken thereon, the following voted in favor thereof:

And the following voted against the same:

BE IT FURTHER RESOLVED, that the City Clerk of the City of Isanti prepare and file with the Isanti County Recorder a Notice of Completion of Vacation.

BE IT FURTHER RESOLVED, that the Mayor of the City of Isanti and the City Clerk of the City of Isanti are authorized and empowered to sign any and all documentation necessary and appropriate to affect the vacation.

Approved by the City of Isanti City Council this 19th day of September 2017.

_____
George Wimmer, Mayor

ATTEST:

_____
Katie Brooks
City Clerk/ Human Resources

EXHIBIT 'A'

PENNY LANE SOUTHEAST LEGAL DESCRIPTION

That part of Penny Lane Southeast lying south of Main Street East and lying north of Broadway Street Southeast and in the Northeast Quarter of the Southwest Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota.

K.1.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: September 19, 2017

SUBJECT: **Consideration of Joint Resolution 2017-XXX IN THE MATTER OF THE AMENDMENT TO THE ORDERLY ANNEXATION BETWEEN THE CITY OF ISANTI, MINNESOTA AND ISANTI TOWNSHIP, MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.0325 SUBD. 1**

Background

As part of the 2017 City Council Goals, the City identified annexation of properties completely surrounded by the corporate limits of the City for annexation. Many of these properties have been identified as receiving some amount of City services (directly or indirectly), without paying City taxes.

The Joint Resolution that the Council will be voting on is for properties that fall within the 1973 Orderly Annexation Agreement (OA) between the Village (City) of Isanti and the Isanti Township. The OA identified non-City properties within a specific area (Sections 30, 31, W3/4 of 29 and 32, Township 35, Range 23) to be annexed as a Joint Resolution between the City and the Township.

If the City Council chooses to annex the properties within the OA through the attached Joint Resolution, it would then be sent to the Isanti Township for their review and either approval or denial within 30 days. If the Isanti Township approves the Joint Resolution, the Joint Resolution would be sent to the Office of Administrative Hearings – Municipal Boundary Division for their review and approval within 30 days. However, if the Isanti Township chooses to object to the annexations within the OA, the Joint Resolution would be sent to the Office of Administrative Hearings – Municipal Boundary Division for an Administrative Judge Review. This review would include an administrative hearing held in the Isanti area. The Administrative Law Judge could, after the hearing, order the annexation, deny the annexation, or alter the boundaries of the annexation.

Part of the 1973 OA included language to reimburse the property owners a rate that depending on the time for annexed property owners to receive municipal services (sewer and water). That

reimbursement must be made over a three to five-year timeline. The City has identified the property owners who have immediate access to sewer and/or water and those who have no access to sewer and water. The City is proposing to reimburse property owners on one year of the difference between the City and Township property tax based on the following information:

a) If a property owner has access to sewer AND water: No Reimbursement will be issued by the City of Isanti.
b) If the property owner has access to sewer OR water: 50% Reimbursement will be issued to the property owner by the City of Isanti.
c) If the property owner has NO access to sewer AND water: 100% Reimbursement will be issued to the property owner by the City of Isanti.

A complete reimbursement schedule is attached to this memo for your information.

The City is also required by MN State Statute to reimburse the Isanti Township their portion of lost tax revenue as a result of any annexation. The City is required to do this between two and eight years. The City is proposing to reimburse the township over three years, and a complete township reimbursement schedule is attached to this memo.

Public Notice

The City provided all impacted property owners notice through US Postal Service on September 8, 2017. The City also provided the Isanti Township a copy of all letters sent to the impacted property owners, and a letter stating that we intend to initiate this process; this was sent out via US Postal Service on September 8, 2017.

Common Questions Regarding Annexation

If I'm annexed into the City, do I immediately have to hook up to City sewer? – No. However, your septic system must be up to the standards of the County. In the event that the private septic system becomes inoperable or no longer meet County standards, the property owner would be required to hook up to City sewer. When the property owner hooks up to City sewer, the must pay the "Sewer Access Charge" a one-time fee to hook up to the City's system, this one-time cost was set at $4,435.00 in 2017 but can change from year to year.

If I'm annexed into the City, do I immediately have to hook up to City water? – No, residents are able to maintain and use existing private wells on their property provided they meet yearly testing requirements. In the event that the private well does not meet minimum yearly requirements of testing (i.e. there's more bacteria in the well than permissible by health standards) or the well is inoperable, the property owner is required to hook up to City water. When a property owner, whether it's a brand new home or a home with an existing well, hooks up to City water, they must pay the one-time cost of the "Water Access Charge," that charge is currently $3787.00 but can change from year to year.

What other fees will I be charged by the City? – Property owners who have ACCESS to City Sewer and water hook ups are required, whether or not they are hooked into the sewer and water system, to pay half the base fee for the services they have access to. The current monthly base fee for water is $12.68 and $11.43 for sewer. This charge can change from year to year.

Property owners are also changed a monthly stormwater fee. This fee varies and is based on the lot size, impervious surface coverage of that lot, and whether or not the property has a structure on the property.

If I'm annexed into the City, do I have to meet nuisance standards? – Yes, once a property is annexed into the City, the rules and regulations relating to nuisances (long grass, unlicensed vehicles, etc.) must adhere to City standards.

Motion Language

Approve the Joint Resolution as presented: Move to approve Joint Resolution 2017-XXX as presented.

Approve the Joint Resolution with changes: Move to approve Joint Resolution 2017-XXX (1st vote) – NEW MOTION: Move to amend Joint Resolution 2017-XXX with the following changes…

Table the Joint Resolution: Move to table Joint Resolution 2017-XXX (specific Reasoning and Information for any requests should be included or stated in the motion to table).

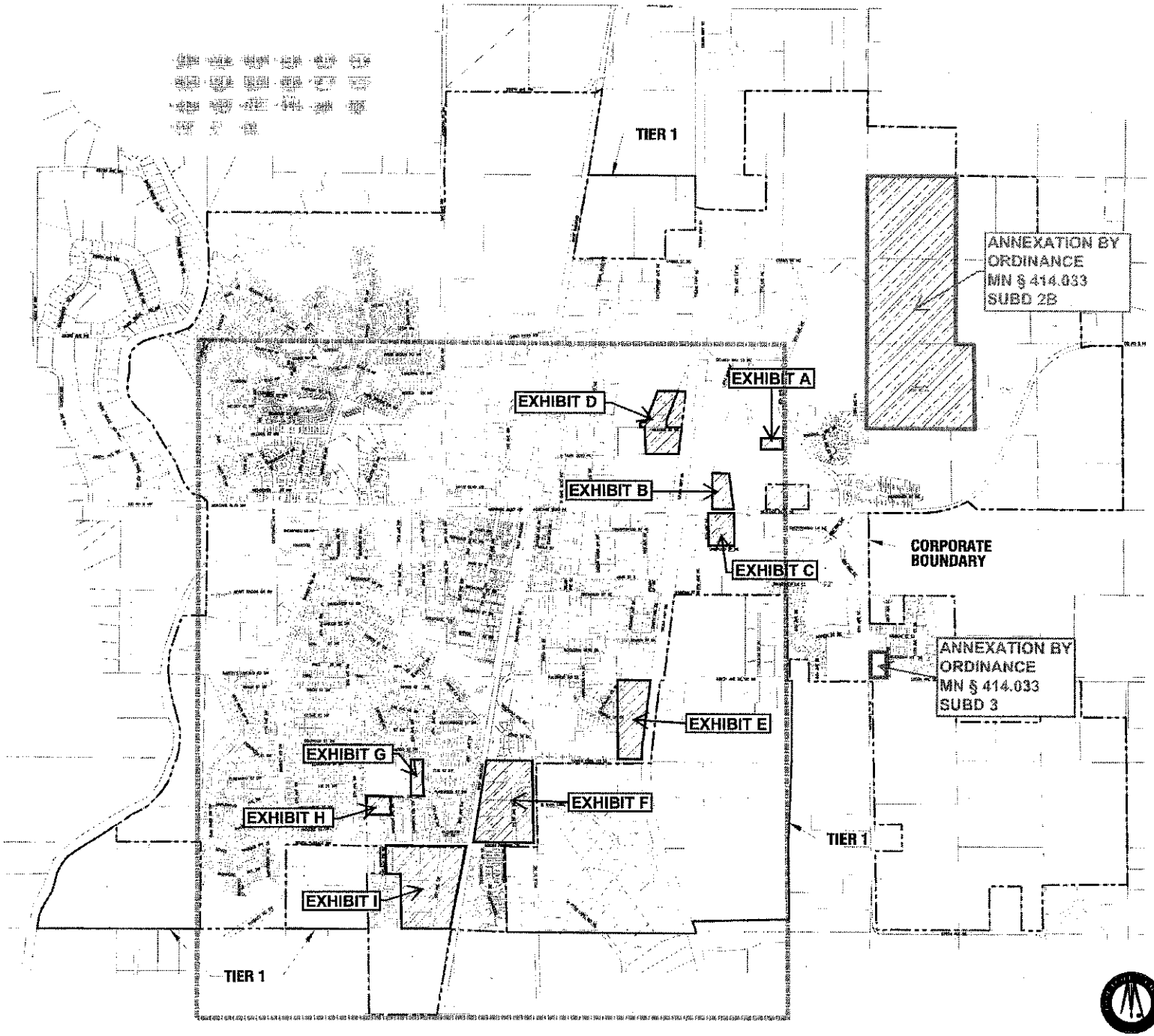
Attachments:

- Exhibit L – Property owner reimbursement schedule
- Exhibit J – Isanti Township reimbursement schedule
- Location Map of the Area of the 1973 OA Boundaries
- Copy of the 1973 Joint Resolution for Orderly Annexation
- Joint Resolution 2017-XXX

CITY OF ISANTI
2017
ANNEXATION
PROPERTIES

ISANTI COUNTY, MINNESOTA
SEPTEMBER 2017

A Community For Generations.
Isanti



LEGEND

- CORPORATE BOUNDARY
- TIER 1 BOUNDARY
- PROPERTIES ANNEXED BY ORDERLY ANNEXATION
- AREA OF 1973 ORDERLY ANNEXATION AGREEMENT

N

0 500 1000
SCALE FEET

BOLTON & MENK, INC.
Consulting Engineers & Surveyors

7/2/13

JOINT RESOLUTION FOR ORDERLY ANNEXATION

ISANTI VILLAGE AND TOWNSHIP

Whereas, certain property within the Town of Isanti is in need of orderly annexation to the Village of Isanti; and,

Whereas, the legal description of the property is as follows:

> Sections 30, 31 and the Western Three-fourths (W 3/4) of Section Twenty-nine (29) and Thirty-two (32), Township Thirty-five (35), Range Twenty-three (23), all in Isanti Township, Isanti County, Minnesota;

Excepting therefrom property already included within the existing boundaries of the Village of Isanti;

Also excepting therefrom the property currently before the Minnesota Municipal Commission in annexation proceeding A-2193,

Now, Therefore, Be It Resolved by the Township of Isanti and the Village of Isanti, as follows:

1. That the above described area in Isanti Township is properly subject to orderly annexation under and pursuant to Minnesota Statutes 414.032, and the parties hereto do hereby designate this area as in need of orderly annexation as provided by statute. The Township of Isanti does upon passage of this resolution and its adoption by the council of the Village of Isanti, confer jurisdiction upon the Minnesota Municipal Commission so as to accomplish said orderly annexation in accordance with the terms of this resolution.

(1)

2. No annexations will take place anywhere within the area designated as in need of orderly annexation unless the area involved is or is about to become urban or suburban in character and unless the city has available and is capable of providing municipal services.

3. Any persons annexed to the village pursuant to this agreement shall receive a "tax break" consisting of a staged graduated increase in mill rates from the Town rate to the Village rate over a three to five year period depending on the length of time necessary to provide full municipal services to the area annexed.

TOWNSHIP OF ISANTI

Passed and adopted by the Township of Isanti this 11th day of June, 1973.

Attest: Russell W. Nelson
Township Clerk

By Glenn V. Nelson
Its Chairman

VILLAGE OF ISANTI

Passed and adopted by the Village of Isanti this 19th day of June, 1973.

Attest: Norman C. Schafer
Village Clerk

By Odell J. Mills
Its Mayor

A JOINT RESOLUTION

CITY OF ISANTI, MN RESOLUTION 2017-XXX

ISANTI TOWNSHIP RESOLUTION: _____

IN THE MATTER OF THE AMENDMENT TO THE ORDERLY ANNEXATION BETWEEN THE CITY OF ISANTI, MINNESOTA AND ISANTI TOWNSHIP, MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.0325 SUBD 1

WHEREAS, the Township of Isanti and the City of Isanti are parties to a Joint Resolution for Orderly Annexation, which Joint Resolution was duly filed with the Municipal Board on August 31, 1973, (File NO: A-2457(OA)); and,

WHEREAS, the City of Isanti and Isanti Township designate for orderly annexation, the described lands defined in Exhibits "A" through "I", located within Isanti Township, County of Isanti, Minnesota; and,

WHEREAS, the City of Isanti and Isanti Township are in agreement as to the orderly annexation of the unincorporated lands described; that both believe it will be to their benefit and to the benefit of their respective residents; and,

WHEREAS, Minnesota Statutes § 414.0325 provides a procedure whereby the City of Isanti and Isanti Township may agree on a process of orderly annexation of designated areas; and,

WHEREAS, Both the City of Isanti and Isanti Township have agreed to all the terms and conditions for the annexation of the lands legally described in Exhibits "A" through "I" and the signatories hereto agree that no alteration of the designated area is appropriate and no consideration by the Chief Administrative Law Judge is necessary. The Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation of the properties as described within Exhibits "A" through "I" in accordance with the terms of this Joint Resolution.

NOW, THEREFORE, BE IT RESOLVED, jointly by the City Council of the City of Isanti and the Township Board of Isanti Township as follows:

1) That the following described lands identified in Exhibits "A" through "I" in Isanti Township are subject to orderly annexation pursuant to Minnesota Statutes § 414.0325.

2) That the described lands identified in Exhibits "A" through "I" consist of approximately 99 acres, the population in the subject area is approximately 61 persons, and the land use types are residential, recreational, agricultural, and commercial.

3) That the described lands identified in Exhibits "A" through "I" are urban or suburban or about to become so, and since the City of Isanti has either provided services, or is capable of providing services to this area within a reasonable time, the annexation would be in the best interest of the area.

4) That Isanti Township and the City of Isanti, by submission of this Joint Resolution to the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, confers jurisdiction upon the Chief Administrative Law Judge so as to accomplish said orderly annexation in accordance with the terms of this resolution.

5) Pursuant to condition 3 of the Joint Resolution for Orderly Annexation between the City of Isanti and Isanti Township, the City of Isanti agrees to reimburse the property owner(s) whose property has been annexed into the City through this Joint Resolution, a portion of the difference between the Isanti Township portion of property taxes and the City of Isanti portion of the property taxes as described in Exhibit "K", subject to the following[1]:

   a. If a property has immediate access to both sewer and water, then the City will reimburse no difference (0 percent) as described above to the property owner(s).

   b. If a property has immediate access to either sewer or water, then the City will reimburse half (50 percent) the difference as described above to the property owner(s).

      i. Reimbursement shall be made to the property owner(s) per the following schedule:

         1. In the first year following the year the City of Isanti could first levy on the annexed area, an amount equal to 67 percent of the total reimbursement.

         2. In the second year, an amount equal to 33 percent of the total reimbursement.

         3. In the third year, an amount equal to 0 percent of the total reimbursement.

   c. If a property has no immediate access to either sewer or water, then the City will reimburse the full (100 percent) difference as described above to the property owner(s).

      i. Reimbursement shall be made to the property owner(s) per the following schedule:

         1. In the first year following the year the City of Isanti could first levy on the annexed area, an amount equal to 67 percent of the total reimbursement.

         2. In the second year, an amount equal to 33 percent of the total reimbursement.

[1] Specific property owner(s) reimbursement for properties annexed through this Joint Resolution is described in Exhibit "L" attached to this document.

3. In the third year, an amount equal to 0 percent of the total reimbursement.

6) Reimbursement to Isanti Township for lost taxes on annexed property, pursuant to Minnesota Statute § 414.036, per the following schedule[2]:

   a. In the first year following the year in which the City of Isanti could first levy on the annexed area, an amount equal to $3,048.22; and

   b. In the second year, an amount equal to $3,048.22; and,

   c. In the third and final year, an amount equal to $3,048.22.

7) The City of Isanti and Isanti Township agree that upon receipt of this resolution, passed and adopted by each party, the Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.

[2] Specific property payments are described in Exhibit "J" attached to this document.

ISANTI TOWNSHIP BOARD

Adopted by Resolution of the Isanti Township Board this _____ day of _____201__.

By: _____
ITS: Chairman

By: _____
ITS: Township Clerk

CITY OF ISANTI CITY COUNCIL

Adopted by Resolution of the City Council of Isanti this _____ day of _____201__.

_____
Mayor George A. Wimmer

ATTEST:

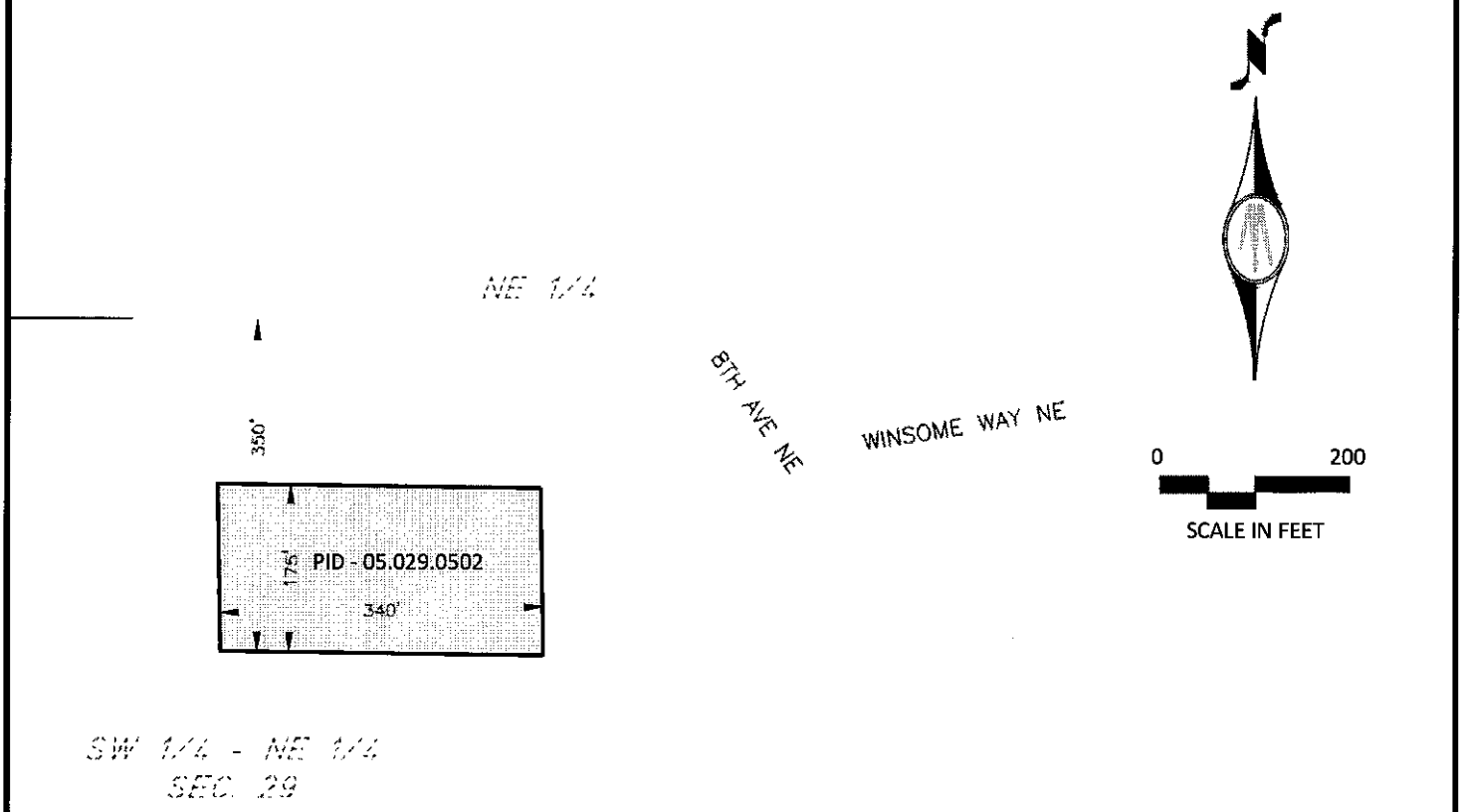
_____
Katie Brooks
City Clerk/ Human Resources

EXHIBIT A

DESCRIPTION OF PARCELS

PID 05.029.0502

The south 175.00 feet of the north 350.0 0 feet of the east 340.00 feet of the Southwest Quarter of the Northeast Quarter of Section 29, Township 35 North, Range 23 West of the 5th Principal Meridian, Isanti County, Minnesota.



PROPOSED DESCRIPTION

The south 175.00 feet of the north 350.0 0 feet of the east 340.00 feet of the Southwest Quarter of the Northeast Quarter of Section 29, Township 35 North, Range 23 West of the 5th Principal Meridian, Isanti County, Minnesota.

ANNEXATION AREA: ± 1.37 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT

ISANTI, MN

PART OF SEC. 29, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303

(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13\113482\CAD\C3D\113482EX1.dwg 1

S29-T35-R23

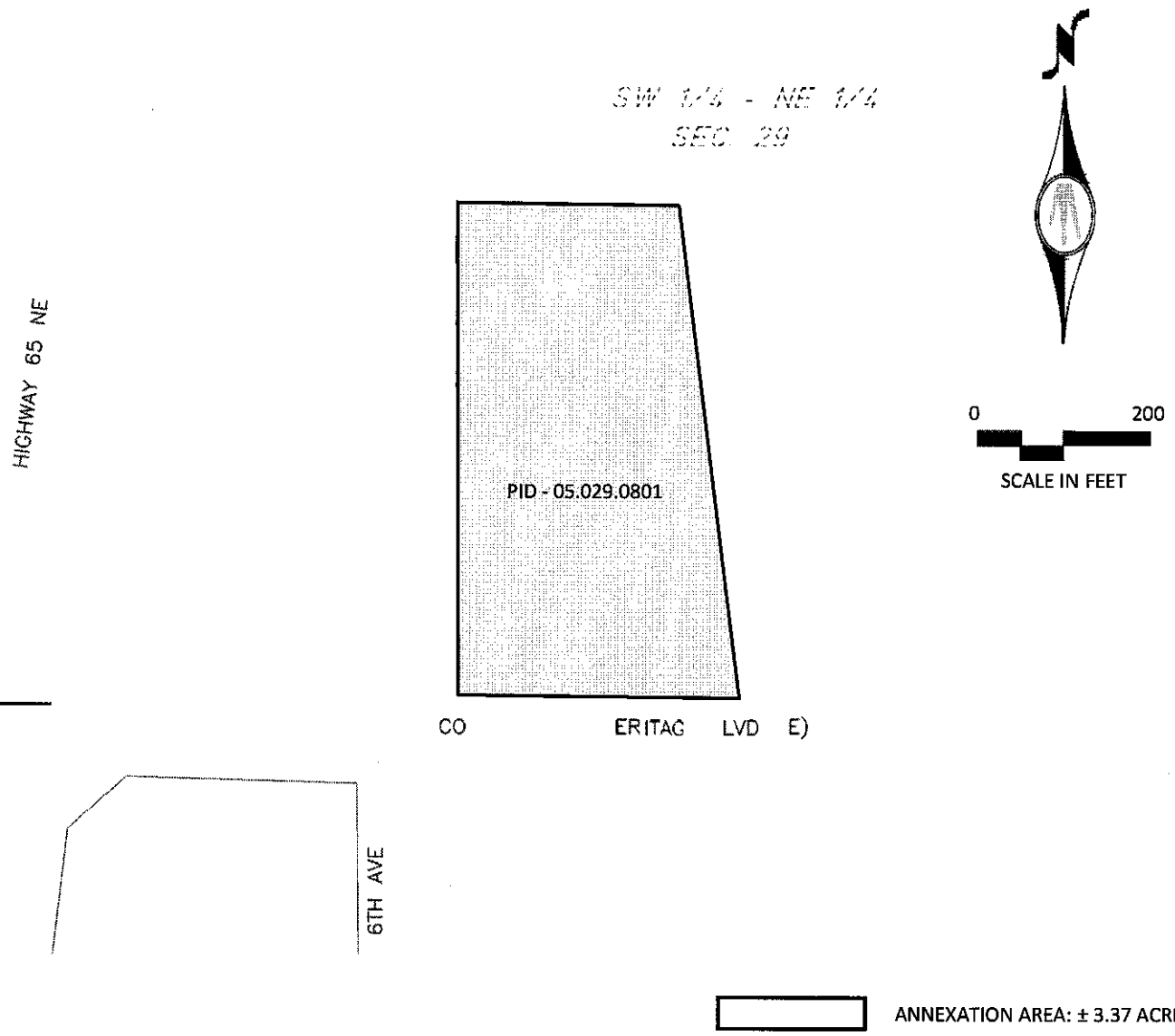
EXHIBIT B

DESCRIPTION OF PARCELS

PID 05.029.0801

That part of the Southwest Quarter of the Northeast Quarter (SW 1/4 of NE 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), described as follows:

Commencing at the southwest corner of said SW 1/4 of NE 1/4; thence along the south line thereof South 89 degrees, 59 minutes 25 seconds East, assumed basis of bearings, a distance of 216.67 feet to the point of beginning; thence North 01 degree 16 minutes 13 seconds West 560.00 feet; thence South 89 degrees 59 minutes 25 seconds East 262.00 feet; thence South 01 degree 16 minutes 13 seconds East 560.00 feet to the south line of said SW 1/4 of NE 1/4; thence along said south line North 89 degrees 59 minutes 25 seconds West 262.00 feet to the point of beginning.



PROPOSED DESCRIPTION

That part of the Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ of NE $\frac{1}{4}$) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), described as follows:

Commencing at the southwest corner of said SW $\frac{1}{4}$ of NE $\frac{1}{4}$; thence along the south line thereof South 89 degrees, 59 minutes 25 seconds East, assumed basis of bearings, a distance of 216.67 feet to the point of beginning; thence North 01 degree 16 minutes 13 seconds West 560.00 feet; thence South 89 degrees 59 minutes 25 seconds East 262.00 feet; thence South 01 degree 16 minutes 13 seconds East 560.00 feet to the south line of said SW $\frac{1}{4}$ of NE $\frac{1}{4}$; thence along said south line North 89 degrees 59 minutes 25 seconds West 262.00 feet to the point of beginning.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT

ISANTI, MN

PART OF SEC. 29, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13\113482\CAD\C3D\113482EX1.dwg 1

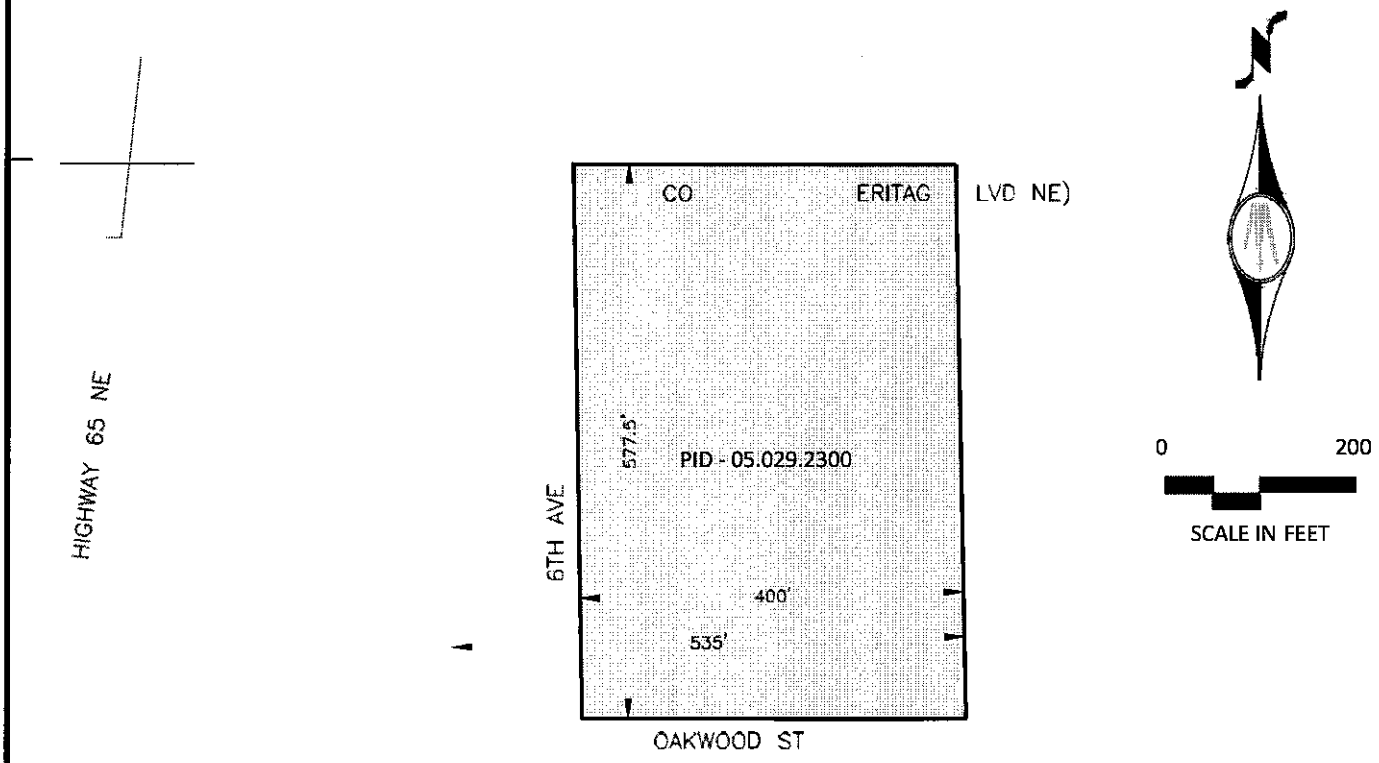
S29-T35-R23

EXHIBIT C

DESCRIPTION OF PARCELS

PID 05.029.2300

The north 577.5 feet of the east 400 feet of the west 535 feet of the Northwest Quarter of the Southeast Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota.



PROPOSED DESCRIPTION

The north 577.5 feet of the east 400 feet of the west 535 feet of the Northwest Quarter of the Southeast Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota.

ANNEXATION AREA: ± 5.3 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 29, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg 1

S29-T35-R23

EXHIBIT D

DESCRIPTION OF PARCELS

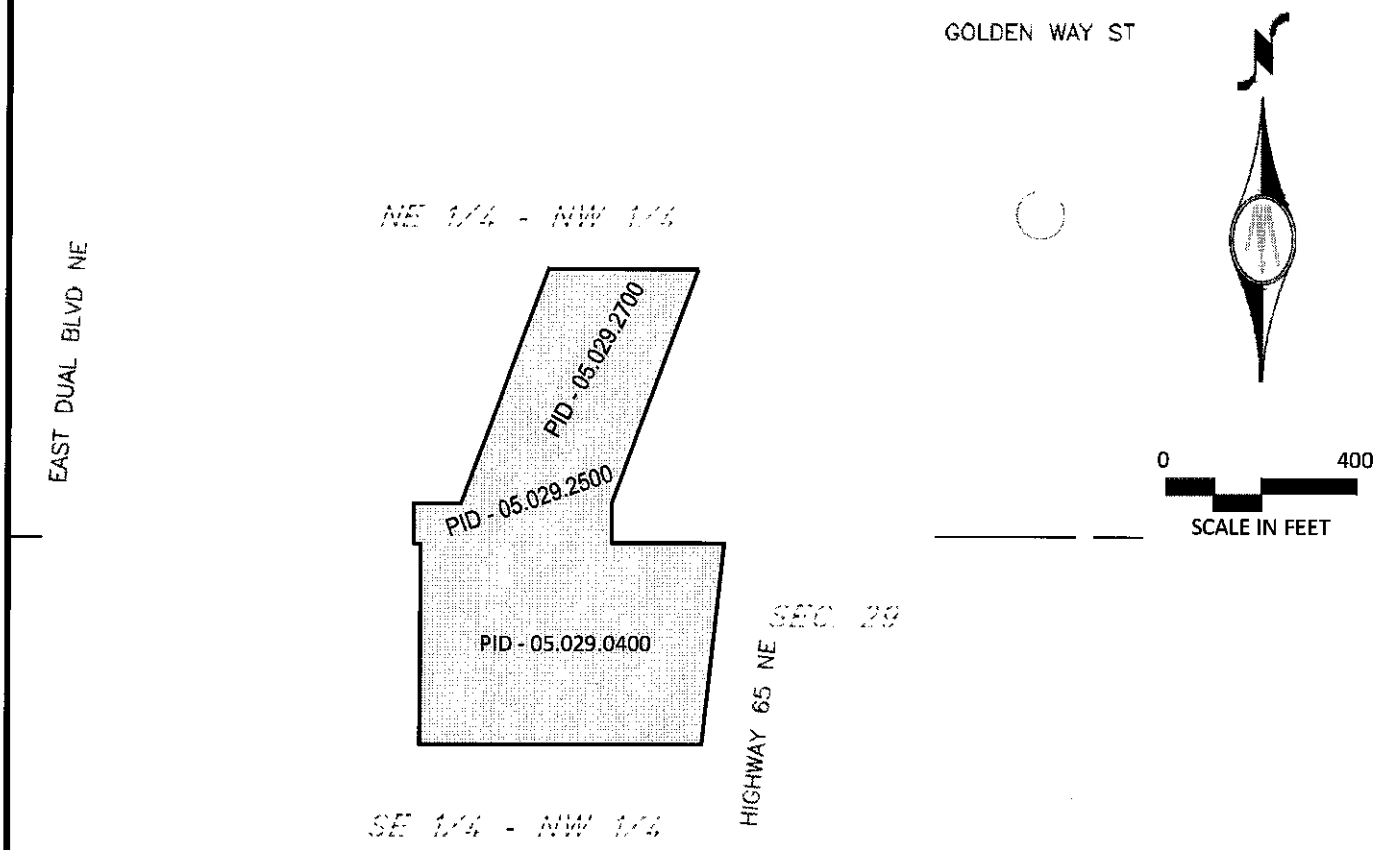
PID 05.029.0400; 05.029.2500; 05.029.2700

The north 425 feet of the Southeast Quarter of the Northwest Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the west right of way line of Minnesota Trunk Highway 65 and lying east of the westerly 410 feet thereof.

AND

That part of the NE 1/4 of the NW 1/4 of Section 29, Township 35, Range 23, Isanti County, Minnesota, described as follows:

> Commencing at the southwest corner of said NE 1/4 of the NW 1/4; thence on an assumed bearing of East along the south line of said NE 1/4 of the NW 1/4 a distance of 396.00 feet to the point of beginning; thence on a bearing of North a distance of 82.50 feet; thence on a bearing of East a distance of 99.00 feet; thence North 20 degrees 00 minutes 00 seconds East a distance of 528.00 feet; thence on a bearing of East a distance of 330.00 feet; thence South 20 degrees 00 minutes 00 seconds West a distance of 528.00 feet; thence on a bearing of South a distance of 82.50 feet to said south line; thence on a bearing of West a distance of 429.00 feet to said point of beginning.



PROPOSED DESCRIPTION

The north 425 feet of the Southeast Quarter of the Northwest Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the west right of way line of Minnesota Trunk Highway 65 and lying east of the westerly 410 feet thereof.

AND

That part of the NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ of Section 29, Township 35, Range 23, Isanti County, Minnesota, described as follows:

Commencing at the southwest corner of said NE $\frac{1}{4}$ of the NW $\frac{1}{4}$; thence on an assumed bearing of East along the south line of said NE $\frac{1}{4}$ of the NW $\frac{1}{4}$ a distance of 396.00 feet to the point of beginning; thence on a bearing of North a distance of 82.50 feet; thence on a bearing of East a distance of 99.00 feet; thence North 20 degrees 00 minutes 00 seconds East a distance of 528.00 feet; thence on a bearing of East a distance of 330.00 feet; thence South 20 degrees 00 minutes 00 seconds West a distance of 528.00 feet; thence on a bearing of South a distance of 82.50 feet to said south line; thence on a bearing of West a distance of 429.00 feet to said point of beginning.

ANNEXATION AREA: ± 10.8 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT

ISANTI, MN

PART OF SEC. 29, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303

(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482FEX1.dwg 1

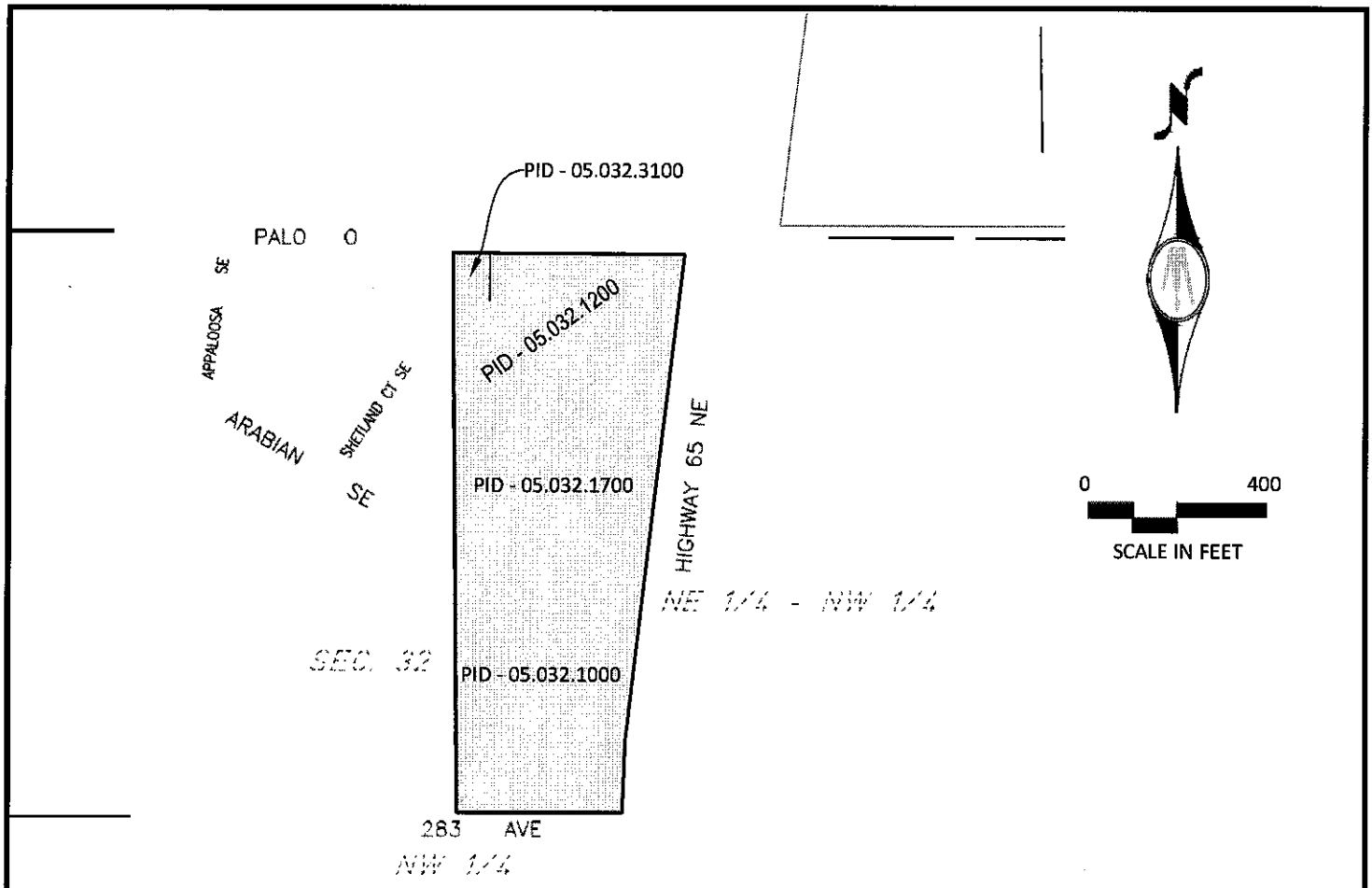
S29-T35-R23

EXHIBIT E

DESCRIPTION OF PARCELS

PID 05.032.1000; 05.032.1700; 05.032.1200; 05.032.3100

That part of the Northeast Quarter of the Northwest Quarter of Section 32, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the west right of way line of Minnesota Trunk Highway 65 and lying southerly of the south right of way line of Palomino Road SE and lying northerly of the north right of way line of 283rd Avenue NE.



PROPOSED DESCRIPTION

That part of the Northeast Quarter of the Northwest Quarter of Section 32, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the west right of way line of Minnesota Trunk Highway 65 and lying southerly of the south right of way line of Palomino Road SE and lying northerly of the north right of way line of 283rd Avenue NE.

ANNEXATION AREA: ± 11.2 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson

04/27/2017
Date

License Number 41813

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 32, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg 1

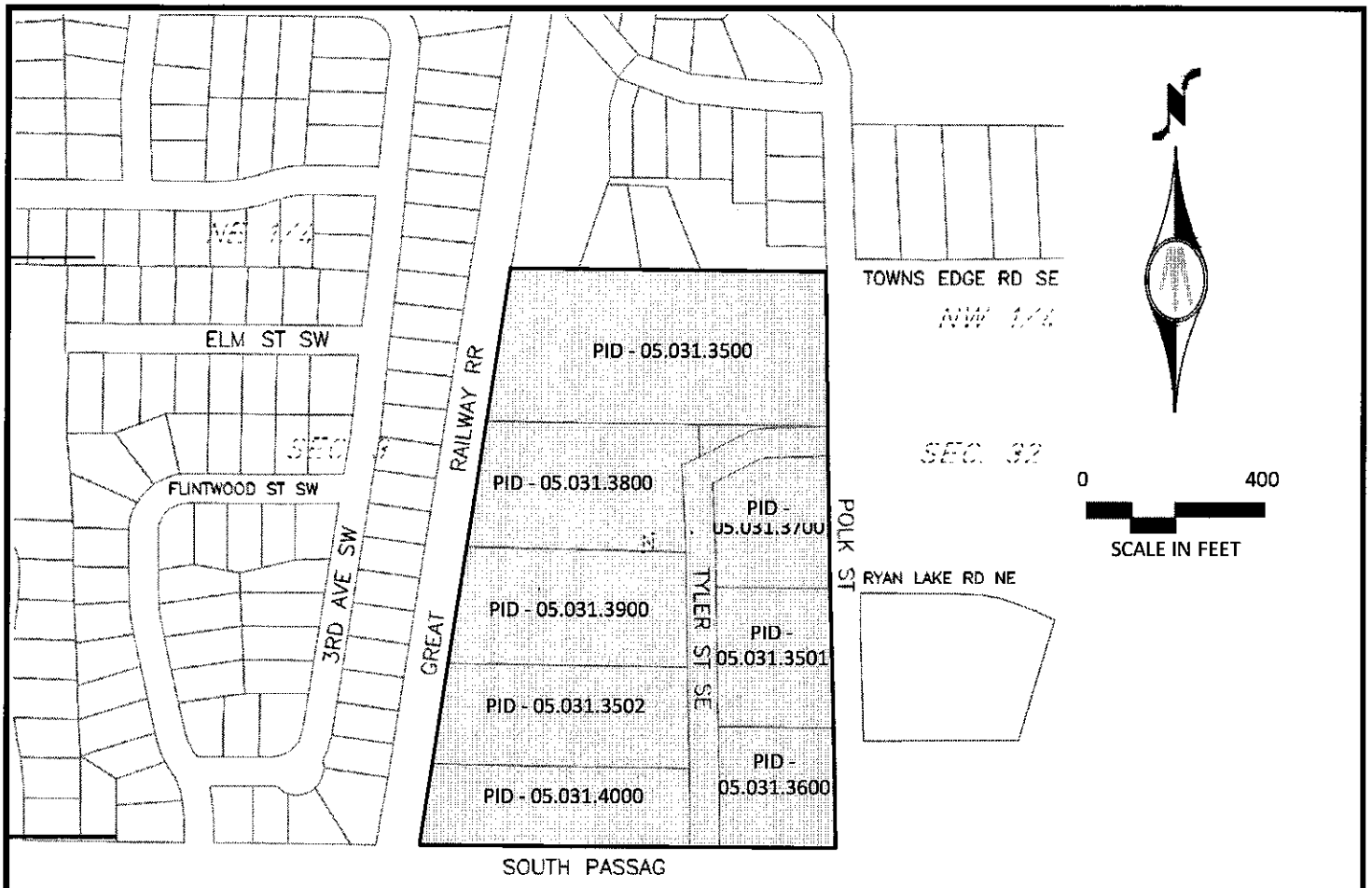
S32-T35-R23

EXHIBIT F

DESCRIPTION OF PARCELS

PID 05.031.3500; 05.031.3501; 05.031.3502; 05.031.3600; 05.031.4000; 05.031.3700; 05.031.3800; 05.031.3900

That part of the Southeast Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying easterly of the Great Northern Railway.



PROPOSED DESCRIPTION

That part of the Southeast Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying easterly of the Great Northern Railway.

ANNEXATION AREA: ± 25.9 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT

ISANTI, MN

PART OF SEC. 31, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303

(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg 1

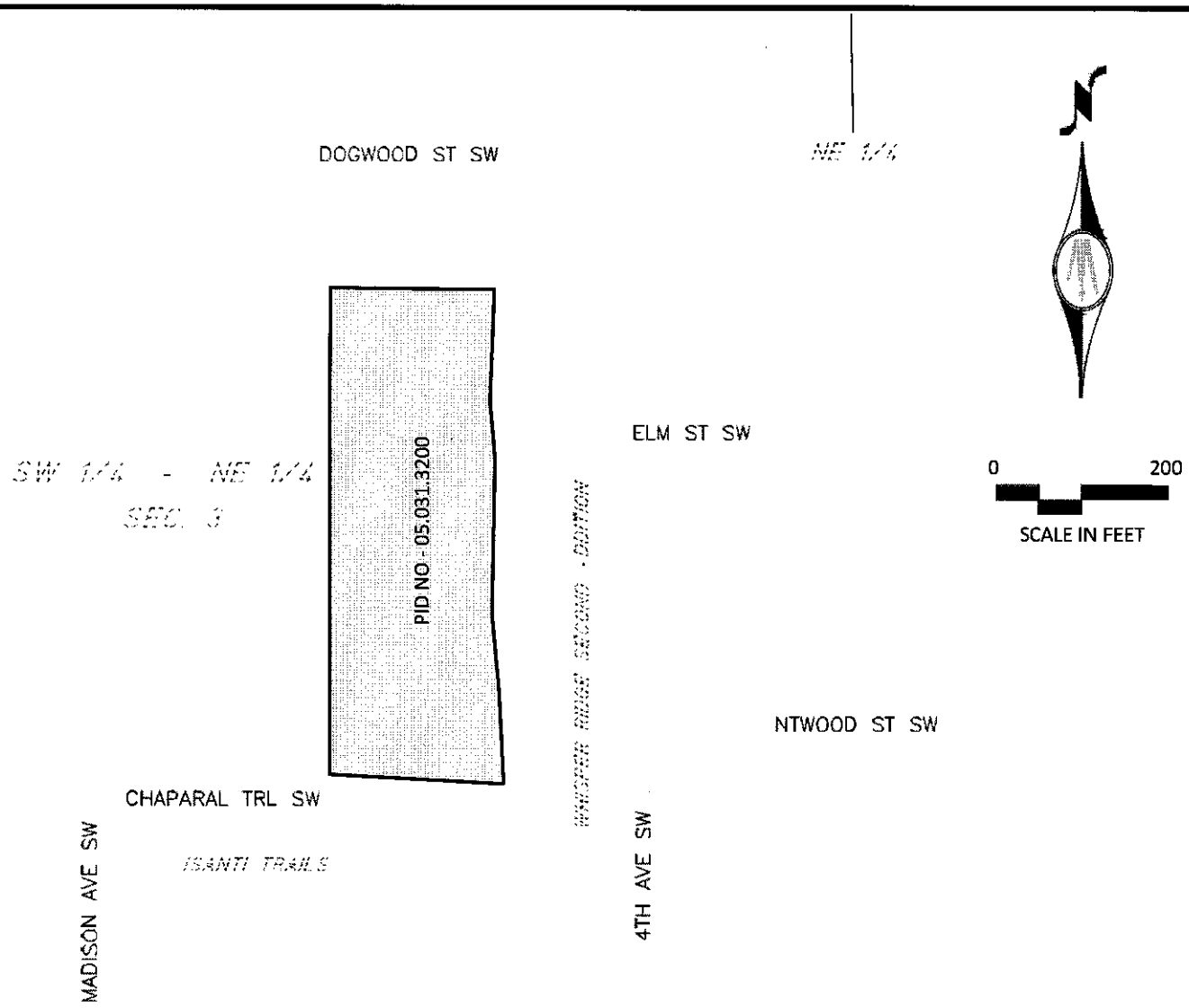
S31-T35-R23

EXHIBIT G

DESCRIPTION OF PARCELS

PID 05.031.3200

The north 570 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying easterly of the west 661.25 feet thereof and lying westerly of Whisper Ridge Second Addition, according to the recorded plat thereof, said Isanti County and lying northerly of Isanti Trails, according to the recorded plat thereof, said Isanti County.



PROPOSED DESCRIPTION

The north 570 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying easterly of the west 661.25 feet thereof and lying westerly of Whisper Ridge Second Addition, according to the recorded plat thereof, said Isanti County and lying northerly of Isanti Trails, according to the recorded plat thereof, said Isanti County.

ANNEXATION AREA: ± 3.2 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT

ISANTI, MN

PART OF SEC. 31, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303

(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg 1

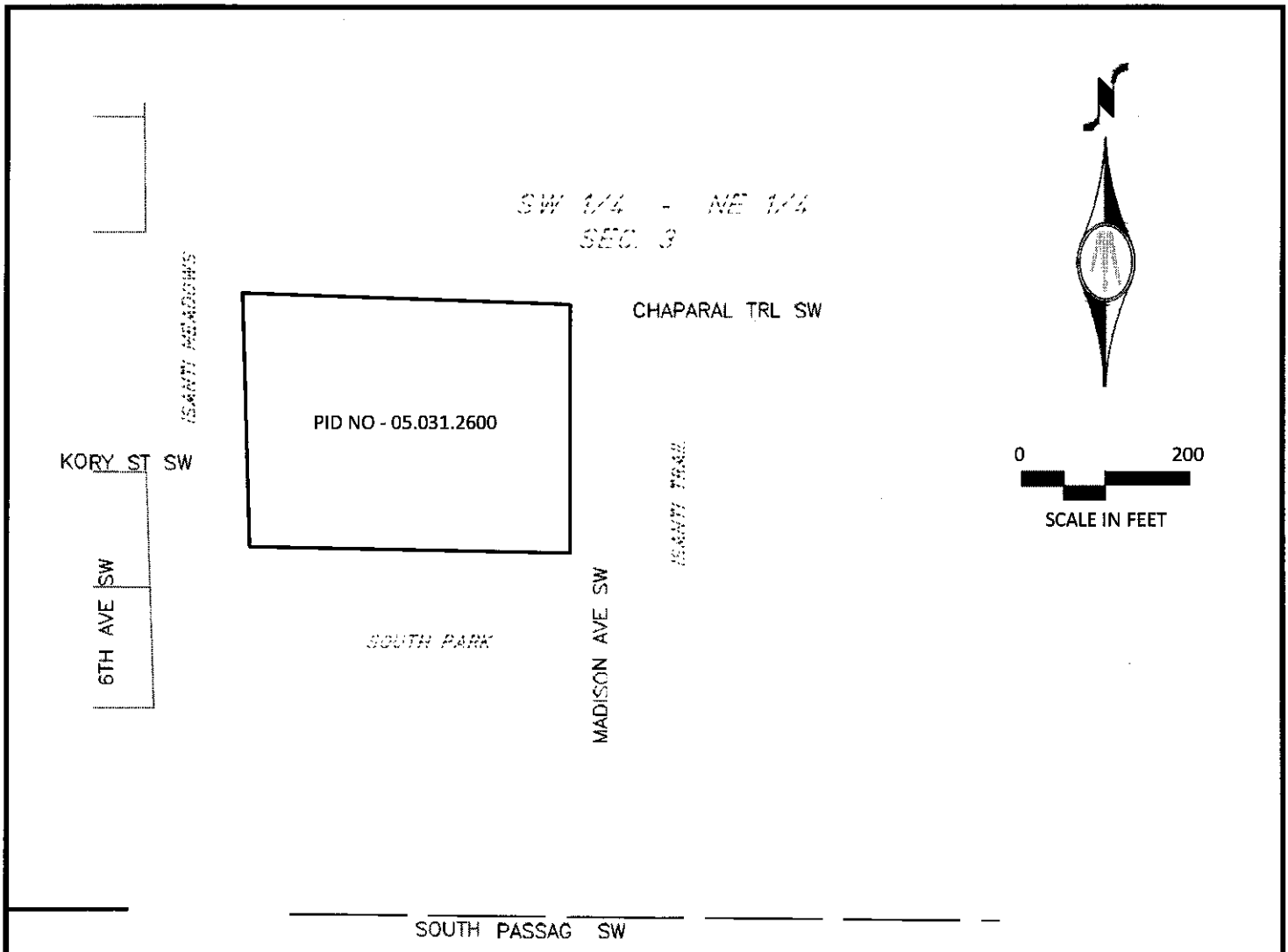
S31-T35-R23

EXHIBIT H

DESCRIPTION OF PARCELS

PID 05.031.2600

The west 415 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying westerly of Isanti Trails, according to the recorded plat thereof, said Isanti County and lying northerly of South Park, according to the recorded plat thereof, said Isanti County, excepting therefrom the north 570 feet thereof.



PROPOSED DESCRIPTION

The west 415 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying westerly of Isanti Trails, according to the recorded plat thereof, said Isanti County and lying northerly of South Park, according to the recorded plat thereof, said Isanti County, excepting therefrom the north 570 feet thereof.

ANNEXATION AREA: ± 2.95 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT

ISANTI, MN

PART OF SEC. 31, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13\113482\CAD\C3D\113482EX1.dwg 1

S31-T35-R23

EXHIBIT I

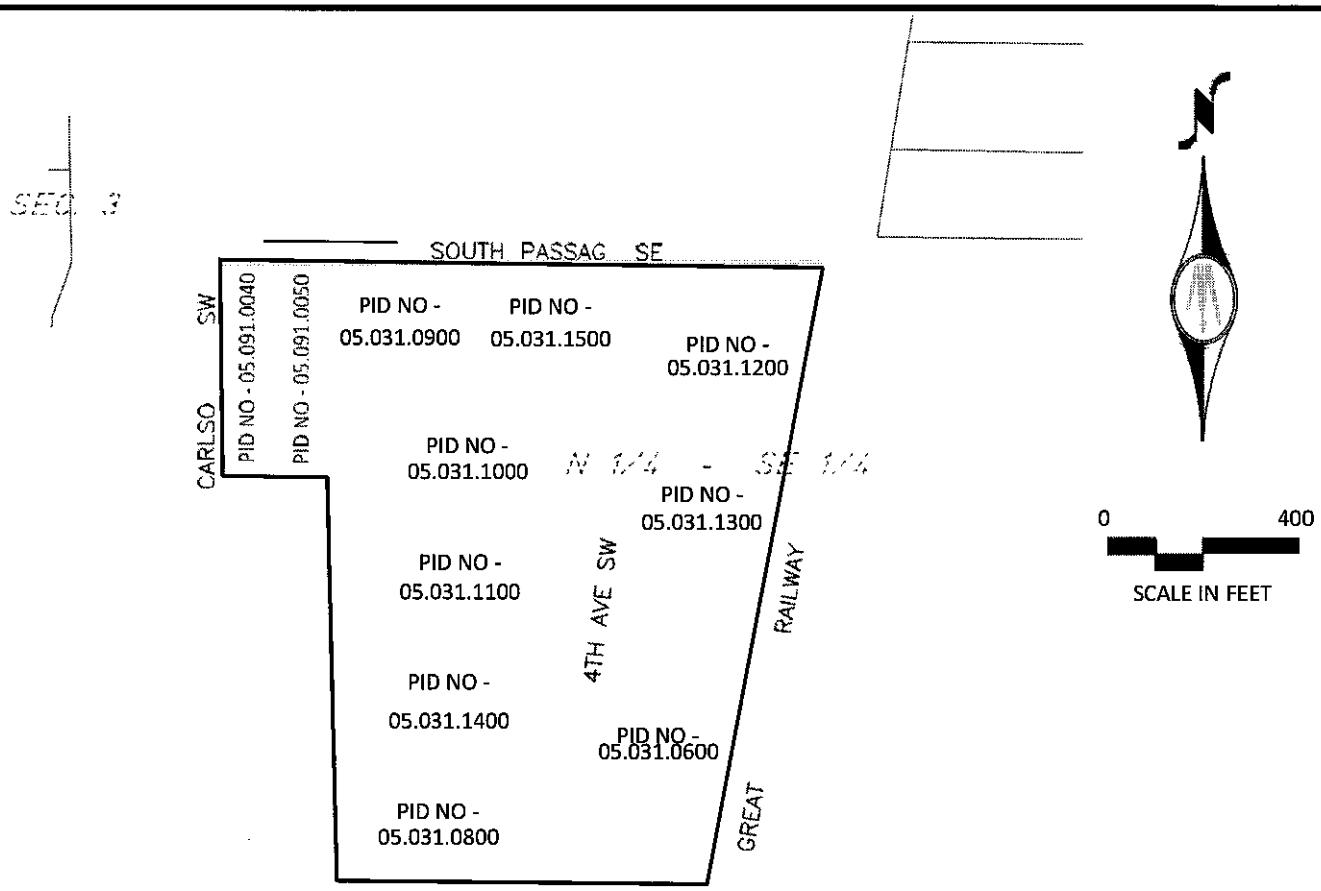
DESCRIPTION OF PARCELS

PID 05.031.0600; 05.031.0800; 05.031.0900; 05.031.1000; 05.031.1100; 05.031.1200; 05.031.1300; 05.031.1400; 05.031.1500; 05.091.0040; 05.091.0050

That part of the North Half of the Southeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the Great Northern Railway and lying southerly of South Passage SE and excepting therefrom the westerly 510 feet thereof.

AND

Lots 4 and 5, Block 1, The Oaks of Isanti, according to the recorded plat thereof, Isanti County, Minnesota.



ANNEXATION AREA: ± 28.8 ACRES

PROPOSED DESCRIPTION

That part of the North Half of the Southeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the Great Northern Railway and lying southerly of South Passage SE and excepting therefrom the westerly 510 feet thereof.

AND

Lots 4 and 5, Block 1, The Oaks of Isanti, according to the recorded plat thereof, Isanti County, Minnesota.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF THE SEC. 31, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\SAN\R13\113482\CAD\C3D\113482EX1.dwg 1

S31-T35-R23

EXHIBIT J

EXPECTED PAYMENTS FROM CITY OF ISANTI TO ISANTI TOWNSHIP

PID	Acres	Address	Total Township Payment	YEAR 1 2018	YEAR 2 2019	YEAR 3 2020
05.091.0040	1.15	509 South Passage SW	$ 415.11	$ 138.37	$ 138.37	$ 138.37
05.091.0050	1.15	507 South Passage SW	$ 465.79	$ 155.26	$ 155.26	$ 155.26
05.031.0900	2.5	503 South Passage SW	$ 348.85	$ 116.28	$ 116.28	$ 116.28
05.031.1500	2.5	1207 4th Ave SW	$ 355.18	$ 118.39	$ 118.39	$ 118.39
05.031.1000	2.8	1215 4th Ave SW	$ 357.87	$ 119.29	$ 119.29	$ 119.29
05.031.1100	3	1307 4th Ave SW	$ 243.12	$ 81.04	$ 81.04	$ 81.04
05.031.1400	3	1315 4th Ave SW	$ 296.96	$ 98.99	$ 98.99	$ 98.99
05.031.0800	2.7	1407 4th Ave SW	$ 307.93	$ 102.64	$ 102.64	$ 102.64
05.031.0600	4	1314 4th Ave SW	$ 225.58	$ 75.19	$ 75.19	$ 75.19
05.031.1300	3	1214 4th Ave SW	$ 331.07	$ 110.36	$ 110.36	$ 110.36
05.031.1200	3	1206 4th Ave SW	$ 359.09	$ 119.70	$ 119.70	$ 119.70
05.029.0502	1.37	527 8th Ave NE	$ 681.14	$ 227.05	$ 227.05	$ 227.05
05.029.0801	3.37	601 Heritage Blvd NE	$ -	$ -	$ -	$ -
05.029.2300	5.3	602 Heritage Blvd NE	$ 406.10	$ 135.37	$ 135.37	$ 135.37
05.029.0400	6	410 Hillock St NE	$ 300.86	$ 100.29	$ 100.29	$ 100.29
05.029.2500	1.7	411 Hillock St NE	$ 345.19	$ 115.06	$ 115.06	$ 115.06
05.029.2700	3.11		$ 47.50	$ 15.83	$ 15.83	$ 15.83
05.032.1000	5.27		$ 18.76	$ 6.25	$ 6.25	$ 6.25
05.032.1700	3	323 Palomino Rd	$ 198.54	$ 66.18	$ 66.18	$ 66.18
05.032.1200	2.7		$ 32.88	$ 10.96	$ 10.96	$ 10.96
05.032.3100	0.19	313 Palomino Rd	$ 158.83	$ 52.94	$ 52.94	$ 52.94
05.031.3500	5.3	1011 Tyler St NE	$ 332.77	$ 110.92	$ 110.92	$ 110.92
05.031.3800	3	1015 Tyler St NE	$ 293.31	$ 97.77	$ 97.77	$ 97.77
05.031.3900	3	1107 Tyler St NE	$ 278.69	$ 92.90	$ 92.90	$ 92.90
05.031.3502	3.24	1111 Tyler St NE	$ 298.18	$ 99.39	$ 99.39	$ 99.39
05.031.4000	3.9	1115 Tyler St NE	$ 296.96	$ 98.99	$ 98.99	$ 98.99
05.031.3600	2.5	110 South Passage	$ 269.68	$ 89.89	$ 89.89	$ 89.89
05.031.3501	2.5	1010 Tyler St NE	$ 265.29	$ 88.43	$ 88.43	$ 88.43
05.031.3700	2.5	1014 Tyler St NE	$ 285.27	$ 95.09	$ 95.09	$ 95.09
05.031.3200	3.22	500 Chaparal Trl SW	$ 383.69	$ 127.90	$ 127.90	$ 127.90
05.031.2600	2.95	1107 Madison Ave SW	$ 544.47	$ 181.49	$ 181.49	$ 181.49
Totals	93		$ 9,144.66	$ 3,048.22	$ 3,048.22	$ 3,048.22

EXHIBIT K

EXPECTED DIFFERENCE BETWEEN CITY OF ISANTI AND ISANTI TOWNSHIP PORTION OF TAXES FOR PROPERTIES ANNEXED THROUGH THIS JOINT RESOLUTION

PID	Acres	Site Address (if available)	Township Portion Taxes 2017	2017 Est. City Taxes	Difference
05.091.0040	1.15	509 South Passage SW	$415.11	$1,464	$1,048.89
05.091.0050	1.15	507 South Passage SW	$465.79	$1,643	$1,177.21
05.031.0900	2.5	503 South Passage SW	$348.85	$1,231	$882.15
05.031.1500	2.5	1207 4th Ave SW	$355.18	$1,253	$897.82
05.031.1000	2.8	1215 4th Ave SW	$357.87	$1,262	$904.13
05.031.1100	3	1307 4th Ave SW	$243.12	$858	$614.88
05.031.1400	3	1315 4th Ave SW	$296.96	$1,048	$751.04
05.031.0800	2.7	1407 4th Ave SW	$307.93	$1,086	$778.07
05.031.0600	4	1314 4th Ave SW	$225.58	$796	$570.42
05.031.1300	3	1214 4th Ave SW	$331.07	$1,168	$836.93
05.031.1200	3	1206 4th Ave SW	$359.09	$1,267	$907.91
05.029.0502	1.37	527 8th Ave NE	$681.14	$2,403	$1,721.86
05.029.0801	3.37	601 Heritage Blvd NE	$0.00	$0	$0.00
05.029.2300	5.3	602 Heritage Blvd NE	$406.10	$1,260	$853.90
05.029.0400	6	410 Hillock St NE	$300.86	$1,234	$933.14
05.029.2500	1.7	411 Hillock St NE	$345.19	$1,218	$872.81
05.029.2700	3.11		$47.50	$168	$120.50
05.032.1000	5.27		$18.76	$66	$47.41
05.032.1700	3	323 Palomino Rd	$198.54	$700	$501.46
05.032.1200	2.7		$32.88	$116	$83.12
05.032.3100	0.19	313 Palomino Rd	$158.83	$560	$401.17
05.031.3500	5.3	1011 TYLER ST NE	$332.77	$1,174	$841.23
05.031.3800	3	1015 TYLER AVE SE	$293.31	$1,035	$741.69
05.031.3900	3	1107 TYLER AVE SE	$278.69	$983	$704.31
05.031.3502	3.24	1111 TYLER AVE SE	$298.18	$1,052	$753.82
05.031.4000	3.9	1115 TYLER AVE SE	$296.96	$1,048	$751.04
05.031.3600	2.5	110 South Passage	$269.68	$951	$681.32
05.031.3501	2.5	1010 TYLER AVE SE	$265.29	$936	$670.71
05.031.3700	2.5	1014 TYLER AVE SE	$285.27	$1,006	$720.73
05.031.3200	3.22	500 Chaparal Trl SW	$383.69	$1,353	$969.31
05.031.2600	2.95	1107 Madison Ave SW	$544.47	$1,921	$1,376.53
Totals	93		$ 9,144.66	$ 32,260.17	$ 23,115.51

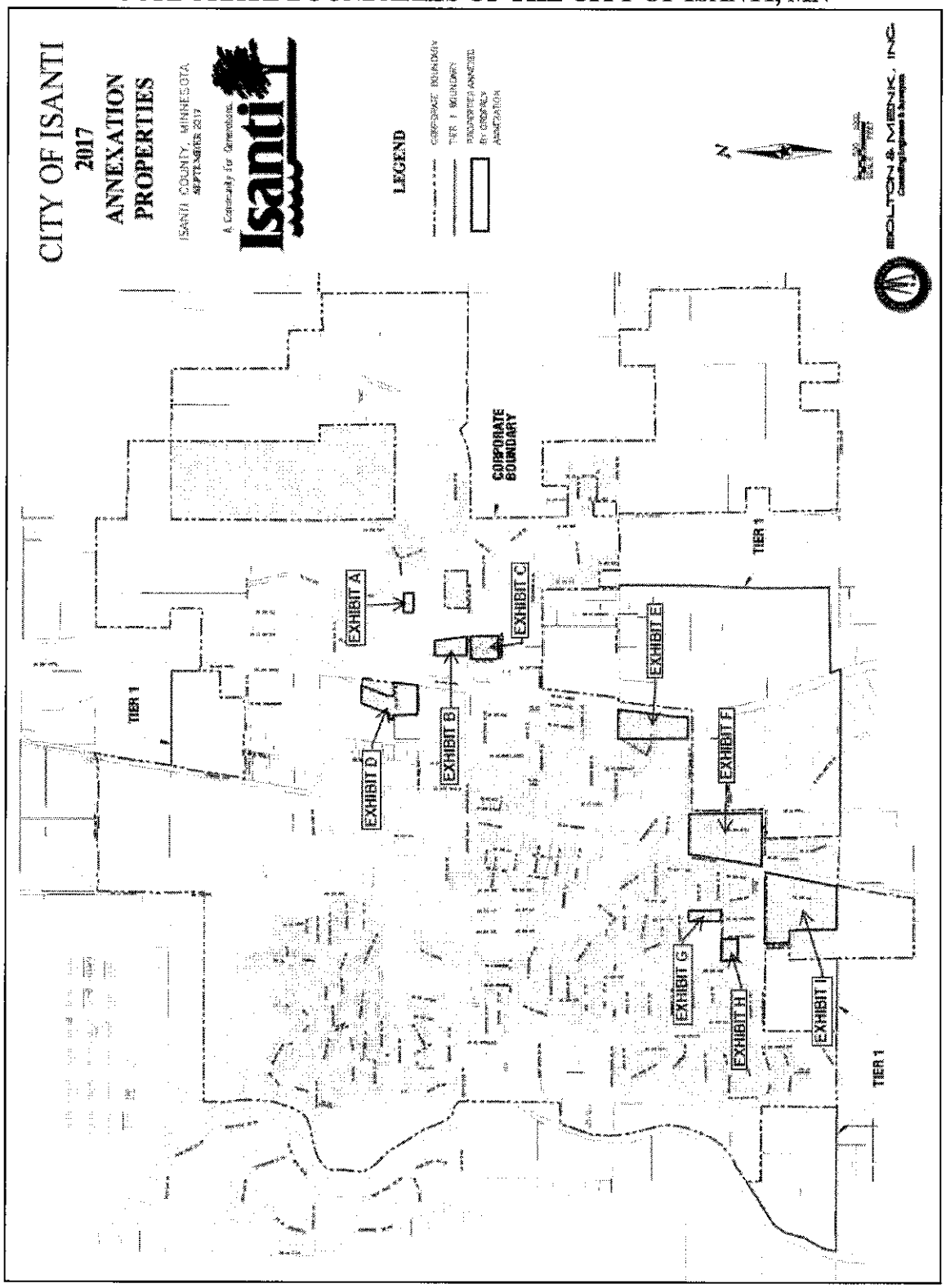
EXHIBIT L

EXPECTED PAYMENTS FROM CITY OF ISANTI TO PROPERTY OWNER(S) ANNEXED THROUGH THIS JOINT RESOLUTION

PID	Address	Sewer	Water	S/W Total	Total Payment to Property Owner	Year 1 2018 67%	Year 2 2019 34%	Year 3 2020 0%
05.091.0040	509 South Passage SW	0.5	0.5	1	$ -	$ -	$ -	0
05.091.0050	507 South Passage SW	0	0.5	0.5	$ 588.61	$ 394.37	$ 194.24	0
05.031.0900	503 South Passage SW	0	0.5	0.5	$ 441.08	$ 295.52	$ 145.55	0
05.031.1500	1207 4th Ave SW	0.5	0.5	1	$ -	$ -	$ -	0
05.031.1000	1215 4th Ave SW	0	0	0	$ 904.13	$ 605.77	$ 298.36	0
05.031.1100	1307 4th Ave SW	0	0	0	$ 614.88	$ 411.97	$ 202.91	0
05.031.1400	1315 4th Ave SW	0	0	0	$ 751.04	$ 503.20	$ 247.84	0
05.031.0800	1407 4th Ave SW	0	0	0	$ 778.07	$ 521.31	$ 256.76	0
05.031.0600	1314 4th Ave SW	0	0	0	$ 570.42	$ 382.18	$ 188.24	0
05.031.1300	1214 4th Ave SW	0	0	0	$ 836.93	$ 560.74	$ 276.19	0
05.031.1200	1206 4th Ave SW	0	0.5	0.5	$ 453.96	$ 304.15	$ 149.81	0
05.029.0502	527 8th Ave NE	0	0	0	$ 1,721.86	$ 1,153.65	$ 568.21	0
05.029.0801	601 Heritage Blvd NE	0.5	0.5	1	$ -	$ -	$ -	0
05.029.2300	602 Heritage Blvd NE	0.5	0.5	1	$ -	$ -	$ -	0
05.029.0400	410 Hillock St NE	0	0	0	$ 933.14	$ 625.20	$ 307.94	0
05.029.2500	411 Hillock St NE	0	0	0	$ 872.81	$ 584.78	$ 288.03	0
05.029.2700		0	0	0	$ 120.50	$ 80.74	$ 39.77	0
05.032.1000		0	0	0	$ 47.41	$ 31.76	$ 15.65	0
05.032.1700	323 Palomino Rd	0.5	0.5	1	$ -	$ -	$ -	0
05.032.1200		0.5	0.5	1	$ -	$ -	$ -	0
05.032.3100	313 Palomino Rd	0.5	0.5	1	$ -	$ -	$ -	0
05.031.3500	1011 Tyler St NE	0	0.5	0.5	$ 420.62	$ 281.81	$ 138.80	0
05.031.3800	1015 Tyler St NE	0	0	0	$ 741.69	$ 496.93	$ 244.76	0
05.031.3900	1107 Tyler St NE	0	0	0	$ 704.31	$ 471.89	$ 232.42	0
05.031.3502	1111 Tyler St NE	0	0	0	$ 753.82	$ 505.06	$ 248.76	0
05.031.4000	1115 Tyler St NE	0.5	0.5	1	$ -	$ -	$ -	0
05.031.3600	110 South Passage	0	0.5	0.5	$ 340.66	$ 228.24	$ 112.42	0
05.031.3501	1010 Tyler St NE	0	0.5	0.5	$ 335.36	$ 224.69	$ 110.67	0
05.031.3700	1014 Tyler St NE	0	0.5	0.5	$ 360.37	$ 241.44	$ 118.92	0
05.031.3200	500 Chaparal Trl SW	0.5	0.5	1	$ -	$ -	$ -	0
05.031.2600	1107 Madison Ave SW	0.5	0.5	1	$ -	$ -	$ -	0
Totals					$ 13,291.64	$ 8,905.40	$ 4,386.24	$ -

EXHIBIT M

MAP SHOWING LOCATION OF EXHIBITS A THROUGH J AND THE EXISTING CORPORATE BOUNDARIES OF THE CITY OF ISANTI, MN



K.2.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: September 19, 2017

SUBJECT: **CONSIDERATION OF NOTICE OF INTENT TO ANNEX PROPERTY AT 1805 285TH AVE NE, PID 05.028.1101**

Background

As part of the 2017 City Council Goals, the annexation of surrounded properties was identified as a top priority of 2017. PID 05.028.1101 (subject parcel) does not fall within the 1973 Orderly Annexation agreement area between the City of Isanti and the Isanti Township, nor is the property *completely* surrounded by the City's corporate limits. Therefore, this parcel needs to be annexed using Minnesota Statute § 414.033 subd. 3.

MN Statute § 414.033 subd. 3

Minnesota State Statute § 414.033 subd. 3 allows for annexation of parcels through Ordinance that are surrounded by the annexing municipality on at least 60 percent of the property's boundaries and are under 40 acres in size. The subject parcel exceeds the 60 percent surrounded requirement and is 2.5 acres in size, therefore, can be annexed through ordinance and under § 414.033 subd. 3.

Notice of Intent

The City of Isanti is FIRST required to pass a *Notice of Intent* (NoI) and serve the Isanti Township and the Office of Administrative Hearings – Municipal Boundary Adjustment Unit as part of the annexation process. Once that is done, the Isanti Township has 90 days to file an objection to the NoI with the Administrative Law Judge. If an objection is recorded, the annexation goes through an administrative hearing coordinated by the Office of Administrative Hearings, this process could take up to a year. If there is no objection to the NoI, after 90 days the City would pass the Ordinance to annex the property and file it with the Office of Administrative Hearing – Municipal Boundary Adjustment Unit and they would issue the order for annexation.

The City has notified the property owner of the vote to be taken on the Notice of Intent.

Motion Language

Approve the Notice of Intent: Move to approve the Notice of Intent for the annexation of PID 05.028.1101

Table the Notice of Intent: Move to table the Notice of Intent for the annexation of PID 05.028.1101

Staff Request

Approve the Notice of Intent to annex PID 05.028.1101

Attachments

- Notice of Intent w/ Exhibit
- Location Map

NOTICE OF INTENT FOR ANNEXATION

IN THE MATTER OF THE NOTICE OF INTENT FOR THE ANNEXATION
OF CERTAIN LAND TO THE CITY OF ISANTI, MINNESOTA
PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 3

TO: ISANTI TOWNSHIP Town Board; and

Office of Administrative Hearings
Municipal Boundary Adjustment Unit
P. O. Box 64620
St. Paul, MN 55164-0620

WHEREAS, the territory described below is not presently within the corporate limits of any incorporated city, and,

WHEREAS, the area proposed for annexation is 40 acres or less in size, is 60% or more bordered by land already within the corporate limits of the City of ISANTI, and is not appropriate for annexation by ordinance pursuant to Minnesota Statutes § 414.033, Subd. 2(3); and,

WHEREAS, the area proposed for annexation is described as follows:

The south 436 feet of the west 250 feet of the Southwest Quarter of the Southwest Quarter of Section 28, Township 35, Range 23, Isanti County, Minnesota.

WHEREAS, the area proposed for annexation abuts upon the corporate limits of the City of ISANTI, Minnesota; and,

WHEREAS, the area proposed for annexation is unincorporated, abuts on the city's NORTH, SOUTH, EAST, WEST boundaries, and is not included within any other municipality; and,

WHEREAS, the area proposed for annexation is approximately 2.5 acres in size; and

WHEREAS, the City of Isanti City Council has identified annexation of properties surrounded by the Corporate limits of the City for targeted annexation in 2017; and,

WHEREAS, the nature of the area proposed for annexation is: RESIDENTIAL; and,

WHEREAS, the area proposed for annexation is not included in any area that has already been designated for orderly annexation pursuant to Minnesota Statutes § 414.0325, nor in any other proceeding currently pending before the Office of Administrative Hearings - Municipal Boundary Adjustment Unit.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF ISANTI, MINNESOTA that we hereby serve a Notice of Intent to annex the above-described property into

the corporate limits of the City of ISANTI, Minnesota on: ISANTI Township; ISANTI County; and the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings.

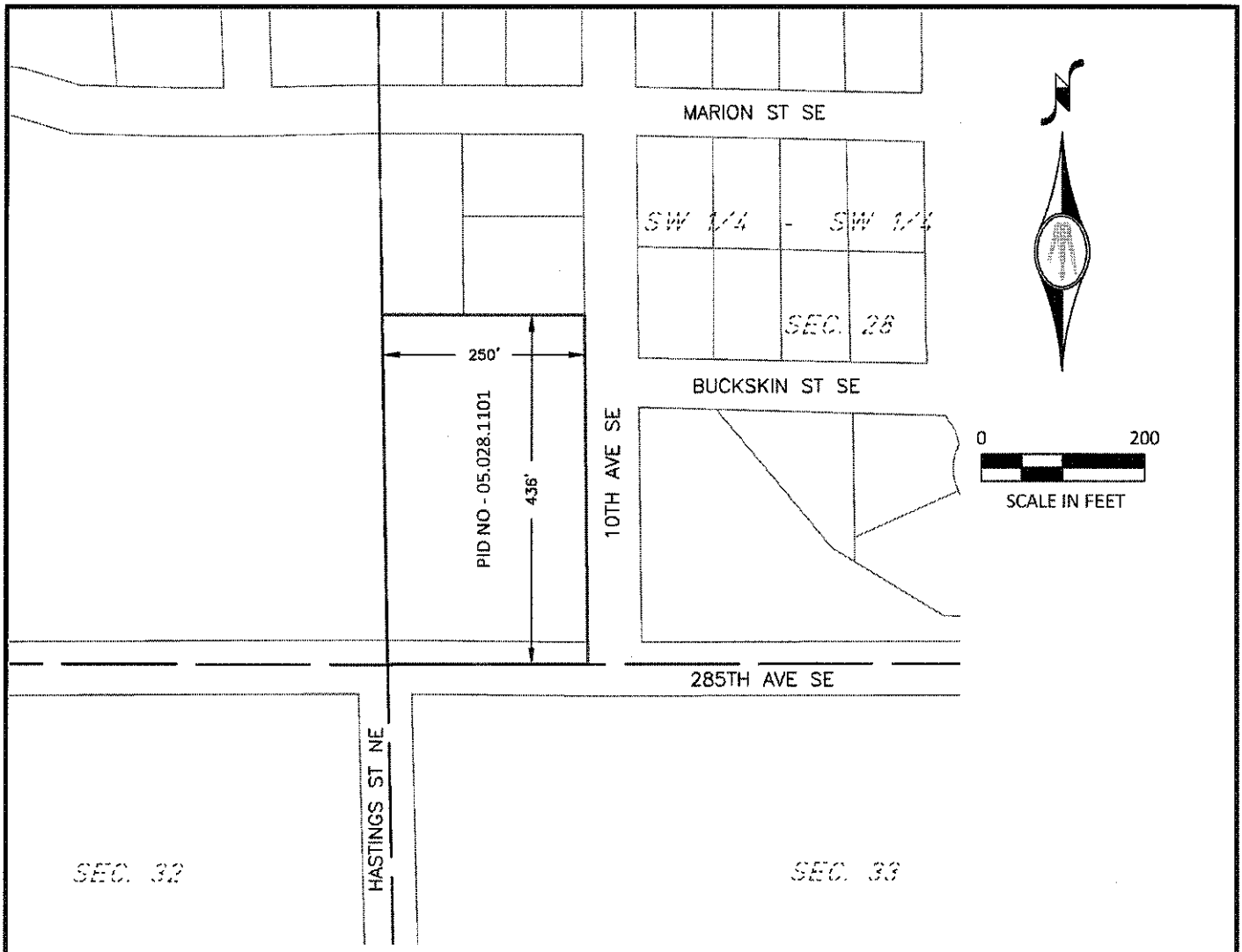
Adopted this 19TH day of SEPTEMBER, 2017

Mayor George A. Wimmer

ATTEST:

Katie Brooks
City Clerk/ Human Resources

EXHIBIT A



PROPOSED DESCRIPTION

The south 436 feet of the west 250 feet of the Southwest Quarter of the Southwest Quarter of Section 28, Township 35, Range 23, Isanti County, Minnesota.

ANNEXATION AREA: ± 2.5 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 28, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

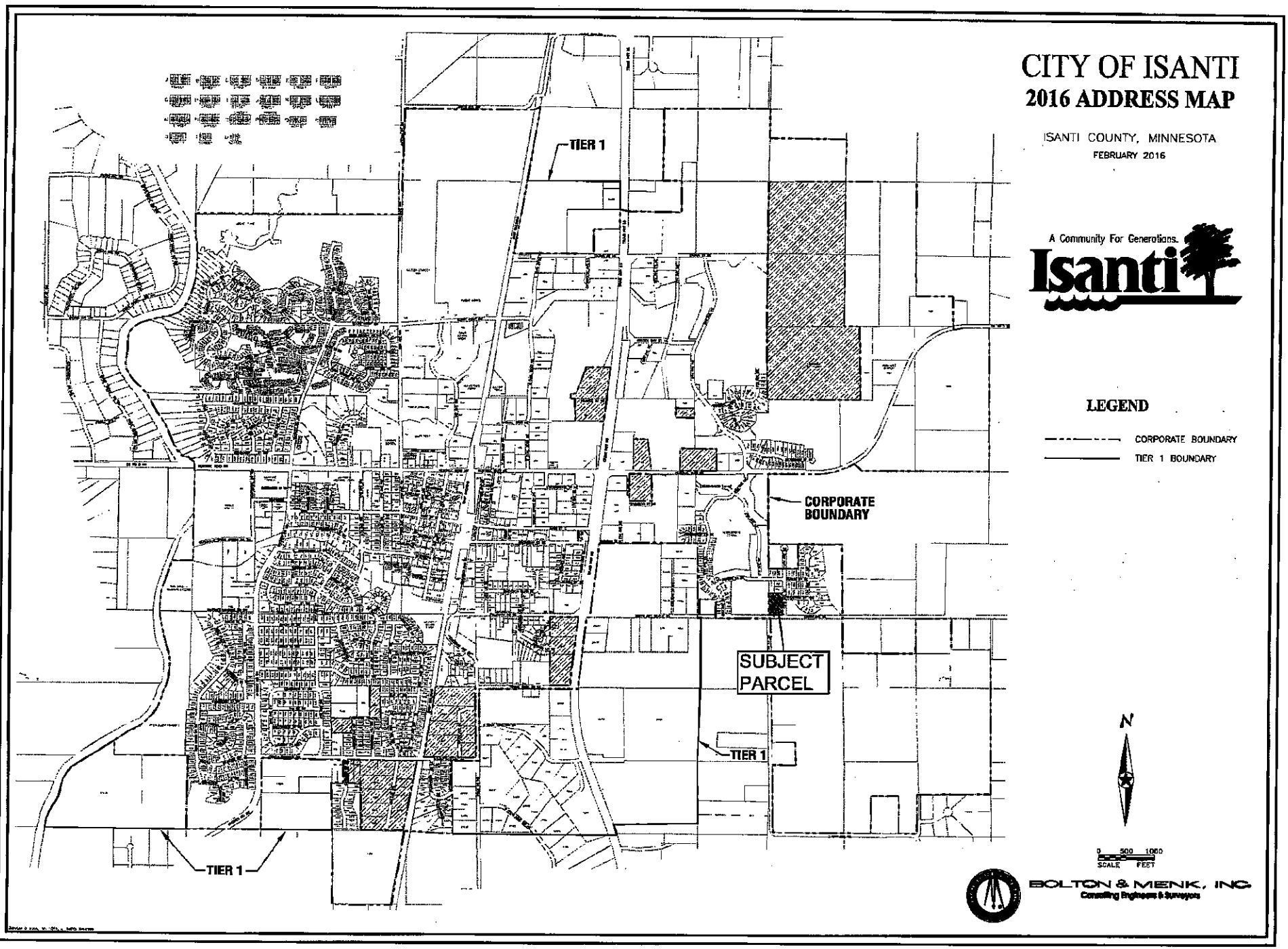
©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S28-T35-R23

EXHIBIT B



CITY OF ISANTI
2016 ADDRESS MAP

ISANTI COUNTY, MINNESOTA
FEBRUARY 2016

A Community For Generations.
Isanti

LEGEND

CORPORATE BOUNDARY
TIER 1 BOUNDARY

N

0 500 1000
SCALE FEET

BOLTON & MENK, INC.
Consulting Engineers & Surveyors

Request for City Council Action - MEMO

To: Mayor Wimmer and Members of the City Council

From: Katie Everett
Community Events & Parks Coordinator

Date: September 19, 2017

Subject: Resolution Approving a Special Event Permit Application for the 2018 Isanti Firefighters PRCA Rodeo

---

Background

The Isanti Firefighter Rodeo Association (IFRA), has submitted an application requesting a Special Event Permit for the 2018 Isanti Firefighters PRCA Rodeo. The event is scheduled for July 6 through July 8, 2018 and will take place on the Rodeo grounds at 500 3rd Ave NW. The association is anticipating about 11,000 people over the 3-day event. The event will include live entertainment using public addressing systems and amplifiers during the daily events and dances following the Friday and Saturday rodeo performances.

The IFRA is requesting the use of several areas for parking for spectators and overflow horse trailers. Property belonging to the City of Isanti includes Unity Park (420 3rd Ave NW), the south Bluebird Park parking lot (201 Isanti Parkway NW), and the grass south of the Isanti Indoor Arena (101 Isanti Parkway NW). Overflow horse parking will be allowed only at the Isanti Indoor Arena grass. Horses will not be allowed on any of the City's paved trails; if necessary, a rubber mat may be used at designated crossings, however, any resulting damage will be the responsibility of the IFRA to repair. Additionally, any designated crossings must not impact the trail's regular use during the event. City staff will designate entrance and exit areas for City of Isanti lots; IFRA will be responsible for enforcing spectator parking and for any damages caused to sidewalks, curbing, trails, etc. as a result of rodeo parking. Any City of Isanti owned properties reserved for exclusive event parking will incur a fee. Other parking areas owned by other entities include Isanti Primary School parking lot and grass (301 Heritage Blvd NW), Cambridge-Isanti bus garage on 1st Ave NW (PID 160400970), Isanti Civic Arena (600 1st Ave NW). Prior to the permit being issued, letters of permission from property owners other than the City of Isanti must be submitted for all parking areas requested. Parking on the grass in other areas of Bluebird Park is prohibited. A shuttle service will be provided for spectators from the parking areas.

The IFRA is not requesting that any roads be closed for the event, but have indicated that they may place signage indicating pedestrian crossings on 3rd Avenue and 1st Avenue.

The IFRA will provide additional portable restrooms as needed for the event, including 5 units to the area south of Isanti Indoor Arena. The portable restrooms provided during the event should be adequate for the estimated daily attendance. A Special Event Planning Usage Chart is available to determine the number needed. The public restrooms on the south end of the Isanti Indoor Arena will remain open during regular park hours (7:00 am to 10:00 pm), and will automatically lock at 10:00 pm. The IFRA will be responsible for periodically checking and restocking these facilities. The association will be responsible for cleaning up all parking areas after the event.

In addition the Special Event Permit, the IFRA must file separate Gambling and Temporary Sign permits, as well as a Liquor License, as applicable for the event.

Special Event Permit application materials, including an event map, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the 2018 Isanti Firefighters PRCA Rodeo.

Attachments

- Resolution No. 2017-XXX
- Special Event Application Materials
    - Application
    - Departmental Review
    - Parking Impact Letter
    - Parking Map – IFRA proposed
    - Parking Map – City of Isanti staff recommended

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE 2018 ISANTI FIREFIGHTERS PRCA RODEO

WHEREAS, Isanti Firefighter Rodeo Association (IFRA), has submitted a Special Event application requesting a permit to host the 2018 Isanti Firefighters PRCA Rodeo on the Isanti Rodeo Grounds; and,

WHEREAS, the event is scheduled for July 6 through July 8, 2018; and,

WHEREAS, the estimated number of people to be in attendance over that time period is 11,000; and,

WHEREAS, IFRA is requesting parking to be allowed at several City of Isanti owned and privately owned properties; and,

WHEREAS, City of Isanti properties requested include Unity Park (420 3rd Ave NW), the south Bluebird Park parking lot (201 Isanti Parkway NW), and the Isanti Indoor Arena including grass south of the facility (101 Isanti Parkway NW); and,

WHEREAS, any City of Isanti properties reserved exclusively for event parking will incur a reservation fee; and,

WHEREAS, if needed, the IFRA may park overflow horse trailers on the grass at Isanti Indoor Arena, however no horses will be allowed on the paved trails throughout Bluebird Park; and,

WHEREAS, mats may be placed over paved trails to protect the trails at designated horse crossing areas, however the trails must remain open and accessible during the event; and,

WHEREAS, all parking on the grass at Bluebird Park, except the area south of the Isanti Indoor Arena, is prohibited; and,

WHEREAS, additional privately owned lots will be used for spectator parking including the Isanti Intermediate School, the Cambridge-Isanti bus lot, and Isanti Civic Arena; the IFRA will be responsible for submitting letters from each property owner granting permission to use the lots prior to the event; and,

WHEREAS, throughout the event, public addressing systems and amplifiers will be used, including dances following the rodeo performances on Friday and Saturday; and,

WHEREAS, the applicant will be required to provide additional restrooms for the event and will bring additional units to parking areas; and,

WHEREAS, additional permitting and licensing may be required for this event including, but not limited to, a liquor license, gambling permit, and sign permit;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota to hereby approve the special event permit for the 2018 Isanti Firefighters PRCA Rodeo with the

following conditions:

- Signed Release and Indemnification Form is submitted prior to the event
- A $100 Cleanup Deposit Fee is submitted prior to the event.
- A Certificate of Insurance is submitted prior to the event, and will list the City of Isanti as the additionally insured.
- Letters of permission from each property owner are submitted for all parking areas prior to the event.
- IFRA will be responsible for repairing any damage to grass, trails, sidewalks, or curbing due to parking, or other event activities.
- IFRA will be responsible for the upkeep of all restroom facilities, including those at the south end of the Isanti Indoor Arena, for the duration of the event.
- Proof of written notification to property owners within 350' of the rodeo grounds is submitted prior to the event.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This resolution was duly adopted by the Isanti City Council this 19th day of September 2017.

Attest:

_____
George A. Wimmer
Mayor

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- ☑ Complete Application Form
- ☐ Cleanup Deposit Fee - $100
- ☐ Proof of Insurance or Certificate of Insurance
- ☐ Site Map
- ☑ Approval Letter from the Property Owner
- ☐ Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- ☐ Signs will be posted for event:
  - ☐ Temporary Sign Permit Application required
  - ☐ $50 fee
- ☐ Alcohol will be served and/or sold at event:
  - ☐ Licenses (may take up to 60 days to process)
  - ☐ Fees apply, amounts vary by license type.
- ☐ Vendors will be present:
  - ☐ Peddler's Permit (background check required) submitted by event organizer only
  - ☐ $25 fee for one-day applications
  - ☐ Vendor List
- ☐ Event will occur on City Property:
  - ☐ Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: July Pending 2018

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Isanti Firefighter Rodeo Association

Contact Person: Clinton Langerud (Parking Chair)

Address: 401 1st Ave NW. PO Box 490

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 8019 Fax: ___ - ___ - ___ Cell: 763 - 438 - 8143

E-mail: clinton@isantifiredistrict.org

Secondary Contact Person: Tad Hitchings

Address: 401 1st Ave NW. PO Box 490

City: Isanti State: MN Zip: 55040

Phone: 763 - 444 - 8019 Cell: ___ - ___ - ___ E-mail: tinnertad@yahoo.com

EVENT INFORMATION

Event Name: Isanti Firefighters PRCA Roseo

Date(s) of Event: July/ Pending 2018

Hours of Event: 0600 to 0300

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
PRCA Rodeo events listed in flyer.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
Event location 500 3rd Ave Northwest Isanti MN 55040

Estimated Number of People in Attendance (includes staff, participants, and spectators):
11000 three days

Parking Impact – Describe in detail:
We would request reader see attachment sheet with heading "Parking Impact".

Tents, equipment, amusement rides, etc.
Type: Tent
Size: average 14ft by 14ft
Location: On IFD Rodeo grounds

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
IFD fire protection , Allina EMS service.

Are you requesting any street closures? If yes, list streets:
No closures. Possible " Slow Crossing Signs" on 3rd ave and 1st ave.

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

Absolute Portable Restrooms. We would add 5 portable restrooms to requisted primary parking areas, Behind BMX indoor complex .

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
Secutriy Specialists INC is our primary . Appeciated any Isant police and Isanti reserves if avaible.

Clean-up Plans – Describe in detail:
Throughout the event we will have parking staff picking up trash . We will aslo provide trash receptacles throughout our requisted parking areas.Post event we would prefer a walk through with city

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
Dance both Friday and Saturday follow preformance

Will any other public addressing system or sound amplification be used? If so, describe:
Yes rodeo announcer all three days .

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
N/A

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Gmail Approval (attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Jon C. Hill

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: Gmail Approval (attached)

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: Katie Everett

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature:

City Administrator
__X__ Approved _____ Denied _____ N/A Signature:

City Council
_____ Approved _____ Denied

Date of Review: _____

* There may be a soccer tournament over rodeo weekend, so staff recommend planning to not use the complex lots; if they do not have a tournament, those lots may be used with permission.
+ The City compost area will not be used for any parking
+ The Isanti Indoor Arena lot and grass are allowed - IFIRA will be responsible for any needed repairs - horse trailers allowed on grass.
* There will be a fee for exclusive use of City-owned parking areas

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Wednesday, September 13, 2017 7:58 AM
To: Isanti Parks
Subject: RE: Special Event Permit Application - 2018 Rodeo

Good morning Katie,

Isanti Fire approves the Rodeo Associations 2018 Rodeo Special Event permit application as presented (as of now).

Thank you.

Al

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Tuesday, September 12, 2017 11:36 AM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Permit Application - 2018 Rodeo

Hello!

I am hoping to get the 2018 Rodeo Special Event Permit to Council next week. I have attached all of the paperwork so far. There are a couple of points of discussion that I'm still waiting to hear back about, but I will let you know if anything written in these documents changes (I don't believe there's anything that is related to public safety that will change). Because IFRA has some deadlines to meet, we are putting this through now with lots of conditions that we get more things turned in before the rodeo next year. We will definitely plan on having some meetings before the event occurs to iron out any details. The separate parking map shows the areas that are being approved with the permit.

Please review the documents carefully and let me know if there are any questions. Since this is the first year we're doing a permit for the rodeo, we're trying to think ahead as much as possible. I will need your approval or comments by about 1:00 pm on Thursday to get everything onto the Council agenda for 9/19.

Thank you!

Isanti Parks

From: Josi Wood
Sent: Thursday, September 14, 2017 1:20 PM
To: Isanti Parks
Subject: Re: Rodeo Special Event Permit Application

I approve

Josi Wood
City of Isanti
Public Services Director |
Assistant City Administrator
Office: 763-444-5512
Cell: 612-270-6188
On Sep 14, 2017 12:39 PM, Isanti Parks <IsantiParks@cityofisanti.us> wrote:
Hello Josi,

I have attached the memo and resolution for the 2018 Rodeo Special Event application. Please review and respond with your comments or approval.

Thanks,

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW
P.O. Box 428
Isanti, MN 55040

Office: 763-444-5512
Cell: 763-772-5856
Fax: 763-444-5560

Parking Impact

IFRA would graciously request the grass lot south of the Isanti indoor BMX track, Unity Park and west side of the fire/police station on the grass for spectator parking. We have outlined these in a yellow on the provided map. There is a request for parking in the compost area for horse trailers. I will possibly need parking for forty horse trailers for overflow, each trailer averages 35 to 40 feet with truck. If you had any ideas that would be greatly appreciated. I really want my options approved in advance to avoid any unapproved trailer parking.

IFRA would also request if you had any options for non-utilities camper parking for spectators. Any profits would be direct to the City of Isanti. We would like the ability to advertise this potential and come up with a three-day pass for our rodeo.

IFRA also has included the letter from ISD approving last year's parking for the lot north west of the school and the old bus lot. This year IFRA will request from the hockey association and CISC for potential overflow parking.

Primary horse trailer parking will be on IFRA parking west of the rodeo grounds (outlined in red on the map). We can accommodate 160 horse trailers in this space. This past rodeo Friday night we had 200 horse's trailers, we are charging a fee for trailer parking of $25.00 a night. Any parking off the IFRA grounds would be gladly transferred to the City of Isanti. Sorry but, restating my concern in getting large number of trailers for Friday night and Saturday morning.

Cambridge Isanti Soccer Club
N 45°30'18"
Isanti City
W 93°15'
Isanti City
IFRA
Hockey Association
N45 Isanti City
Cambridge Isanti ISD
Cambridge School
1657 ft
©2017 Google
1991
Imagery Date: 4/25/2015 45°30'01.29" N 93°14'50.23" W elev 931 ft

A Community For Generations.

Isanti

2018 Rodeo Parking

Red - Rodeo Grounds

Blue - City of Isanti

Yellow - Private/ Other

0 527 Feet

© Bolton & Menk, Inc - Web GIS 9/12/2017 10:40 AM

BOLTON & MENK

Real People. Real Solutions.

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained

K.4.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To: **Mayor Wimmer and Members of City Council**

From: Katie Brooks, Human Resources/City Clerk

Date: September 19, 2017

Subject: Consider Resolution to Appoint Candidate to Fill a Vacant Parks, Recreation, and Culture Board Seat 2017-XXX

Background:

Currently, there is one seat vacant on the Park, Recreation and Culture Board. The City is required to make certain official appointments to City Boards. Advertisements were placed to seek interested candidates for the vacant seat on the Parks, Recreation, and Culture Board. One application and Interest Disclosure form was received from Jeffrey Johnson. The applicant lives within City limits.

Request:

It is requested that City Council interview candidate Jeffrey Johnson and make appointment for the Parks, Recreation, and Culture Board.

Attachment:

- Resolution 2017-XXX

Park & Recreation Board Member Interview Questions:

1) What is the Park & Recreation Board's role?

2) What is your vision of the park and recreational system for the City?

3) Do you have experience in parks and recreation or park and recreation member experience?

4) Do you volunteer within the Isanti Community?

5) Can you attend evening meetings that start at 6:00 p.m.?

A Community For Generations.

Isanti

Park, Recreation, and Culture Board

For consideration, please fill out the below information along with the attached conflict of interest statement signed and dated by you. Please submit all the information to:
Human Resources/City Clerk Lindsey Giese. PO Box 428, Isanti, MN 55040 or
lgiese@cityofisanti.us, 763-444-5512

Name: Jeffrey B. Johnson E-mail: __

Address: _____

Phone Number: _

For Consideration on the Board you must circle at least one:

(City of Isanti Resident) Non-Resident of Isanti

State:
Education and/or Knowledge that will be useful to the Board:
Law Enforcement
Business management

Why you are interested on being on the Board?
I'd like to be in the decision making of making our city and it's parks a more beautiful place than it already is.

What is your vision of Isanti?
To maintain and grow our city with tender care and love.

Any other pertinent information that might to be taken into consideration. You may attach additional pages.

9/11/17

DISCLOSURE FORM

Public Officials of the City of Isanti are required to complete and file this Disclosure Form with the City Administrator in accordance with the provisions of the Conflicts of Interest Policy.

1. **Affiliations with Agencies Doing Business with the City**
   Identify all positions as officer, director, partner, proprietor or employee of any firm or proprietary interest of ten percent (10%) or more in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City.

Name of Organization	Position Held	Compensation Involved
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____
_____	_____	Yes _____ No _____

2. **Real Property Owned in the City of Isanti**
   Identify real property items owned or being purchased by a Public Official, spouse, or child, or in which the Official has a beneficial interest. The actual value of any item is not required.

   (Exclude homestead property.)

Property Item	Address	PID #
House		

3. Assets

Identify all ownership or beneficial interests in any company, business, enterprise, corporation, partnership, labor union or association doing business with the City where such interest exceeds ten percent (10%) of the total ownership.

Name of Organization

_____

_____

_____

****

Public Official and/or Applicant:

Jeffrey B. Johnson
Print Name

B.
Signature

Date: 9-11-17

Please provide the following information:
(Please Print)

Current Address and Post Office Box Number

City, State, Zip Code

Home Phone Number

Work Phone Number

Cell Phone Number

Received by the City Administrator/designee on: _____

RESOLUTION NO. 2017-XXX
Amending Resolution No 2017-024
Amending Resolution 2017-002

RESOLUTION DESIGNATING COMMITTEES AND REPRESENTATIVES FOR CITY COMMISSIONS AND ADVISORY BOARDS FOR YEAR 2017

WHEREAS, the City is required to make certain official appointments at the beginning of each year; and,

WHEREAS, the City Council must appoint City Council members to represent the City on various City and County-wide organizations on an annual basis.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That the City Council appoints the following individuals to represent the City on the following commissions, boards and advisory committees for 2017:

Economic Development Authority	Mayor and City Council
Parks, Recreation & Culture Board	Wimmer
Planning Commission	Mayor and City Council
Rum River BMX Association Board	Wimmer
Community Education	Wimmer
C-I Arena Board	Wimmer
Cable TV Liaison	Lundeen
Civil Defense Director	Wimmer
Fire District	Lundeen (alternate -Bergley)
ICICLE	Bergley
North TH 65 Corridor Coalition	Bergley
School Liaison	Wimmer, Lundeen
Chamber of Commerce Liaison	Wimmer
Bike Isanti County Committee	Wimmer
Development Advisory Committee	Wimmer, Lorinser
Finance Committee	Wimmer, Lorinser
Building & Grounds Committee	Lundeen, Collison
Personnel Committee	Wimmer, Lorinser
C-I Bike/Walk Trail	Wimmer
Liquor	Bergley, Collison
Police	Bergley, Collison
Public Works	Bergley, Collison
Public Works Labor Management Committee	Wimmer - Guest Representative
Weed Inspector	Wimmer

2. That the City Council appoints the following to act as Mayor Pro-tem in the absence of the Mayor: Councilor Collison.

3. That the Planning Commission, Economic Development Authority Board, and Park, Recreation and Culture Board shall meet on the date and times as designated as outlined on the attached schedule and posted at Isanti City Hall.

4. That the City Council designates the following individuals to the Park, Recreation and Culture Board for 2017:

Jenny Garvey	*(term expiration 12-31-2017)*
Aaron Zdon	*(term expiration 12-31-2019)*
(appointed)Jeffrey Johnson	*(term expiration 12-31-2018)*
James Witte	*(term expiration 12-31-2018)*
George Wimmer	Council Representative (*term expiration 12-31-17*
_____	Student Representative *(term expiration 12-31-2017)*

5. That the City Council designates the following individuals to the Planning Commission for year 2017:

Mayor and City Council:	
George Wimmer	*(term expiration 12-31-2017)*
Dan Collison	*(term expiration 12-31-2017)*
Ross Lorinser	*(term expiration 12-31-2017)*
Paul Bergley	*(term expiration 12-31-2017)*
Steve Lundeen	*(term expiration 12-31-2017)*
Appointed Members:	
Jeff Miller	*(term expiration 12-31-2019)*
Jim Kennedy	*(term expiration 12-31-2018)*

6. That the City Council Economic Development Authority Board membership terms are as follows for year 2017:

Mayor and City Council:	
George Wimmer	*(term expiration 12-31-2017)*
Dan Collison	*(term expiration 12-31-2017)*
Ross Lorinser	*(term expiration 12-31-2017)*
Paul Bergley	*(term expiration 12-31-2017)*
Steve Lundeen	*(term expiration 12-31-2017)*
Appointed Members:	
Tara Hallberg	*(term expiration 12-31-2018)*
_____	*(term expiration 12-31-2020)*

This resolution was duly adopted by the Isanti City Council this 19~~7~~th day of ~~February~~ September, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
~~Lindsey Giese~~ Katie Brooks
Human Resources / City Clerk

K.5.

A Community For Generations.

Isanti

MEMO

To: **City Council**

From: Finance Director Betker

Date: September 19th, 2017

Subject: Utility Billing Cycle Adjustment

Background:
Month end accounting procedures include a reconciliation of utility accounts receivable between the Utility Management (UM) module and General Ledger (GL) module of the City's accounting software. Upon review it has become clear that current procedures are inefficient, time consuming and need improvement; from an accounting perspective, while conforming with City Code.

Research:
There are several problems that need to be addressed:

1) The City's billing cycle does not match a calendar month. The UM module uses periods that run monthly from the 24th to the 23rd. The GL module follows a calendar month. This leaves an open period in UM at the end of each GL period, a time period within which billing adjustments, payment adjustment and the like can be entered that will affect the amount that is receivable at month end without adversely affecting the UM billing period.
2) Furthermore the problem is compounded by an informal closing to each UM billing period. That is to say that rather than close the prior period at the end of the day on the 23rd of each month staff have left the period open. I suspect that the original intent of such action was well intended as such an action could allow for a more accurate accounting of the true receivable at month end. However since a hard close to the period has not been observed at month end; any benefit gained is diminished by ongoing prior period transactions that occur after month end but are then posted to the prior billing period.
3) Both of the above issues contribute to what would be a very time consuming process to properly reconcile the AR accounts of the enterprise utilities at year end 2017. A process that should take little to no time could instead take several hours up to about 2 days at year end.

Proposal:
The only solution that will solve all of the above identified problems simultaneously is to shift the billing period by 7 days and enact a "hard" close at the end of each month coinciding with the end of the UM billing period and the GL accounting period. The following table provides clarification about what changes would need to take place.

	Current	Proposed	
	October	November	December
Due Date	13th	**20th**	20th
Read Date	17th	**18th**	**20th**
Penalties Applied	19th	**26th**	26th
Bill Calculation/Mailing	23rd	**30th**	29th
Disconnect Posting	Nov 1st	**Dec 6th**	Jan 3rd
Disconnection	Nov 6th	**Dec 11th**	Jan 8th

- Due date and read date would both move to the 20th or nearest business day each month
- Penalties would be applied on the 26th or next business day each month
- Bills would be calculated and mailed by 2pm on the last business day of each month
- Disconnect door posting procedures would move from the Wednesday before the first Monday of the each month to the Wednesday before the second Monday of each month.
- Disconnection would move from the first Monday of each month to the second Monday of each month

Furthermore this change would be made easier by transitioning the read dates over 2 months rather than 1 month to reduce the adverse consequences of having several extra days in the billing period in the first month of the transition. Additionally I would expect residents to be receptive to this change as it will allow for extra week to pay in the month of November.

Residents would be made aware of this change in a mailing that would go out after the October due date. This should help to alleviate confusion about the correct due date upon receipt of the mailing by residents.

Additionally staff has concluded that the above outlined changes are compliant with City Code.

The Finance Committee approved the proposed transition at its September 7, 2017 meeting.

RESOLUTION NO. 2017-XXX

RESOLUTION SETTING DUE DATE FOR MUNICIPAL UTILITY BILLS

WHEREAS, the process for reconciling utility accounts receivable needed to be reviewed due to inconsistencies and errors in the current system; and,

WHEREAS, Staff has prepared a revised timeline for processing municipal utility bills that is compliant with City Code; and,

WHEREAS, the Finance Committee has reviewed this timeline and recommends its adoption; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby adopts a due date for all municipal utility accounts of the 20th or the next business day of each month.

This resolution was duly adopted by the Isanti City Council this 19th day of September 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

K.6.

Request for City Council Action - MEMO

To: **Mayor Wimmer and Members of City Council**

From: Katie Everett
Community Events & Parks Coordinator

Date: September 19, 2017

Subject: A Resolution Approving Cedar Tree Revetment at River Bluff Preserve 2017-XXX

Background

City of Isanti staff have worked with the Isanti Soil and Water Conservation District (SWCD) and Anoka SWCD on a cedar tree revetment project at River Bluff Preserve. Cedar tree revetments involve securing cedar trees to the river bank and planting trees within the project area. The cedar trees slow down the current and collect sediment to rebuild the riverbank, slowing down and correcting erosion. The trees grown in the area will then stabilize the bank well into the future.

The City of Isanti's partnership with the Soil and Water Conservation Districts to put the revetments in place will be made possible through grants from the Outdoor Heritage Fund and Conservation Corps of Minnesota. The City's responsibilities will be to contribute 10% of the material and installation costs (estimated $614.76, not to exceed $676.24), and to agree to leave the revetment in place for 10 years. The revetment requires cedar trees, and Isanti SWCD has identified about 20 trees in the upper prairie portion of River Bluff Preserve that would be appropriate for this project; the City would need to approve the removal and use of these trees.

The cedar tree revetments were not budgeted in 2017; however, the 2017 PRC budget included $10,090 (101-45300-500) for further improvement of River Bluff Preserve. There are adequate funds remaining in this budget to cover the City's 10% contribution toward the project.

Staff Request

It is requested that City Council consider approving the grants obtained through partnership with the Isanti Soil and Water Conservation District, approving the contract for construction and maintenance of the erosion control, and authorizing the unbudgeted amount, not to exceed $676.24, as required for the 10% contribution toward the grant for the project.

Attachments

- Resolution No. 2017-XXX
- Exhibit A: Partnership Agreement for the Construction and Maintenance of Riverbank Erosion Control

RESOLUTION NO. 2017-

A RESOLUTION APPROVING CEDAR TREE REVETMENT AT RIVER BLUFF PRESERVE

WHEREAS, the City of Isanti, through a partnership with Isanti Soil and Water Conservation District (SWCD) has the opportunity to participate in a cedar tree revetment program to control erosion and rebuild the river bank at River Bluff Preserve; and,

WHEREAS, the project is made possible through grants from the Outdoor Heritage Fund and Conservation Corps of Minnesota; and,

WHEREAS, the grants require a 10% contribution toward construction costs by the City of Isanti; and,

WHEREAS, the City of Isanti's contributions will not exceed $676.24, the source of which will be 101-45300-500; and,

WHEREAS, the City of Isanti will agree to keep the revetment in place over its effective lifetime (approximately 10 years); and,

WHEREAS, cedar trees are required for the construction and Isanti SWCD has identified trees appropriate for the project on the upper portion of River Bluff Preserve;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to approve cedar tree revetment at River Bluff Preserve, including the following:

- Funding the previously unbudgeted 10% contribution, not to exceed $676.24 through 101-45300-500
- Approving the Partnership Agreement for the Construction and Maintenance of Riverbank Erosion Control
- Removal and use of cedar trees from the upper portion of River Bluff Preserve in the revetment

This resolution was duly adopted by the Isanti City Council on this 19th day of September 2017.

_____

Attest: Mayor George A. Wimmer

_____

Katie Brooks
Human Resources/City Clerk

EXHIBIT A

Anoka Conservation District
1318 McKay Drive NE, Suite 300
Ham Lake, Minnesota 55304
Ph: 763-434-2030 Fx: 763-434-2094
www.AnokaSWCD.org

PARTNERSHIP AGREEMENT FOR THE CONSTRUCTION AND MAINTENACE OF RIVERBANK EROSION CONTROL

THIS AGREEMENT is made on this_____day of_____, 2017 (Effective Date), by_____, (Owner) of the property located at _____(Property), and Anoka Conservation District (ACD)

WHEREAS, ACD in cooperation with the Isanti Soil and Water Conservation District (Isanti SWCD) has initiated an erosion control program for the improvement of water quality and habitat creation along the Rum River, located in Isanti County, Minnesota, and

WHEREAS, in cooperation with the Owner, ACD intends to install a cedar tree revetment and willow stakes along approximately 140 feet of riverbank at the Property as shown on the attached **Exhibit A** (Project). This Project will benefit water quality in the Rum River and will benefit Owner's Property by providing stabilization, and

WHEREAS, ACD will coordinate construction of the Project, and

WHEREAS, Owner desires to maintain the Project to ensure Project success.

BE IT RESOLVED THAT, in consideration of mutual promises set forth herein and other good and valuable consideration, ACD and Owner agree as follows:

1. ACD will be responsible for coordination and installation of the Project.

2. ACD and Owner each agree that financial responsibility for construction of this Project shall be as shown in **Table 1** below:

Table 1. Financial Responsibility for Project

RESPONSIBLE PARTY	COST ($)	% OF TOTAL
Owner*	$614.76	10%
OHF/CCM** Grants	$6,147.56	90%
TOTAL PROJECT COST	$6,762.32	100%

*The total Owner contribution cost will not exceed the amount shown, plus 10%, and will be based on actual materials and labor used.
**OHF= Outdoor Heritage Fund, CCM= Conservation Corps of Minnesota.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Wimmer and Members of City Council**

From: Josi Wood, Public Services Director/Asst. City Admin.

Date: September 19th, 2017

Subject: Consider Resolution to Authorize Purchase for Wastewater Testing Equipment

---

Staff requests the ability to test for Wastewater Total Phosphorus in-house to be able to make changes in chemical feed rates based on scientific results versus visual aspects since current testing results are two weeks behind. The device and equipment necessary for such testing would be purchased from Hach and includes: DR 3900 device, heating block, and testing reagents. The costs for all the equipment, plus a 10% contingency in case there are other testing supplies necessary, is $7,700.00.

Finance Committee Recommendation:
The Finance Committee Recommends testing in-house to better operate the plant and utilize chemical treatments more effectively. They have outline the funding source as Sewer 602-49450-221.

Request:
It is requested that City Council review and take action on this item.

Attachment:

- Resolution 2017-XXX – Resolution to Authorize Purchase for Wastewater Testing Equipment

RESOLUTION NO. 2017-XXX

A RESOLUTION TO AUTHORIZE PURCHASE FOR WASTEWATER TESTING EQUIPMENT

WHEREAS, the Public Works Department has a need to test wastewater samples in-house to better operate the plant and better utilize chemical treatments; and,

WHEREAS, the device needed for such testing is the DR 3900 Spectrophotometer from Hach; and,

WHEREAS, the device is unbudgeted; and,

WHEREAS, the Finance Committee recommends purchase of the equipment and has recommended that the funding source be identified as Sewer Fund 602-49450-221 (chemicals) in the amount, not to exceed, $7,700.00 for the device, testing equipment, testing reagents, and 10% contingency;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, to hereby authorize the purchase of the DR 3900 and other testing materials from Hach in the amount, not to exceed, $7,700.00 from the Sewer Fund.

This Resolution was duly adopted by the Isanti City Council the 19th day of September, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

K.8.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: September 19, 2017

Subject: **Consider Resolution Authorizing the Execution of Repayment Agreement on Lot 1, Block 3, Isanti Meadows with Real Deal Construction, Inc.**

On December 20, 2016 the City Council amended and extended a SAC and WAC Deferral program as Resolution No. 2016-362 to continue to spur development activity. Real Deal Construction, Inc. has requested the City to execute a Repayment Agreement for 709 Fir St SW legally described as Lot 1, Block 3, Isanti Meadows, for the construction of an approximate 1,308 SF main floor single family home. The business is in "Active / Good Standing" upon review of the Minnesota Secretary of State Office as of September 11, 2017. The form of the Repayment Agreement is consistent with the form approved by the City Council on December 20, 2016. The Repayment Agreement will be dated as of the date that the Building Permit is paid for by the Developer. Staff is asking the City Council to consider adoption of the attached resolution and execution of the Repayment Agreement.

City Council Action:

Consider Adoption of Resolution and Execution of Repayment Agreement

Attachment:

1) Resolution 2017-____ Authorization to Execute Repayment Agreement on Lot 1, Block 3, Isanti Meadows with Real Deal Construction, Inc.

RESOLUTION NO. 2017-XXX

AUTHORIZATION AND EXECUTION OF REPAYMENT AGREEMENT ON LOT 1, BLOCK 3, ISANTI MEADOWS WITH REAL DEAL CONSTRUCTION, INC.

WHEREAS, the City of Isanti adopted a SAC and WAC Deferral program on December 20, 2016 which is documented by Resolution 2016-279; and

WHEREAS, A boiler plate Repayment Agreement was drafted by Development Attorney Campbell Knutson and the City Council directed Staff to utilize this agreement for parties interested in SAC and WAC Deferral for commercial or residential development; and

WHEREAS, Real Deal Construction, Inc. (the "Developer") has asked the City of Isanti to enter into a Repayment Agreement for the property legally described as: Lot 1, Block 3, Isanti Meadows (the "Property") and has agreed to pay the recording fee associated with the filing of the Repayment Agreement; and

WHEREAS, the Developer has stated the it will be the owner of the Property at the time of execution of the Repayment Agreement; and

WHEREAS, the date of the Repayment Agreement will be when the Developer signs prior to payment of the building permit; and

WHEREAS, the Developer is registered, active and is in good standing with the Minnesota Secretary of State Office as of September 11, 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorized the Mayor and City Administrator to execute the Repayment Agreement attached hereto contingent upon satisfactory proof of ownership witnessed in a recorded instrument of conveyance to the Developer.

This Resolution hereby approved by the Isanti City Council this 19th day of September 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources / City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of September, 2017, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and Real Deal Construction, Inc., a corporation under the laws of the state of Minnesota (hereinafter referred to as the "Developer"), having its principal office at 31108 County Road 5, Princeton, MN 55371.

WITNESSETH:

WHEREAS, the Developer intends to construct a 1,308 square foot main floor single family home (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means Real Deal Construction, Inc, a Minnesota Corporation, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the 1,308 square foot main floor single family home to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a corporation duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its Articles of Incorporation.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ 8,222.00** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$3787.00** in Water Availability Charges and **$4,435.00** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of September, 2017 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and Real Deal Construction, Inc., a corporation under the laws of the state of Minnesota, having its principal office at 31108 County Road 5, Princeton, MN 55371(the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $8,222.00 as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at 709 Fir St SW, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to the Developer at 31108 County Road 5, Princeton, MN 55371; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ___ day of September, 2017, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
Real Deal Construction, Inc.

By _____
Its President

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this ____ day of September, 2017, by Todd Steinberg, the President of Real Deal Construction, Inc, a corporation under the laws of the State of Minnesota, on behalf of the corporation.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000

SCHEDULE A

Description of Property

Lot 1, Block 3, Isanti Meadows, Isanti County, Minnesota

RESOLUTION NO. 2017-XXX **K.9.**

A RESOLUTION APPROVING STAFF TO APPLY FOR MINNESOTA DEPARTMENT OF HEALTH GRANT FOR WHPP IMPLEMENTATION

WHEREAS, the Minnesota Department of Health has announced the availability of funding to support the implementation of source water plan implementation such as the City's well head protection plan (WHPP); and,

WHEREAS, staff will fill out the required documentation and eligibility requirements for such grant through the open grant eligibility timeframe; and,

WHEREAS, if awarded funding through the grant opportunity as outlined in this resolution, funds would be accepted through City Council;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, to hereby approve City staff to apply for the Minnesota Department of Health grant opportunity for source water plan implementation.

This Resolution was duly adopted by the Isanti City Council the 19th day of September, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 9/12/2017 - 9/12/2017

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/17	09/12/2017	47156	1503	7-UP BOTTLING	609-20200	203.44
09/17	09/12/2017	47157	2335	BCBSM	101-20200	21.60
09/17	09/12/2017	47158	53	BELLBOY CORPORATION	609-20200	6,236.30
09/17	09/12/2017	47159	9	BERNICKS PEPSI-COLA	609-20200	607.45
09/17	09/12/2017	47160	2517	BRIANS LAWN & IRRIGATION	101-20200	374.00
09/17	09/12/2017	47161	2221	C & L DISTRIBUTING	609-20200	247.50
09/17	09/12/2017	47162	2379	CARLSON MCCAIN INC	108-20200	2,130.00
09/17	09/12/2017	47163	1198	CENTER POINT ENERGY	609-20200	324.40
09/17	09/12/2017	47164	918	CRYSTAL SPRINGS ICE	609-20200	118.64
09/17	09/12/2017	47165	8	DAHLHEIMER DISTRIBUTING CO	609-20200	9,953.90
09/17	09/12/2017	47166	55	ECM PUBLISHERS INC	101-20200	17.55
09/17	09/12/2017	47167	134	GOPHER STATE ONE-CALL INC	601-20200	205.20
09/17	09/12/2017	47168	739	HACH COMPANY	601-20200	523.57
09/17	09/12/2017	47169	1048	HENRYS WATERWORKS,INC.	601-20200	277.84
09/17	09/12/2017	47170	2209	INNOVATIVE OFFICE	609-20200	203.99
09/17	09/12/2017	47171	188	ISANTI COUNTY SHERIFF	101-20200	230.20
09/17	09/12/2017	47172	1534	J. J. TAYLOR	609-20200	388.65
09/17	09/12/2017	47173	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,708.83
09/17	09/12/2017	47174	5	KAWALEK TRUCKING	609-20200	161.20
09/17	09/12/2017	47175	2334	LOUS GLOVES	602-20200	172.00
09/17	09/12/2017	47176	17	MCDONALD DISTRIBUTING CO	609-20200	13,417.00
09/17	09/12/2017	47177	616	MENARDS - CAMBRIDGE	101-20200	443.89
09/17	09/12/2017	47178	2116	MINUTEMAN PRESS	101-20200	1,852.96
09/17	09/12/2017	47179	310	MMBA	609-20200	15.00
09/17	09/12/2017	47180	2080	MVTL LABORATORIES INC	602-20200	315.60
09/17	09/12/2017	47181	1290	NAPA AUTO PARTS	101-20200	245.56
09/17	09/12/2017	47182	44	PHILLIPS WINE & SPIRITS INC	609-20200	5,785.50
09/17	09/12/2017	47183	12	POSTMASTER	603-20200	116.00
09/17	09/12/2017	47184	2406	QUALITY FLOW SYSTEMS INC	602-20200	1,526.60
09/17	09/12/2017	47185	2341	RED BULL DISTRIBUTION	609-20200	278.00
09/17	09/12/2017	47186	682	RIVERSIDE MARKET	601-20200	7.67
09/17	09/12/2017	47187	1113	RJM DISTRIBUTING INC	609-20200	219.80
09/17	09/12/2017	47188	2028	SELECTACCOUNT	861-20200	966.93
09/17	09/12/2017	47189	1361	STAPLES ADVANTAGE	101-20200	55.08
09/17	09/12/2017	47190	1820	URBANS HARDWARE	101-20200	367.00
09/17	09/12/2017	47191	1347	V.F.W. POST 2735	101-20200	175.00
09/17	09/12/2017	47192	686	VERIZON WIRELESS	101-20200	538.64
09/17	09/12/2017	47193	686	VERIZON WIRELESS	101-20200	590.58
09/17	09/12/2017	47194	42	VIKING COCA-COLA BOTTLING CO	609-20200	243.99
09/17	09/12/2017	47195	874	WASTE MANAGEMENT -	101-20200	386.98
09/17	09/12/2017	47196	4	WATSON CO INC	609-20200	1,611.78
09/17	09/12/2017	47197	1922	WEX BANK	101-20200	2,130.89
09/17	09/12/2017	47198	780	WINE MERCHANTS	609-20200	120.00
09/17	09/12/2017	47199	2067	ZABINSKI BUSINESS	609-20200	660.00
Grand Totals:						59,176.71

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/17	09/13/2017	47200	2531	LINDBERG LAW OFFICE PA TRUST ACCOUNT	108-20200	97,859.51
Grand Totals:						97,859.51

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 9/15/2017 - 9/15/2017 | Sep 15, 2017 10:12AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/17	09/15/2017	47201	2030	ARTISAN BEER COMPANY	609-20200	143.50
09/17	09/15/2017	47202	9	BERNICKS PEPSI-COLA	609-20200	657.10
09/17	09/15/2017	47203	368	BILLS QUALITY CLEANING	609-20200	521.00
09/17	09/15/2017	47204	2319	BREAKTHRU BEVERAGE	609-20200	5,362.74
09/17	09/15/2017	47205	2517	BRIANS LAWN & IRRIGATION	101-20200	228.00
09/17	09/15/2017	47206	2487	CAPITOL BEVERAGE SALES	609-20200	274.00
09/17	09/15/2017	47207	2532	CAREY, SARAH	601-20200	234.11
09/17	09/15/2017	47208	1822	CENTURYLINK BUSINESS SERVICES	101-20200	38.22
09/17	09/15/2017	47209	1969	CITY OF SAINT PAUL	101-20200	336.90
09/17	09/15/2017	47210	918	CRYSTAL SPRINGS ICE	609-20200	403.64
09/17	09/15/2017	47211	8	DAHLHEIMER DISTRIBUTING CO	609-20200	15,160.95
09/17	09/15/2017	47212	257	EARL F. ANDERSEN	101-20200	384.20
09/17	09/15/2017	47213	55	ECM PUBLISHERS INC	101-20200	46.80
09/17	09/15/2017	47214	142	G & K SERVICES	609-20200	585.84
09/17	09/15/2017	47215	1786	HOME TITLE INC	601-20200	28.51
09/17	09/15/2017	47216	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,102.20
09/17	09/15/2017	47217	1857	JOSLIN & MOORE	101-20200	6,925.80
09/17	09/15/2017	47218	1975	LIBERTY TITLE	601-20200	96.85
09/17	09/15/2017	47219	281	MINNCO CREDIT UNION	602-20200	938.59
09/17	09/15/2017	47220	176	MN DEPT OF REVENUE	101-20200	23,923.00
09/17	09/15/2017	47221	2080	MVTL LABORATORIES INC	601-20200	43.20
09/17	09/15/2017	47222	1290	NAPA AUTO PARTS	101-20200	144.16
09/17	09/15/2017	47223	617	PAUSTIS & SONS	609-20200	111.24
09/17	09/15/2017	47224	44	PHILLIPS WINE & SPIRITS INC	609-20200	1,985.92
09/17	09/15/2017	47225	2130	PROGRESSIVE BUILDERS	601-20200	356.41
09/17	09/15/2017	47226	2031	RESOURCE TRAINING	861-20200	31,896.00
09/17	09/15/2017	47227	1539	RILEY, CINDY	601-20200	77.27
09/17	09/15/2017	47228	2361	SEMLER HOMES	601-20200	94.22
09/17	09/15/2017	47229	2396	SOUTHERN GLAZERS OF MN	609-20200	4,565.34
09/17	09/15/2017	47230	2156	SUMMIT COMPANIES	101-20200	850.00
09/17	09/15/2017	47231	1740	TOSHIBA FINANCIAL SERVICES	108-20200	226.90
09/17	09/15/2017	47232	2113	UNITED STATES TREASURY	609-20200	864.06
09/17	09/15/2017	47233	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
09/17	09/15/2017	47234	2027	US INTERNET	603-20200	57.80
09/17	09/15/2017	47235	42	VIKING COCA-COLA BOTTLING CO	609-20200	234.40
09/17	09/15/2017	47236	1286	VINOCOPIA INC	609-20200	.50
09/17	09/15/2017	47237	4	WATSON CO INC	609-20200	1,688.88
09/17	09/15/2017	47238	2530	WHALEY, SARAH	601-20200	124.00
09/17	09/15/2017	47239	780	WINE MERCHANTS	609-20200	144.00
09/17	09/15/2017	47240	2533	ZUREK, JEFFREY	601-20200	48.51
Grand Totals:						105,967.76

M = Manual Check, V = Void Check

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	89,412.37
Social Security & Medicare	4,822.18
Public Employees Retirement	8,763.47
Total City Expense	102,998.02

Pay Date 9/8/2017

Pay Period 18 (8/20-9/2/17)

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
August 2, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by President Wimmer at 7:47 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer, Tara Hallberg and Steve Lundeen
Commissioners Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

None.

2. Approve Minutes of July 5, 2017 Regular Economic Development Meeting

Motion by Bergley second by Collison to approve the minutes as presented for July 5, 2017. Motion carried unanimously.

3. Isanti Hotel Update

President Wimmer updated the EDA as to the status of the project. The project is a Best Western Plus product. The product is similar to a Holiday Inn Express or Fairfield. A description of the city and private financing structure for the project was outlined. He highlighted the approval of tax abatement for the project by the school district and that the city would be considering approval of its own abatement as well as total financial assistance package on August 15th at a public hearing. He outlined the Isanti County Abatement process and status. The County EDA Committee will meet on August 14th, the full Isanti County EDA will meet on August 28th and the Isanti County Board of Commissioners has scheduled a public hearing to consider action on September 6th.

Economic Development Director Sullivan stated that the EDA would be specifically involved in the Revenue Bond process and that is was likely that there would be approvals or hearings at the City of Isanti EDA meeting in September 2017. Sullivan communicated the tax impact of the project specifically the $2.8M in new taxable market value, $137,000 annually in property taxes and the impacts for each taxing jurisdiction. In 2019 the City of Isanti is estimated to receive approximately $48,000 in new taxes annually and proposes to abate 50% of that number to support the project for a

defined period of time. He acknowledged the support of the school district for this project and the positive impact it will have immediately and into the future for the taxing jurisdiction.

President Wimmer pointed out the school district had Ehlers conduct a financial analysis that concluded that there would be no negative tax impact for its jurisdiction based upon the City abatement proposal. In some instances it actually was an immediate positive impact. The long term tax impact is positive for all jurisdiction.

Item was informational, no action requested.

4. Other Business / Updates

Sullivan stated 56 single housing permits have been pulled and 3 more are waiting to be picked up. This is ahead of the pace set last year.

Sullivan indicated that the Rum River BMX State Finals is the last bag distribution for the City Promo Bag Program. He indicated that after the final even a survey would be conducted to see how the program was received by businesses.

Commissioner Bergley asked when the auto parts store would be opening. He had seen the Cambridge O' Reilly beginning to advertise for employment opportunities in Isanti.

ED Director Sullivan state he anticipated it opening up no later than October 2017.

President Wimmer stated he had quite a few positive comments on the street dances and the exposure to historic downtown.

a. Business Prospects
b. GPS 45:93
c. City Promotional Bag Update
d. Marketing Materials
e. EDAM – Summer Conference
f. 5th Avenue Extension
g. Housing Starts in 2017
h. Business Arrivals and Departures in Isanti 2017

5. Adjournment

Bergley motioned, seconded by Lorinser to adjourn at 8:00pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 2nd day of August, 2017.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

L.3.

RESOLUTION NO. 2016-XXX

A RESOLUTION APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR NORTH BRANCH AREA EDUCATION FOUNDATION

WHEREAS, the City has received an application for an exempt gambling permit from North Branch Area Education Foundation to hold a fundraiser event on October 14, 2017 at the Spirit River Community Center, 1320 County Road 5 NE; and

WHEREAS, the applicant estimates the value of prizes to be awarded is $3,000; and

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the North Branch Area Education Foundation application for an exempt gambling permit is approved for the following date:

Saturday, October 14, 2017
At the Spirit River Community Center; and

BE IT FURTHER RESOLVED, that approval is subject to:

a. A successful background check has been revived from the Police Department.
b. The approval for such permits under the laws of the State of Minnesota and their compliance with all laws.

This Resolution is hereby approved by the Isanti City Council this 19th day of September 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: North Branch Area Education Foundation

Address of Organization: _____

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Name	Address	Phone No.

Type of Event: _____ Date of event: October 14, 2017

Use of Proceeds: Educational Grants in the North Branch school district.

Location and address of event:

Spirit River Community Center, 1320 County Rd. 5 NE, Isanti, MN 55040

Estimated value of prizes to be awarded: $3,000.00

Name of applicant: Anthony V. Peterson Applicant's phone number: _____

Signature of applicant: _____

Date: 09-11-17

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

rec'd 9/11/17 dw

* will return payment 9/12/17

L.4.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Wimmer and Members of City Council**

From: Josi Wood, Public Services Director/Asst. City Admin.

Date: September 19th, 2017

Subject: Consider Resolution to Proceed with Process for Abandoned Property

---

On Tuesday July 25th, Public Works removed refuse and other materials including a duck boat as part of an abatement at the property 310 1st Ave. The refuse and other materials were disposed of after the 14-day holding period with exception of the duck boat. Public Works would like to take possession of the duck boat through the 345.75 MN State Statute process for use within the Wastewater ponds system. Staff has consulted City Attorney Joslin who stated that this is the process that should be followed.

Finance Committee Recommendation:

The Finance Committee recommends moving forward with the notification to the next of kin and brother of the deceased property owner pursuant to MN State Statute 345.75 which includes costs for sending certified letters.

Request:

It is requested that City Council review and take action on this item.

Attachment:

- Resolution 2017-XXX – Resolution to Proceed with Process for Abandoned Property

RESOLUTION NO. 2017-XXX

A RESOLUTION TO PROCEED WITH PROCESS FOR ABANDONED PROPERTY

WHEREAS, the Public Works Department collected debris, refuse, and a 14' Naden duck boat through cleanup and abatement of 310 1st Ave; and,

WHEREAS, after the holding period, the debris and refuse were disposed, but the boat was not claimed; and,

WHEREAS, Public Works has use for the boat at their six wastewater ponds to allow for sampling beyond their perimeter; and,

WHEREAS, pursuant to MN State Statute 345.75 Abandoned Tangible Personal Property, the City can obtain possession if the abandoned property has not been claimed within six months after proper notification; and,

WHEREAS, due to the owner being deceased, the City shall also send notification to the deceased owners next of kin and brother;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, to hereby authorize staff to proceed through the process pursuant to MN State Statute 345.75 to properly notify the next of kin and brother of the abandoned property hereby stated as a 14' duck boat.

This Resolution was duly adopted by the Isanti City Council the 19th day of September, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

L.5.

To: Mayor Wimmer and City Council Members

From: John Jacobi, Liquor Store Manager

Date: September 14, 2017

Subject: Donation Request for 10th Annual MMBA Food Drive promotion in-store

---

Background:
Each year the MMBA supports a food drive for the sole purpose of raising funds as well as food donations to help support local food shelves in our area. I am requesting that we promote this program in-store and customers can donate non perishable food items or a cash donation in any amount they wish to help support this program. The dates of the donations are October 1st through October 31st,2017.

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING DONATION BOX AT LIQUOR STORE

WHEREAS, on September 19, 2017 City Council approved a donation box policy; and

WHEREAS, Isanti Liquor is requesting use of a donation box at the liquor store in support of the MMBA "Food Drive"; and

WHEREAS, the Liquor Committee has reviewed the request and recommended its approval.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Isanti, Minnesota hereby approves placement of a donation box for the Food Drive at the Isanti Liquor Store from October 1, 2017 through October 31, 2017.

Adopted by the Isanti City Council this 19th day of September 2017.

Attest: _____ Mayor George A. Wimmer

_____
Donald C. Lorsung
City Administrator/City Clerk

(SEAL)

10th Annual MMBA Food Drive Promotes Community Value

In an effort to help members Promote the Community Value of their Municipal Liquor Operation, MMBA, in partnership with Coors Light is coordinating the *Tenth Annual Municipal Liquor Food Drive* **benefiting your local food shelf.**

Again this year, there will be two competition brackets, based on 2015 annual sales:

$1,000,000 and Above & Below $1,000,000

The individual facility (not city) in each category with the highest weight donated will earn a $1,000 donation to their local food shelf from Coors Light and MMBA.

In addition:

Through a random drawing, ten $100 donations will be made to food shelves of participating facilities, other than the category winners. So, everyone has a chance to win!

Here are additional details:

- The food drive will run from October 1 – October 31, 2017.
- Each participating MMBA member will collect dry food, can goods & cash for donation to your local food shelf of choice. **Anything your food shelf will accept is eligible to be counted, including, but not limited to, field produce and canned / bottled water.**

NOTE:

Each $1 in cash donations will be counted as 3 pounds of food.

- At the end of the event (November 1), please take the collected food and cash to the food shelf to be weighed. (Contact the MMBA office if you need assistance locating your local food shelf.)

  A week or so after the conclusion of the event, an MMBA director will call you for the weight total given by your food shelf. You can also send the MMBA office the information at: kaspszak@visi.com or phone: 763.572.0222, 866.938.3925.

- One 7 foot banner, one 2 foot by 3 foot sign and two counter cash buckets will be created and provided by Coors Light. Additional signage can be obtained by contacting your Coors Light Distributor.

- Here are some successful ideas to promote the event:

  - ✓ Facility product discount for those donating food
  - ✓ Stapling a flyer to carry-out bags
  - ✓ Displaying the food in the front of the store to catch customer eyes
  - ✓ Reference or total focus in advertising mediums
  - ✓ Coors Light wholesaler could build a platform of Coors Light cases for the food to display on, or a wall of cases around an area where donations will be placed.
  - ✓ Local newspaper story
  - ✓ Collect contributions by participating in other community events

If you would like to participate in this event, contact the MMBA Office at:

Phone: 763-572-0222 or 866-938-3925
Email: kaspszak@visi.com

Thanks for your participation!!!!!

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council**

From: Don Lorsung, City Administrator

Date: September 11, 2017

Subject: An Ordinance Amending Isanti City Code Chapter 227 – No Parking Zone on Main Street East

---

Due to safety concerns, staff has reviewed on-street parking on Main Street East, east of the intersection of Elim Lane NE. The street section narrows after Elim Lane to a 34.66' width. State Aid Requirements are 38' for parking on two sides of the roadway. The City Engineer and Police Chief are recommending a no parking zone on the south side of the street, from east of the intersection with Elim Lane NE to Highway 65.

The Police Committee has reviewed this matter and support the recommendation. Staff has prepared an Ordinance amendment to enact the no parking zone, and it is attached for your consideration.

ORDINANCE NO. xxx

AN ORDINANCE AMENDING CHAPTER 227 PARKING AND STORAGE

THE CITY COUNCIL OF THE CITY OF ISANTI DOES ORDAIN:

Sub-paragraph (5), Paragraph C., Parking, Stopping, and Standing Provisions, Section 227-2, Parking Regulations, Article II General Parking Regulations, of Chapter 227 of the Code of the City of Isanti is hereby amended to add the following text:

227-2. Parking regulations.

C. Parking, stopping and standing provisions.

(5) No parking is allowed on any of the following streets or highway:

(a) Along either side of Third Avenue NW beginning at its intersection with Isanti Parkway NW to the point at which the City of Isanti corporate boundary ends and Isanti Township begins (Jackson St NW).

(b) Along either side of Railroad Ave SE beginning at its intersection with Palomino Road SE to its intersection with Townsedge Road SE. Along the East side of Railroad Ave SE beginning at its intersection with Main Street E to its intersection with Palomino Road SE.

(c) Along either side of County Road 5 NE/NW beginning at its intersection with Trunk Highway 65 heading west to its intersection with Whiskey Road NW.

(d) Along either side of Fourth Ave SW from its intersection with Main Street W heading south to its intersection with Elizabeth St SW.

(e) Along either side of Elizabeth St SW from its intersection with Fifth Ave SW heading east to its intersection with Second Ave SW.

(f) Along either side of Fifth Ave SW from its intersection with Elizabeth St SW heading south to its intersection with S Brookview Ln SW.

(g) Along either side of Second Ave SW from its intersection with Main St W heading south to its intersection with Elizabeth St SW.

(h) Along either side of Isanti Parkway NW, from Third Avenue NW to East Dual Boulevard NE.

(i) Along either side of Broadway St SE, from Highway 65 NE to 6th Ave NE.

(j) Along either side of 6th Ave NE, from Broadway St SE to Heritage Blvd NE.

(k) Along the West side of Centennial Dr. NW, from Heritage Blvd NW extending South 905' (feet).

(l) Along the South side of Palomino Road SE, from Railroad Avenue SE to Trunk Highway 65.

(m) Along the south side of Main Street East, east of the Elim Street NE intersection to Highway 65 NE.

EFFECTIVE DATE
This Ordinance takes effect upon its passage and publication in the official newspaper of the City of Isanti.

Adopted by the City Council this 19th day of September, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
September 5, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by President Wimmer at 7:35 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer, Tara Hallberg and Steve Lundeen
Commissioners Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

Motion by Collison, Second by Lorinser to add Item 7. Authorization to Direct City Attorney to Make Formal Written Information Request to Isanti County for all Documents Relating to Gas Station Abatement at Corner of State Hwy 65 and Main St in Cambridge, MN (Main and 65 LLC). Other Business/ Updates / Communication to be renumbered 8. And Adjournment to be renumbered as 9 and adopt the amended Agenda. Motion passed unanimously.

2. Approve Minutes of August 2, 2017 Regular Economic Development Meeting

Motion by Bergley second by Lundeen to approve the minutes as presented for July 5, 2017. Motion carried unanimously.

3. Public Hearing: Consider Resolution Establishing Economic Development District No. 1

Economic Development Director Sullivan highlighted the staff memo highlighting the reasons for establishing an Economic Development District in the City of Isanti. This action is part of a legal process to allow the EDA to use full power under both the EDA ad HRA Statutes. The 60 unit Best Western Plus Hotel project will be located within the proposed Economic Development District No. 1 as outlined within the attached resolution. This action is a required step to allow the use of Revenue Bonds if needed for project financing. It also identifies a specific geographic area for the project area.

President Wimmer opened the public hearing.

No public comment was received.

President Wimmer closed the public hearing

Motion by Lundeen, second by Bergley to Adopt EDA Resolution 2017-3 Establishing Economic Development District No. 1. Motion passed unanimously.

4. Public Hearing: Consider Granting of a Business Subsidy to Isanti Hotel Partners, LLC

Economic Development Director Sullivan highlighted the staff memo highlighting President Wimmer and Economic Development Director Sullivan work with the Developer, Legal Counsel, Financial Advisors and a Financial Institution to put together a hotel deal in Isanti. One method of financing for the project involves the issuance of Revenue Bonds by the EDA. The EDA is proposing to issue revenue bonds in an amount not to exceed $2,100,000 and loan the net proceeds of the bonds to Isanti Hotel Partners, LLC for the construction of a hotel. This proposed action is considered a business subsidy and requires a public hearing.

President Wimmer noted that if this financing is utilized it would simply be a pass through loan that would result in the Developer making payment directly to the bank. He said the payment structure was similar to the Industrial Revenue Bond that were issued for the Ice Arena in Isanti.

President Wimmer opened the public hearing.

Garen Engquist, 16 Nina Court SW, Isanti MN 55040 provided public comment. Mr. Engquist asked for clarification on the Tax Abatement and proposed issuance of Revenue Bonds.

President Wimmer explained that the City would be reimbursing City of Isanti taxes paid by the developer according the following schedule: 2020-50%, 2021-50%, 2022-50%, 2023- 50%, 2024-50%, 2025-40%, 2026-30%, 2027-20%, 2028-10%. If the EDA utilize Revenue Bonds the Developer is essentially borrowing the money in the name of the EDA/City. The Developer is responsible for guaranteeing that the debt gets paid and makes the payment to the bank. The EDA/City is not giving this money to the developer, it's a pass through loan.

Mr. Enquist thanked President Wimmer for the explanation

President Wimmer asked if there was any additional public comment.

No additional public comment was received.

President Wimmer closed the public hearing.

No action was taken on this item at this time.

5. Consider Adoption of EDA Resolution 2017-4 Approving Redevelopment Project Area and Redevelopment Plan

Economic Development Director Sullivan highlighted the staff memo. The City Development Team has been actively negotiating with Isanti Hotel Partners, LLC to bring a 60 unit Best Western Plus Hotel

to the City of Isanti. Part of this process involves defining a planned area of redevelopment centered around the Hotel project. This project is critical for the growth of Isanti and the redevelopment of parcels in this immediate area. The attached Redevelopment Plan and Area attached to the resolution that is required to be adopted by the City of Isanti EDA.

Motion by Lorinser, second by Collison to Adopt EDA Resolution 2017-4 Approving Redevelopment Project Area and Redevelopment Plan. Motion passed unanimously.

6. Consider Adoption of Resolution 2017-5 Authorizing the Funding and Execution of the Municipal Advisory Service Agreement between the City of Isanti EDA and Northland Securities, Inc.

Motion by Lorinser, second by Bergley to Adopt EDA Resolution 2017-5 Authorizing the Funding and Execution of the Municipal Advisory Service Agreement between the City of Isanti EDA and Northland Securities, Inc. Motion passed unanimously.

7. Authorization to City Attorney to Make Formal Written Information Request to Isanti County for all Documents Relating to Gas Station Abatement at Corner of State Hwy 65 and Main St in Cambridge, MN (Main and 65 LLC)

President Wimmer asked the EDA for action to direct City Attorney Joslin to formally make written request for all documents and public information in regards to the Cambridge.

Motion by Bergley, second by Collison to Authorize City Attorney to Make Formal Written Information Request to Isanti County for all Documents Relating to Gas Station Abatement at Corner of State Hwy 65 and Main St in Cambridge, MN (Main and 65 LLC). Motion carried unanimously.

8. Other Business / Updates

Economic Development Director Sullivan thanked Economic Development Intern Gilyard for his efforts during his internship.

President Wimmer also expressed the fact the he did whatever asked of him and the work product was great.

Sullivan stated 67 single housing permits have been pulled and 1 more is waiting to be picked up. This is well ahead of the pace set last year.

Commissioner Lorinser asked where we were at this time last year.

Sullivan didn't know of hand but stated he would forward that information out to the EDA.

a. Business Prospects
b. City Promotional Bag Update
c. Marketing Materials
d. EDAM – Summer Conference
e. GPS 45:93

f. Housing Starts in 2017
g. Business Arrivals and Departures in Isanti 2017

9. Adjournment

Lundeen motioned, seconded by Bergley to adjourn at 7:47pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 5th day of September, 2017.

Respectively Submitted,

_____
Sean M. Sullivan, Economic Development Director

A Community For Generations.

Isanti

Isanti Police Department Monthly Report

August 2017

Reported Crime	Month to Date	Year to Date
Theft	12	90
Assault	3	26
Vandalism/Damage to Property	1	43
Narcotics	4	27
Burglary	4	9
Domestics	7	52
Crim Sex	0	4
Robbery	0	0
Loud Party/Disturbance	11	109
Medical	29	218
Permit to Purchase (Eff 3/1/2016)	1	62

Traffic Offenses	Month to Date	Year to Date
No Insurance	17	63
DUI	0	10
Accidents	7	49
Hit & Run	2	7
Warrant P/U	3	42
Speed	12	155
DAR/DAS	6	45
Administrative Citations (Including Speed)	11	92

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	50,708	1,295	11,754
Dodge 222	122,974	1,702	11,755
Ford Explorer 224	27,783	1,030	10,727
Dodge 225 - Out of Service			409
Chevy Silverado 220	105,755	418	4,531
Chevy Impala 223	84,379	531	3,706
Ford F150 225	2,509	864	2,509

CEZT REPORT
August 2017

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**561**	**474**	**373**	**256**	**162**	**121**	**78**
TOTAL OPEN CASES	**73**	**88**	**71**	**53**	**37**	**34**	**37**
VIOLATIONS CLOSED THIS PERIOD	**97**	**80**	**79**	**75**	**32**	**40**	**29**
NEW ISSUES THIS PERIOD	**87**	**101**	**117**	**94**	**41**	**43**	**40**
CAN-Proh Animals	1						
CCV-Comm Vehicle Storage							
CDO--Dogs							1
CPA-Park & Store	14	9	22	9	17	13	22
CSN-Snow Removal							
CSP-Solicitors/Peddlers	5						
CST--Fish Houses, PODS, Rolloffs							
GAR - Garage Sales	1						
H2O-Water restrictions		4					
NEX-Exterior Structure, Paint/Repair				1	1		
NGA-Garbage Service & Storage							
NGR--Grass Length	50	81	74	62			
NJU--Junk/Brush	7		2	11	5	7	5
NOX-Noxious Weeds			1	3			
NUV-Unlicensed vehicle or missing plates	1		1	1	6	14	5
RNT-Unlicensed rental	1	2	10	3			
SGN-Signs	5	5	6	4	13	6	6
ZAC-Accessory Building	2						1
ZFE-Fence			1			3	
ZTD--Temporary Dwelling							
Compliance Letters Mailed this period	98				44	48	
Administrative Citations Issues/period	3	1			1	1	3
Criminal Citations Issued/period							
Abated Properties/Period	17	1					
Admin Hearings Requested							
Admin Hearings Held w positive judgement							
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**11**	**15**	**18**	**10**	**19**	**15**	**16**

M.3.

CITY OF ISANTI MONTHLY REPORT

August 2017

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	7	66	$0.00	$0.00	$7.00	$0.00	$560.00	$5,360.00		
Decks	3	23	$6,144.00	$73,088.00	$3.40	$0.00	$410.85	$3,746.50		
Basement Finish	1	18	$18,000.00	$169,618.00	$9.00	$0.00	$524.70	$6,136.30		
Addtns. Remodel	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Garages	0	2	$0.00	$70,000.00	$0.00	$0.00	$0.00	$1,729.20		
Miscellaneous	14	97	$0.00	$20,000.00	$14.00	$4.00	$1,720.00	$12,347.00		
Single dwellings	11	65	$1,881,832.00	$10,828,313.50	$962.11	$88.07	$25,421.69	$151,663.15		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	15	79			$15.00	$4.00	$1,125.00	$6,075.00		
Plumbing	8	90			$8.00	$1.00	$644.00	$7,458.00		
									$65,776.00	
Resid. Totals	**59**	**441**	**$1,905,976.00**	**$11,161,019.50**	**$1,018.51**	**$97.07**	**$30,406.24**	**$194,595.15**	**$65,776.00**	**$476,876.00**
Commercial										
New Buildings	0	1	$0.00	$849,642.00	$0.00	$0.00	$0.00	$5,206.75		
Addtns./Remodel	0	2	$0.00	$47,000.00	$0.00	$0.00	$0.00	$1,180.55		
Plumbing	0	1	$0.00	$12,000.00	$0.00	$0.00	$0.00	$180.00		
Mechanical	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$75.00		
Roofing	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Tenant Change/Fill	5	28	$0.00	$0.00	$5.00	$0.00	$250.00	$3,202.00	**$0.00**	**$12,772.80**
Comm. Totals	**5**	**34**	**$0.00**	**$908,642.00**	**$5.00**	**$0.00**	**$250.00**	**$9,924.30**		
Resid. Plus Comm. Totals	**64**	**475**	**$1,905,976.00**	**$12,069,661.50**	**$1,023.51**	**$97.07**	**$30,656.24**	**$204,519.45**	**$65,776.00**	**$489,648.80**

YEARLY BUILDING PERMIT COMPARISONS

M.4.

YTD August 2017

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	186	7	0	1	$2,111,970.00	$38,797.58	$66,822.00
2014	344	27	0	1	$12,662,701.00	$138,229.51	$209,277.00
2015	311	25	0	0	$6,099,434.06	$109,928.42	$183,609.00
2016	417	49	0	4	$16,709,769.82	$234,635.42	$545,717.88
2017	475	62	0	1	$12,069,661.50	$204,519.45	$489,648.80

Total permit fees do not include Sac / Wac or State Surcharge fees

COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$716,154.00	$13,362.40
February	31	$1,014,368.00	$17,395.55
March	46	$1,098,291.50	$20,525.25
April	78	$2,738,163.00	$37,233.45
May	77	$1,016,972.00	$21,515.02
June	74	$1,567,000.50	$28,351.37
July	67	$2,012,736.50	$35,480.17
August	64	$1,905,976.00	$30,656.24
September	0	$0.00	$0.00
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	475	$12,069,661.50	$204,519.45

M.5.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: September 13, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: Project Status Report
Isanti, MN
Project No.: R13.113062

Please find listed below a status report of the current projects in the City of Isanti:

1) 2017 Palomino Road Improvements

The Contractor plans to complete all watermain work this month. Once watermain work is complete, street reconstruction will begin. Utility pole relocations are scheduled to be completed this month.

2) 2017 Pavement Maintenance Project

All crack filling and sealcoating is complete. Striping will be completed this month.

3) 1st Avenue Sidewalk & Curb Replacement

All work on this project is complete.

4) Arts & Science Addition & Park

All public utilities have been installed. Curb and gutter has also been poured. Final street grading and bituminous paving is scheduled to be completed this month. Playground Equipment installation and final sod placement is scheduled to be completed this month.

5) MS4 Phase 2 & 3 Implementation

We will continue to assemble documents to assist the City in meeting the requirements of the MS4 permit for Phase 2 and Phase 3 of the implementation schedule.

6) Wastewater Treatment Improvements

Paving is scheduled to be completed this month.

7) Cajima Street/TH 65 Signal Study

We have completed the Intersection Control Evaluation (ICE) report and will make any City requested revisions this month.

8) GIS Implementation

We have completed City staff training on the new GIS system.

In addition to the current projects listed above we have completed and accepted 44 private developments and 48 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 3, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Minutes
1. September 19, 2017 - Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1.	**CITY OFFICES CLOSED**	Monday, October 9, 2017 *(In Observance of Columbus Day)*
2.	City Council Meeting	Tuesday, October 17, 2017 at 7:00 p.m.
3.	Planning Commission Meeting	Tuesday, October 17, 2017 at 7:00 p.m. *(Immediately following City Council Meeting)*
4.	Parks, Recreation and Culture Board Meeting	Tuesday, October 24, 2017 at 6:00 p.m.

I. Council Committee Reports
J. Public Hearings
K. Business Items

<u>City Administrator Don Lorsung</u>
1. Consider Resolution 2017-XXX Ordering Hearing on Proposed Assessment - 2017 Palomino Road Street & Utility Project
2. Consider Resolution 2017-XXX through Ordinance No. 536 Approving the Minor Subdivision Plat of the Isanti Hotel Addition
3. Consider Ordinance Amending Ordinance No. 445 Rezoning PIDs 050313300 (27868 Polk St NE) and 050313301
4. Consider Resolution 2017-XXX approving an Amendment to the 2017 Budget to Reduce the Advertising Budget of Fund 609: Liquor Store

<u>City Engineer Brad DeWolf</u>
5. Consider Resolution Requesting Advancement of Municipal State Aid Funds for Palomino Road Improvements

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $132,016.20 and Payroll in the amount of $ 106,698.60
2. Consider Contractor Pay Request No. 1 1st Avenue Sidewalk and Curb Replacement to Innovative Concrete in the amount of $39,156.80
3. Final Minutes for the June 27, 2017 Parks, Recreation and Culture Board Meeting
4. Final Minutes for the August 15, 2017 Planning Commission Meeting
5. Consider Resolution 2017-XXX for Purchase of Equipped Police Patrol Bicycle
6. Consider Resolution 2017-XXX approving a Tour for the Minnesota Air National Guard to the Wastewater Facility
7. Consider Resolution 2017-XXX Approving Gambling Permit for St. Elizabeth Ann Seton Church/Seton Guild
8. Consider Resolution 2017-XXX Approving Requests for Quotes for Nuisance and Weed Abatement Mowing for 2018
9. Consider Resolution 2017-XXX Rescinding Permission for the Continued Use of a Free-Standing Sign Located on PID 16.029.0101

M. Other Communications

1. Draft Minutes for the September 26, 2017 Parks, Recreation and Culture Board Meeting
2. Draft Minutes for the September 19, 2017 Planning Commission Meeting

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
WEDNESDAY, September 19, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, and Ross Lorinser

Members Absent: Steve Lundeen

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, Finance Director Mike Betker, Public Service Director/Assistant City Administrator Josi Wood, Economic Development Director Sean Sullivan, City Attorney Clark Joslin, and City Engineer Brad DeWolf

Others Present: Jeff Holmgren, Garen Engquist, Marilyn Swanson, Lynn Swanson, Jeff Johnson, Lisa Johnson, George Heman, Clark Johnson, Don Hanson, Craig Nelson, Barbara Nelson, JoAnn Welcome, Mark Welcome, Elizabeth Anderson, Phil Hartley, Chris Hansmann, Carson Hansmann, Kathy Hansmann, Ron Bosch, Amy Bosch, Luke Merrill, Denise Merrill, Jay Abbott, Davina Abbott, Liz Wald, Dick Wald, Dayna Rask, Bruce Yerigan, Kris Yerigan, Heather Townswick, Mark Townswick, Guy Lillemo, Julie Birkholz, Scott L., Nancy Y., Don Y.

D. Adopt Agenda

Motion by Lorinser, second by Collison to approve the agenda. Motion carried.

E. Proclamations/Commendations/Certificate Awards

1. Mayors Proclamation – MN Manufacturer's Week October 1 – 7, 2017

Mayor Wimmer read the proclamation.

F. Approve City Council Minutes

1. September 5, 2017 - Regular Meeting of the City Council

Motion by Collison, second by Lorinser to approve minutes as presented. Motion carried.

G. Citizens Input

None.

H. Announcements

1.	Parks, Recreation, & Culture Board Meeting	Tuesday, September 26, 2017 at 6:00 p.m
2.	City Council Meeting	Tuesday, October 3, 2017 at 7:00 p.m.
3.	Economic Development Authority	Tuesday, October 3, 2017
	(Immediately following the City Council Meeting)	
4.	CITY OFFICES CLOSED	Monday, October 9, 2017
	(In Observance of Columbus Day)	

I. Council Committee Reports

None.

J. Public Hearings

1. Resolution 2017-235 to Vacate Penny Lane SE Pursuant to MN Statue §412.851

Mayor Wimmer opened the Public Hearing at 7:08 p.m.

There were no comments during the public hearing.

Mayor Wimmer closed the Public Hearing at 7:09 p.m.

Motion by Lorinser, second by Bergley to approve the request as presented. Motion carried.

K. Business Items

1. Joint Resolution 2017-236 in the Matter of the Amendment to the Orderly Annexation Between the City of Isanti, MN and Isanti Township, MN Pursuant to MN Statues § 414.0325 SUB.1

Mayor Wimmer began with an opening statement regarding the annexation. Property owner George Heman read a statement on behalf of himself and other concerned property owners. The statement highlighted the following points: the legality of the annexation, the financial, personal, and emotional repercussions an annexation would have on the property owners, and how the lifestyles of all property owners will be negatively affected if the properties be annexed.

Motion by Lorinser, second by Collison to approve the joint resolution as presented.

Councilman Bergley asked to speak against the motion due to a full council not being present as Councilman Lundeen was absent. Mayor Wimmer pointed out that no other Agenda Items are tabled if a Councilmember is absent and this is no different. It was also shared that this matter was discussed previously by a full council.

Motion carried.

2. Consider Notice of Intent to Annex Property at 1805 285th Ave NE PID 05.028.1101

This property is not included in the proposed joint annexation area between the City of Isanti and Isanti Township. Mayor Wimmer said the property owner would not have to utilize city water or sewer services as long as the well and septic system continued to pass inspection and when looking at the current valuation, the property tax was less than the 2017 proposed property tax from the township.

Motion by Lorinser, second by Bergley to approve the request as presented. Motion carried.

3. Resolution 2017-237 Approving a Special Event Permit Application for the 2018 Isanti Firefighters PRCA Rodeo

Jeff Holmgren of the Isanti Firefighter Rodeo Association (IFRA) is requesting the use of several areas of city property for expanded parking during the 2018 Isanti Firefighters PRCA Rodeo as it continues to grow. Mayor Wimmer said the City of Isanti has been working with IFRA and the Fire Department Chief about how to best achieve this. Mr. Holmgren asked if there were any additional questions or comments; there were none.

Motion by Lorinser, second by Bergley to approve the request as presented. Motion carried.

4. Interview Applicant for Vacant Parks, Recreation and Culture Board Seat

Applicant Jeff Johnson successfully interviewed with the City Council for the vacant Parks, Recreation, and Culture Board seat by answering a series of questions.

a. Resolution 2017-238 to Appoint Candidate to Fill Vacant Parks, Recreation and Culture Seat

Motion by Bergley, second by Collison to approve the request as presented. Motion carried.

City Administrator Don Lorsung

5. **Resolution 2017-239 Setting Due Date for Municipal Utility Bills**

Motion by Lorinser, second by Bergley to approve the request as presented. Motion carried.

6. **Resolution 2017-240 Approving Cedar Tree Revetment at River Bluff Preserve**

The project will transfer cedar trees from the upper prairie portion of River Bluff Preserve to prevent erosion along the Rum River Trail area.

Motion by Collison, second by Lorinser to approve the request as presented. Motion carried.

7. **Resolution 2017-241 Authorizing Purchase for Wastewater Testing Equipment**

Motion by Bergley, second by Collison to approve the request as presented. Motion carried.

8. **Resolution 2017-242 Authorizing the Execution of Repayment Agreement on Lot 1, Block 3, Isanti Meadows with Real Deal Construction, Inc.**

Motion by Collison, second by Lorinser to approve the request as presented. Motion carried.

9. **Resolution 2017-243 Approving Staff to Apply for MN DOH Grant for WHPP Implementation**

Motion by Collison, second by Bergley to approve the request as presented. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $ 263,003.98 and Payroll in the amount of $102,998.02
2. Final Meeting Minutes for the August 2, 2017 Economic Development Authority Meeting
3. **Resolution 2017-244 Approving Gambling Permit for North Branch Area Education Foundation**
4. **Resolution 2017-245 Proceeding with Process for Abandoned Property at 310 - 1st Avenue**
5. **Resolution 2017-246 Approving Donation Box at Liquor Store for MMBA Food Drive**
6. **Ordinance NO. 679 Amending Isanti City Code Chapter 227- No Parking Zone on Main Street East**

Motion by Bergley, second by Lorinser to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes for the September 5, 2017 Economic Development Authority Meeting
2. August Police Department Report
3. August Code Enforcement Report
4. August Building Inspector Report
5. September Engineering Report

Adjournment

Motion to adjourn by Bergley, second by Collison. Motion carried. The meeting was adjourned at 7:30 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

K.1.

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: September 25, 2017

RE: 2017 Palomino Road Street & Utility Improvements Project – Special Assessments / Public Hearing

Attached for your consideration is a Resolution Declaring Costs to be Assessed, Ordering Preparation of the Proposed Assessments, and Ordering the Public Hearing for Proposed Assessments for the 2017 Palomino Road Street and Utility Improvements Project. The Public Hearing is scheduled for Tuesday, November 7, 2011, at approximately 7:00 p.m., as a part of the regular City Council Meeting that evening.

Notification of the public and benefiting property owners shall be as outlined in the attached resolution.

RESOLUTION NO. 2017-xxx

RESOLUTION DECLARING COST TO BE ASSESSED, ORDERING PREPARATION OF PROPOSED ASSESSMENT, AND ORDERING HEARING ON PROPOSED ASSESSMENT – 2017 PALOMINO ROAD STREET & UTILITY IMPROVEMENTS PROJECT

WHEREAS, a contract has been let for the 2017 Palomino Road Street and Utility Improvements Project and described herein the improvement of Palomino Road SE, from the intersection of Railroad Avenue SE to the intersection of State Highway 65. Project work also included, but not assessed includes installation of a new watermain and sidewalk construction. The contract (bid) price for such improvement is $591,312.55, and the expenses incurred or to be incurred in the improvement will be approximately $157,576.00. The total cost of the improvement is $748,888.55.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The portion of the cost of such improvement to be paid by the city is hereby declared to be $663,135.35 and the portion of the cost to be assessed against benefited property owners is declared to be $85,753.20.

2. Assessments shall be payable in equal annual installments extending over a period of 10 years, the first of the installments to be payable on or before the 15th day of May, 2018, and shall bear interest at the rate of 4.75% percent per annum from the date of the adoption of the assessment resolution.

3. The City Clerk, with the assistance of the city consulting engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and a copy of such proposed assessment shall be filed in the city office for public inspection.

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The City Clerk hereby notifies that such proposed assessment has been completed and filed in the city office for public inspection.

2. A hearing shall be held on **the 7th day of November, 2017** in the city hall at 7:00 pm. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

3. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and the total cost of the improvement shall be stated. The Clerk shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing date.

4. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Isanti, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. They may at any time thereafter, pay to the City of Isanti the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

This resolution was duly adopted by the Isanti City Council this 3rd day of October 2017.

ATTEST:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

A Community For Generations

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: October 3rd, 2017

SUBJECT: Minor Subdivision Plat – Isanti Hotel Addition

Background

As you may know, the City is actively working with a developer to construct a hotel on PID 160290101. As part of that process, the City needs to vacate Penny Lane SE and dedicate the Right-Of-Way (ROW) for Richard Avenue SE along the west property lines between Main Street E and Broadway Street SE.

Because the property is creating only one lot with dedicated ROW, we are able to replat the property using the Minor Subdivision Platting process. The City Planning Commission held a public hearing on September 19, 2017 and has recommended approval of the minor subdivision plat.

Staff Comments

The proposed Minor Subdivision Plat is a very simple replat of one parcel. A 60' ROW for Richard Avenue SE is created, and a 1.61-acre lot (Block 1, Lot 1) is also created for the development of the hotel.

Because the subject parcel abuts Trunk Highway 65, the City was required to have MN-DOT review the proposed Minor Subdivision Plat. This request for review was made on August 25, 2017 and reviewed on September 5, 2017. MN-DOT has no objection to the proposed Minor Subdivision Plat.

Staff supports the proposed Minor Subdivision Plat, and is recommending approval as presented.

Public Hearing

The City Planning Commission held a public hearing on September 19, 2017.

City Council Options

Approve as presented: Motion to approve the request from the City of Isanti for a combined preliminary and final plat for the Isanti Hotel Addition Minor Subdivision Plat.

Approve with conditions: Motion to approve the request from the City of Isanti for a combined preliminary and final plat for the Isanti Hotel Addition Minor Subdivision Plat with the following conditions…

Recommend denial: Motion to deny the request from the City of Isanti for a combined preliminary and final plat for the Isanti Hotel Addition Minor Subdivision Plat.

Table: Motion to table the request from the City of Isanti for a combined preliminary and final plat for the Isanti Hotel Addition Minor Subdivision Plat.

Attachments

- Resolution 2017-XXX
- Findings of Fact and Conclusions
- Preliminary and Final Plat of the Isanti Hotel Addition
- Location Map

RESOLUTION 2017-XXX

A RESOLUTION THROUGH ORDINANCE NO. 536 (SUBDIVISION ORDINANCE), ARTICLE 3, APPROVING THE MINOR SUBDIVSION PLAT OF THE ISANTI HOTEL ADDITION

WHEREAS, the City of Isanti has made an application for a Minor Subdivision Plat for the Isanti Hotel Addition, which is legally described as:

That part of the Northeast Quarter of the Southwest Quarter (NE 1/4 of the SW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota described as follows, to-wit: Commencing at the intersection of the North right-of-way line of the public town road as presently existing and laid out, said road being the extension of Broadway Street in the Village of Isanti, Minnesota, with the West line of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4), said intersection being Thirty-three (33) feet North of the Southwest corner of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4), thence on an assumed bearing of South 89 degrees 59 minutes 27 seconds East, along said North right-of-way line of said road, and parallel to the South line of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4) a distance of 236.70 feet to the point of beginning of the property to be described; thence continuing South 89 degrees 59 minutes 27 seconds East along said North right of way line a distance of 435.59 feet, more or less, to the West right-of-way line of Minnesota Trunk Highway No. 65, as presently existing and laid out, thence Northeasterly along said West right-of-way line of Highway No. 65 a distance of 198.5 feet, more or less, to the intersection of said West right-of-way line of Highway No. 65, with the South right-of-way line of the public road as presently existing and laid out, said road being the extension of Main Street in the Village of Isanti, Minnesota, and being described in that certain Highway Easement recorded in Book Q of Miscellaneous, Page 128-9, thence Westerly along said South right-of-way of said Main St as extended easterly to said Highway No. 65, a distance of 457.67 feet, more or less, to the intersection with a line bearing North 00 degrees 06 minutes 41 seconds East from said point of beginning; thence South 00 degrees 06 minutes 41 seconds West a distance 193.82 feet, more or less, to said point of beginning, excepting therefrom the following described triangular piece of land adjoining and Westerly of the Westerly boundary line of trunk Highway No. 65, Southerly of a line run parallel with and distant 33 feet South of the Center of the line of Main Street in the Village of Isanti extending Easterly to said Highway and Northeasterly of the following described line: Beginning at a point on the Westerly boundary line of said highway distant 100 feet Southerly of its intersection with the above described 33 foot parallel line thence run Northwesterly to a point on said 33 foot parallel line distant 100 feet West of said intersection.

WHEREAS, the City of Isanti Planning Commission conducted a public hearing on the Minor Subdivision Plat on September 19, 2017; and,

WHEREAS, all required public notices regarding the public hearing were posted and sent to property owners within 350' of the subject parcel; and,

WHEREAS, the City of Isanti Planning Commission, after conducting the public hearing during the regularly scheduled Planning Commission meeting on September 19, 2017, has recommended approval of the Minor Subdivision Plat as presented; and,

WHEREAS, approval of the Minor Subdivision Plat combines the Preliminary and Final Plat approval process; and,

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Isanti, Minnesota adopts the Findings of Fact and Conclusion related to the requested Minor Subdivision Plat of the Isanti Hotel Addition and **BE IT FURTHER RESOLVED** that the requested Minor Subdivision Plat is hereby approved.

Adopted by the City of Isanti City Council on this 3rd day of October, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/ City Clerk

FINDINGS OF FACT AND CONCLUSION

Minor Subdivision Plat – Isanti Hotel Development

September 19, 2017
Prepared by Ryan Kernosky, Community Development Director

Request:
Request from the City of Isanti for a combined Preliminary and Final Plat approval through a Minor Subdivision Plat for the Isanti Hotel Addition as a part of PID 160290101 (subject parcel).

Findings of Fact:

1) The applicant, the City of Isanti, has submitted an application for a Minor Subdivision Plat approval for the property legally described as:

> That part of the Northeast Quarter of the Southwest Quarter (NE 1/4 of the SW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota described as follows, to-wit: Commencing at the intersection of the North right-of-way line of the public town road as presently existing and laid out, said road being the extension of Broadway Street in the Village of Isanti, Minnesota, with the West line of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4), said intersection being Thirty-three (33) feet North of the Southwest corner of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4), thence on an assumed bearing of South 89 degrees 59 minutes 27 seconds East, along said North right-of-way line of said road, and parallel to the South line of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4) a distance of 236.70 feet to the point of beginning of the property to be described; thence continuing South 89 degrees 59 minutes 27 seconds East along said North right of way line a distance of 435.59 feet, more or less, to the West right-of-way line of Minnesota Trunk Highway No. 65, as presently existing and laid out, thence Northeasterly along said West right-of-way line of Highway No. 65 a distance of 198.5 feet, more or less, to the intersection of said West right-of-way line of Highway No. 65, with the South right-of-way line of the public road as presently existing and laid out, said road being the extension of Main Street in the Village of Isanti, Minnesota, and being described in that certain Highway Easement recorded in Book Q of Miscellaneous, Page 128-9, thence Westerly along said South right-of-way of said Main St as extended easterly to said Highway No. 65, a distance of 457.67 feet, more or less, to the intersection with a line bearing North 00 degrees 06 minutes 41 seconds East from said point of beginning; thence South 00 degrees 06 minutes 41 seconds West a distance 193.82 feet, more or less, to said point of beginning, excepting therefrom the following described triangular piece of land adjoining and Westerly of the Westerly boundary line of trunk Highway No. 65, Southerly of a line run parallel with and distant 33 feet South of the Center of the line of Main Street in the Village of Isanti extending Easterly to said Highway and Northeasterly of the following described line: Beginning at a point on the Westerly boundary line of said highway distant 100 feet Southerly of its intersection with the

above described 33 foot parallel line thence run Northwesterly to a point on said 33 foot parallel line distant 100 feet West of said intersection.

2) The property is zoned "B-2" General Commercial and "TH 65" Overlay District.
3) The proposed Minor Subdivision Plat combines the Preliminary and Final Plat Public Hearings.
4) A Notice of Public Hearing was published in the *Isanti County News* on September 6, 2017.
5) Notice of the Public Hearing was sent via USPS to all property owners within 350' of the subject parcel.
6) A public hearing was scheduled for September 19, 2017 immediately following the 7:00 p.m. City Council meeting at City Hall within the Council Chambers.
7) The City finds it in the best interest of redevelopment of this property if the property is re-platted to dedicate a 60' City Right-of-Way for Richard Street SE along the West property line.
8) The City has voted to vacate Penny Lane SE that splits the subject property.

Conclusions:

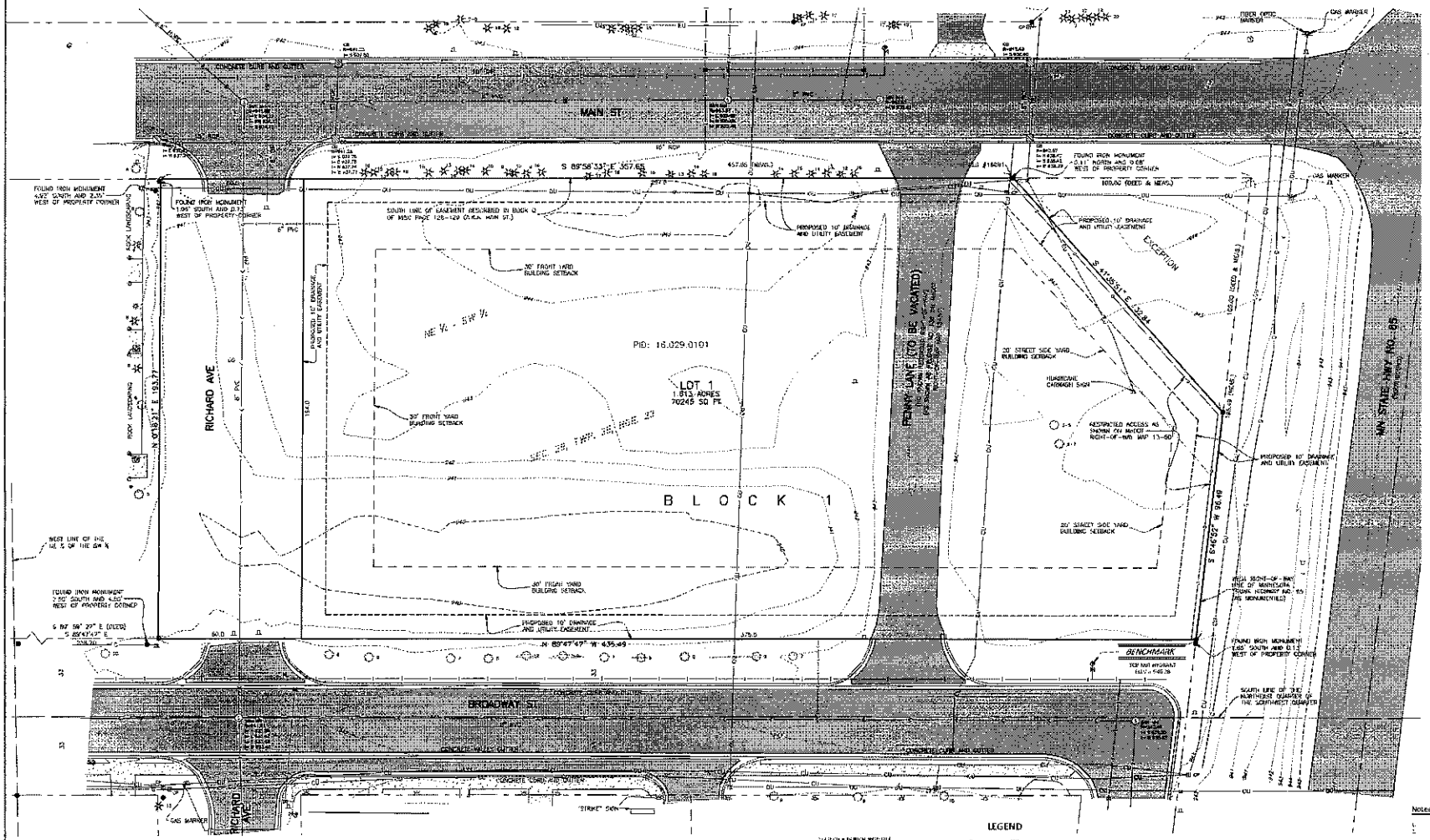
1) The Minor Subdivision Plat of the property appears to meet the lot requirements and setback requirements as provided within the zoning ordinance for properties located within the B-2 and TH 65 zoning districts.

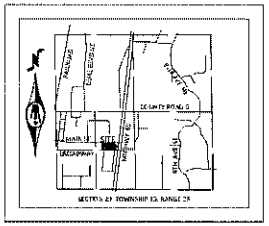
Decision:

The City of Isanti Planning Commission held a public hearing on the item at the September 19, 2017 meeting. The meeting minutes, staff memo, and exhibits will be made part of the Findings of Fact and Conclusion.

ISANTI HOTEL ADDITION

PRELIMINARY PLAT





VICINITY MAP

NOT TO SCALE

SCALE IN FEET

0 20 40

LEGAL DESCRIPTION

PER DOC NO. 398198

That part of the Northeast Quarter of the Southwest Quarter (NE ¼ of the SW ¼) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota described as follows, to-wit: Commencing at the intersection of the North right-of-way line of the public town road as presently existing and said part said road being the extension of Broadway Street in the Village of Isanti, Minnesota, with the West line of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼); said intersection being Thirty-three (33) feet North of the Southwest corner of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼); thence on an assumed bearing of South 89 degrees 58 minutes 33 seconds East, along said North right-of-way line of said road, and parallel to the South line of said Northeast Quarter of Southwest Quarter (NE ¼ of SW ¼) a distance of 238.70 feet to the point of beginning of the property to be described; thence continuing South 89 degrees 58 minutes 33 seconds East along said North right of way line a distance of 415.95 feet, more or less, to the West right-of-way line of Minnesota Trunk Highway No. 65, as presently existing and said road; thence Northeasterly along and West right-of-way line of Highway No. 65 a distance of 193.5 feet, more or less, to the intersection of said West right-of-way line of Highway No. 65, with the South right-of-way line of the public road as presently existing and said road being the extension of Main Street in the Village of Isanti, Minnesota, and being described in that certain Highway Easement recorded in Book Q of Miscellaneous, Page 128-9, thence Westerly along said South right-of-way of said Main St as extended easterly to said Highway No. 65, a distance of 457.65 feet, more or less, to the intersection with a line bearing North 00 degrees 08 minutes 01 seconds East from said point of beginning; thence South 00 degrees 08 minutes 01 seconds West a distance 193.24 feet, more or less, to said point of beginning, excepting therefrom the following described triangular piece of land abutting and Westerly of the Westerly boundary line of trunk Highway No. 65, Southerly of a line run parallel with and distant 33 feet South of the Center of the line of Main Street in the Village of Isanti extended Easterly to said Highway and Northeasterly of the following described line, Beginning at a point on the Westerly boundary line of said highway distant 100 feet Southerly of its intersection with the above mentioned 33 foot parallel line thence run Northwesterly to a point on said 33 foot parallel line distant 100 feet West of said intersection.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Richard D. Erickson
License Number 41633

Date 8/24/2017

Notes:

1. Contour interval 1 foot.
2. All elevations are based on NAD 83 (1996 Adjustment).
3. Underground utilities and structures are shown in an approximate way only, and may be other than shown. A request that utilities be located on this survey has been made through Gopher State One Call (Ticket No. 174212454). The underground utility lines and structures shown on this survey are the information furnished to Bolton & Menk, Inc. as a result of that request. The surveyor does not guarantee that the information provided was complete or accurate. The surveyor does not guarantee that there are no other underground utility lines and structures, other than those shown, in addition to the subject property.
4. All distances are measured.
5. Vertical datum - NAVD 1988. Control benchmark is MNDOT Benchmark SAINT Elevation 943.85301.

OWNER/SUBDIVIDER:

CITY OF ISANTI
110 FIRST AVENUE NW
ISANTI, MN 55040

SURVEYOR/ENGINEER:

BOLTON & MENK, INC.
7533 SUNWOOD DRIVE NW
SUITE 206
RAMSEY, MN 55303

FIELD TOPOGRAPHY PROVIDED BY:

BOLTON & MENK, INC.
7533 SUNWOOD DRIVE NW
SUITE 206
RAMSEY, MN 55303

CURRENT ZONING:

GENERAL BUSINESS DISTRICT (B-2)

LOT REQUIREMENTS AND SETBACKS:

BUILDING SETBACKS: (PER CITY OF ISANTI CODE, SECTION 7, ARTICLE 2, SUBDIVISION 7)

FRONT YARD	30 FEET
STREET SIDE YARD	20 FEET
SIDE YARD	10 FEET
REAR YARD	15 FEET

DATE OF PREPARATION:

24 August 2017

AREA TABULATION

LOT 1	70,245 SQ. FT.	1.613 ACRES
STREET	11,632 SQ. FT.	0.267 ACRES
TOTAL AREA	81,876 SQ. FT.	1.880 ACRES

LEGEND

- IRON MONUMENT FOUND (SIZE AS NOTED)
- IRON MONUMENT SET (MARKED AS NOTED)
- BENCHMARK
- ANCHOR
- CATCH BASIN
- CONIFEROUS (EVERGREEN) TREE (DECIDUOUS)
- HYDRANT
- LIGHT (DECORATIVE)
- LIGHT POLE
- MAILBOX
- GAS VALVE
- SANITARY MANHOLE
- TELEPHONE RISER/BOX
- IRON
- UTILITY POLE
- MANHOLE
- HIGH SPOT (+ 940.0)
- CONIFEROUS TREE
- SANITARY MANHOLE
- GRAVE
- WATER VALVE
- ASPHALT EDGE
- PROPERTY / LOT LINE
- ROAD R/W LINE
- CONSTRUCTION (HIGH PEAK/GRADE)
- ELECTRIC LINE (OVERHEAD)
- FIBER OPTIC
- GAS
- UTILITY CROSSING
- MONITOR TRAILER
- SANITARY CONCRETE
- STORM SEWER
- WATER SYSTEM
- DRIVEWAY EDGE
- CONCRETE EDGE
- CURB & GUTTER
- EXISTING BITUMINOUS
- EXISTING CONCRETE

PRELIMINARY PLAT
MAIN ST, ISANTI, MINNESOTA

BOLTON & MENK

7533 SUNWOOD DRIVE, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 493-3901

PT OF NE 1/4 OF THE SW 1/4
SEC 28 TWP 35, RGE 23
ISANTI COUNTY, MINNESOTA

FOR: CITY OF ISANTI

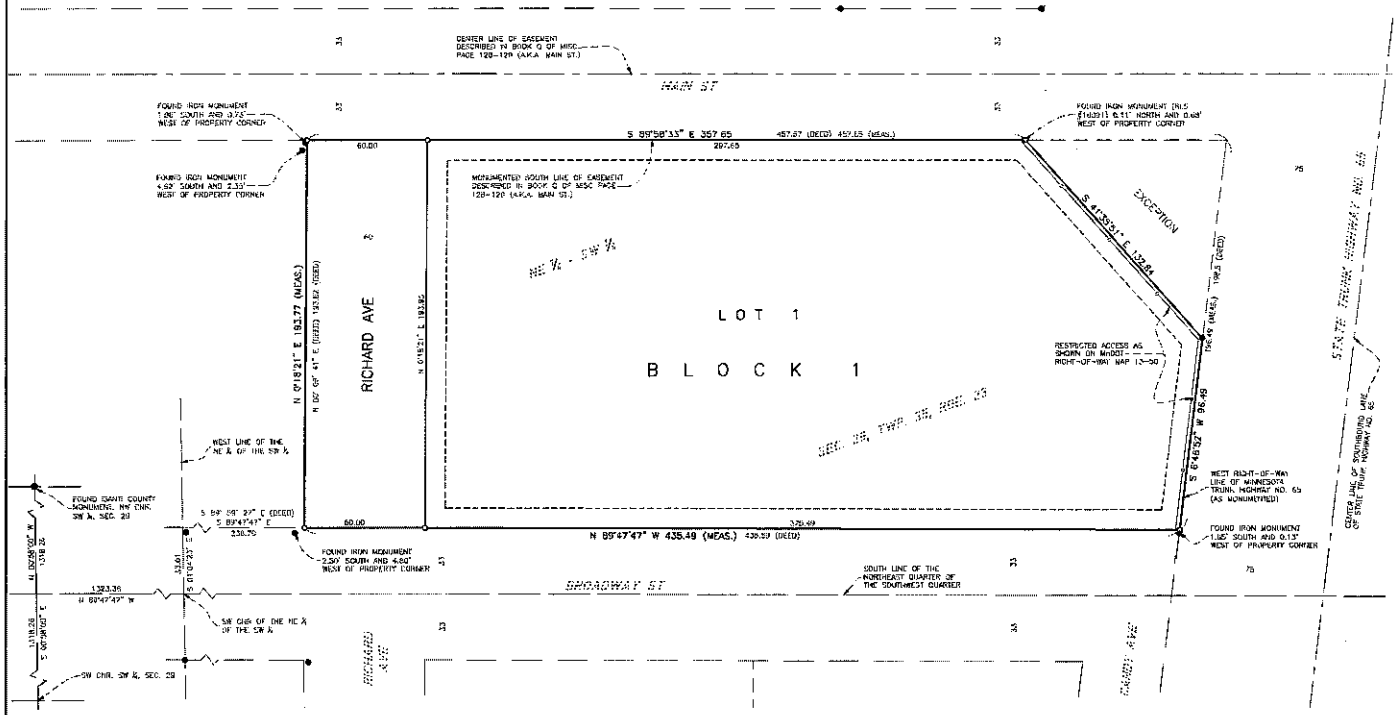
ACE NUMBER: A13.134520 FIELD BOOK: DRAWN BY: ASH

©Bolton & Menk, Inc. 2017. All Rights Reserved.

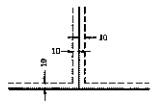
H:\Data\A13\A13520\CAD\ESD\A13520TP00.dwg 8/24/2017 3:49 PM

ISANTI HOTEL ADDITION

SECTION 29, TWP. 35, RGE. 23
CITY OF ISANTI
ISANTI COUNTY, MINNESOTA



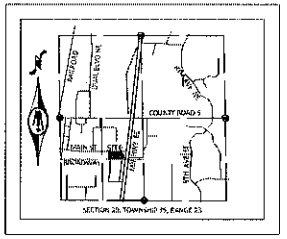
DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING LOT LINES AND STREET LINES, UNLESS OTHERWISE INDICATED ON THIS PLAT.

LEGEND

- ○ DENOTES 1/2 INCH X 24 INCH IRON MONUMENT WITH A PLASTIC CAP MARKED B.L.A. INC. 43013
- ◆ DENOTES FOUND 1/2 INCH REBAR IRON MONUMENT UNLESS STATED OTHERWISE



VICINITY MAP

NOT TO SCALE

KNOW ALL PERSONS BY THESE PRESENTS: That City of Isanti, a Minnesota municipal corporation under the laws of the State of Minnesota, owner of the following described property:

That part of the Northeast Quarter of the Southwest Quarter (NE 1/4 of the SW 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), Isanti County, Minnesota described as follows, to-wit, Commencing at the intersection of the North right-of-way line of the public town road as presently existing and laid out, said road being the extension of Broadway Street in the Village of Isanti, Minnesota, with the West line of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4), said intersection being Thirty-three (33) feet North of the Southwest corner of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4); thence on an assumed bearing of South 89 degrees 59 minutes 27 seconds East, along said North right-of-way line of said road, and parallel to the South line of said Northeast Quarter of Southwest Quarter (NE 1/4 of SW 1/4) a distance of 236.70 feet to the point of beginning of the property to be described; thence continuing South 89 degrees 59 minutes 27 seconds East along said North right of way line a distance of 435.59 feet, more or less, to the West right-of-way line of Minnesota Trunk Highway No. 65, as presently existing and laid out; thence Northeasterly along said West right-of-way line of Highway No. 65 a distance of 198.5 feet, more or less, to the intersection of said West right-of-way line of Highway No. 65, with the South right-of-way line of the public road as presently existing and laid out, said road being the extension of Main Street in the Village of Isanti, Minnesota, and being described in that certain Highway Easement recorded in Book Q of Miscellaneous Page 128-9; thence Westerly along said South right-of-way of said Main St as extended easterly to said Highway No. 65, a distance of 457.67 feet, more or less, to the intersection with a line bearing North 00 degrees 08 minutes 41 seconds East from said point of beginning; thence South 00 degrees 08 minutes 41 seconds West a distance 193.82 feet, more or less, to said point of beginning, excepting therefrom the following described triangular piece of land adjoining and Westerly of the Westerly boundary line of trunk Highway No. 65: Southerly of a line run parallel with and distant 33 feet South of the Center of the line of Main Street in the Village of Isanti extending Easterly to said Highway and Northeasterly of the following described line: Beginning at a point on the Westerly boundary line of said highway distant 100 feet Southerly of its intersection with the above described 33 foot parallel line thence run Northwesterly to a point on said 33 foot parallel line distant 100 feet West of said intersection.

Has caused the same to be surveyed and platted as ISANTI HOTEL ADDITION and does hereby dedicate to the public for public use the public way and drainage and utility easement as created by this plat

In witness whereof said City of Isanti, a Minnesota municipal corporation under the laws of the State of Minnesota, has caused these presents to be signed by its proper officer this _____ day of _____, 20____.

SIGNED: CITY OF ISANTI

By _____, Mayor
George A. Wimmer

By _____, Clerk
Katie Brooks

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by George A. Wimmer, Mayor, and Katie Brooks, Clerk, of City of Isanti, a Minnesota municipal corporation under the laws of the State of Minnesota, on behalf of the city.

_____
Notary Public, _____ County, Minnesota

My Commission Expires _____

I Russell O. Halverson do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on the plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labelled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

_____
Russell O. Halverson, Licensed Land Surveyor
Minnesota License No. 41813

STATE OF MINNESOTA
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____ by Russell O Halverson.

_____
Notary Public, _____ County, Minnesota

My Commission Expires _____

CITY PLANNING COMMISSION, CITY OF ISANTI, MINNESOTA

Recommended for Approval by the Planning Commission of City of Isanti, Minnesota this _____ day of _____, 20____.

Signed _____, Chairman Signed _____, Secretary

CITY COUNCIL, CITY OF ISANTI, MINNESOTA

Approved by the City Council of Isanti, Minnesota, this _____ day of _____, 20____, and is in compliance with the provisions of Chapter 505.03, Subdivision 2, Minnesota Statutes.

Signed _____, Mayor Signed _____, City Clerk

COUNTY SURVEYOR, ISANTI COUNTY, MINNESOTA

I hereby certify that this plat has been checked and recommended for approval as to compliance with Chapter 505, Minnesota Statutes this ____ day of _____, 20__.

_____
Isanti County Surveyor, Minn. License No. _____

CITY ENGINEER, CITY OF ISANTI, MINNESOTA

This plat was recommended for approval this ____ day of _____, 20__

_____
City of Isanti Engineer

COUNTY ENGINEER, ISANTI COUNTY, MINNESOTA

This plat was recommended for approval this ____ day of _____, 20__

_____
Isanti County Engineer

CITY ATTORNEY, CITY OF ISANTI, MINNESOTA

This plat was approved as to form and execution this ____ day of _____, 20__

_____
City of Isanti Attorney

COUNTY AUDITOR/TREASURER, ISANTI COUNTY, MINNESOTA

I hereby certify that the taxes for the year _____ on the property described herein have been paid and that there are no delinquent taxes and transfer entered on, this _____ day of _____, 20____.

_____
Isanti County Auditor - Treasurer

By _____, Deputy

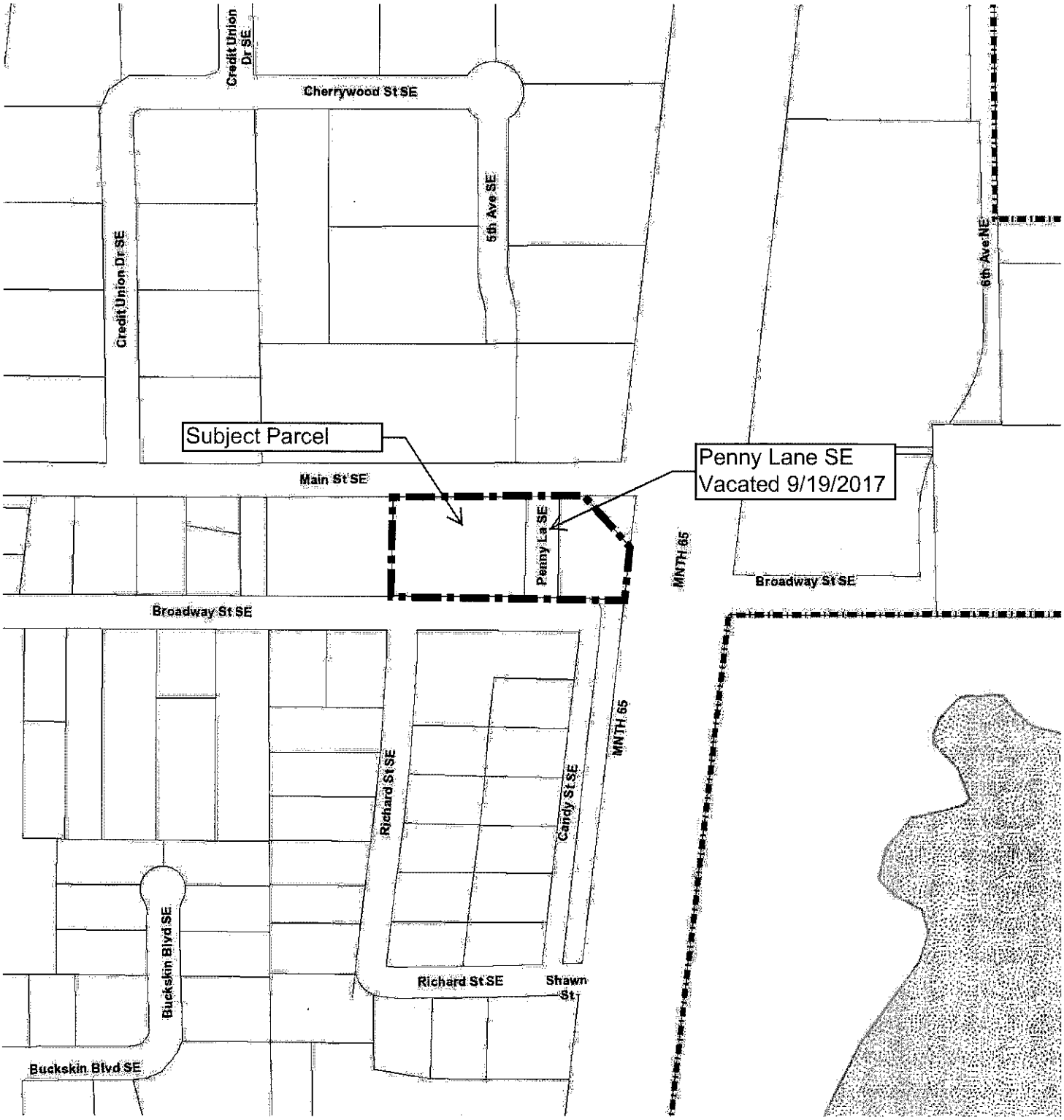
COUNTY RECORDER, ISANTI COUNTY, MINNESOTA

I hereby certify that this instrument was filed in the Office of the County Recorder for record on this ____ day of _____, 20__, at _____ o'clock __.M., and was duly recorded in the Isanti County Records as Document No. _____.

_____
Isanti County Recorder

Orientation of the bearing system is Grid North, Isanti County Coordinate System. Horizontal Datum is NAD 83 (1996 Adj.)

THIS PLAT PREPARED BY BOLTON & MENK, INC.



0 263 Feet

BOLTON & MENK

Real People. Real Solutions.

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.

© Bolton & Menk, Inc - Web GIS 8/25/2017 10:59 AM

A Community For Generations

Isanti

Map Name

A Community For Generations

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: September 19, 2017

SUBJECT: Rezoning of PIDs 050313300 (27868 Polk St NE) and 050313301

Background

On June 1, 2017, PIDs 050313300 and 050313301 were annexed into the City of Isanti. There was no specific zoning district provided in the Resolution approved by the City Council, therefore the R-1 "Single-Family Residential" zoning classification was assigned to the properties pursuant with our zoning code.

These properties are owned by Brennan and Rebecca Cox, who have proposed to construct a transient lodging facility on the larger parcel (050313300). They also own the property that was annexed in December 2016 to the south that is zoned "Recreational Commercial." The City's comprehensive plan calls for this property to be Low Density Single-Family Residential (LDSFR). LDSFR encourages development of residential single-family homes between 0-3 units per acre.

Because of the proposed surrounding development, the residential character of the proposed transient lodging establishment, and the passive use that is associated with transient lodging establishments, I would be appropriate to rezone the property "Recreational Commercial" and potentially require a rezoning if the use of the property would ever change.

Pursuant to Section 21, Article 1, Subd. 4(d) – the Planning Commission should take the following items into consideration *(Staff Comments are Italicized)*:

1) The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City' Comprehensive Plan, including public facilities and capital improvement plans.

   The City's 2008 Comprehensive Plan calls for Low Density Residential and Future Park/Open space on the subject parcels. While the Comprehensive Plan may appear to be in conflict with the proposed rezoning, it's important to recognize that the use will be

consistent with that of a residential feel. The parcels will continue to have large open space along the west property line. There are no future plans for public facilities, nor any capital improvement projects in this part of the community.

Furthermore, Recreational Commercial portion of the future land use portion of the Comprehensive Plan states that "promote high quality, large-scale recreational uses that preserve the natural character of woodlands, steeps lopes, wetlands and other conditions that hinder development. Recreational Commercial developments are to be designed to fit within the topography and physical features of the site, and must have low profiles so as not to detract from their natural settings."

The existing building is a low-profile home that is very low density. The proposed site will continue to fit in with the natural characteristics of the property.

2) The proposed action meets the purpose and intent of this Ordinance or in the case of a map amendment; it meets the purpose and intent of the individual district.

The purpose of the Recreational Commercial District (RC) is to implement the goals and objectives established within the Comprehensive Plan, which is to provide sufficient area for the development of indoor and outdoor recreational and cultural activities and facilities that preserve the natural character of the land while meeting the current and future recreational services demands of the community.

The proposed development meets the conditions of the purpose and intent of the Recreational Commercial zoning district.

3) There is adequate infrastructure available to service the proposed action.

Because the City recently annexed this property into the City's limits, there is no sewer or water immediately available to the properties. The existing road has been a point of discussion for the surrounding properties and the Athens Township, however, the City has required that if it is deemed appropriate to update the road, that the developer of this parcel would be required to do so.

4) There is an adequate buffer or transition provided between potentially incompatible districts.

The existing buildings on the property are several feet away from existing residential properties. The developer has proposed to install a line of trees along the north property line. These two things combined provide more than adequate buffering and transition between the proposed use and the existing residential neighborhood.

DOAC Review

DOAC reviewed the proposed rezoning and are recommending approval. No further comments were provided.

Public Notice

Notice of the proposed rezoning on was published in the official City newspaper, *Isanti County News*, on Wednesday September 6, 2017. Mailed notices were provided to property owners within 350' of the subject property. A public hearing was held during the Planning Commission meeting on September 19, 2017.

Planning Commission Recommendation

The City Planning Commission, after receiving feedback from the public hearing, has voted to recommend approval.

Options & Proposed Motion Language

1. **Approve**: Motion to approve the request from the City of Isanti to rezone the properties legally described in Exhibit A from R-1 to RC.

2. **Deny**: Motion to deny the request from the City of Isanti to rezone the properties legally described in Exhibit A from R-1 to RC for the following reasons…

3. **Table**: Motion to table the request from the City of Isanti to rezone the properties legally described in Exhibit A from R-1 to RC. (a specific reason and information request should be included in the motion to table).

Staff Recommendation

Staff is recommending approval of the rezoning.

Attachments:

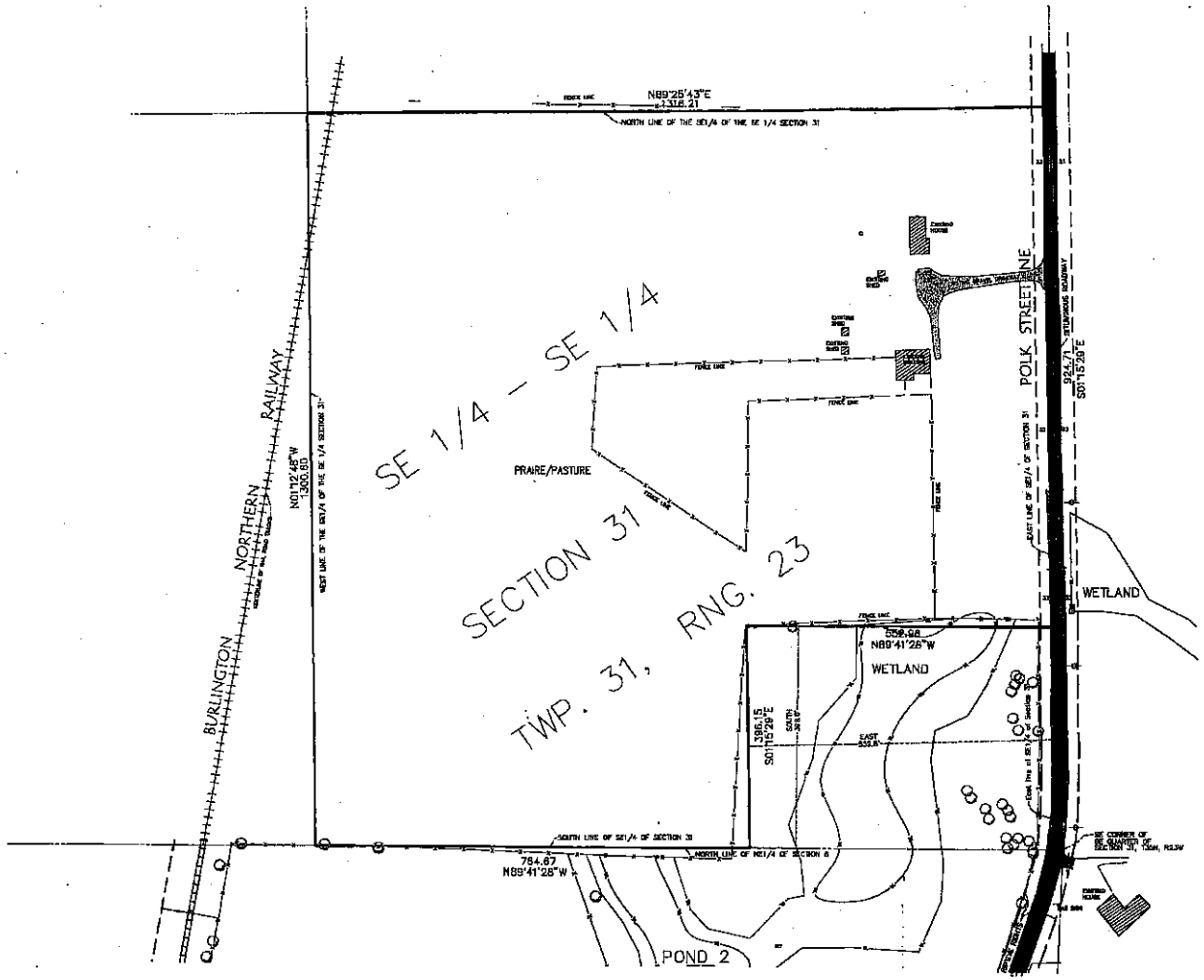
- Exhibit A – legal description of subject parcels
- Surveys of subject parcels
- Location Map
- Ordinance No. XXX – An Ordinance approving an amendment to Ordinance No. 445 (Zoning): The Official Zoning Map

Exhibit A

The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

AND

The Southeast Quarter of the Southeast Quarter (SE 1/4) of SE 1/4) of Section Thirty-one (31), Township Thirty-five (35), Range Twenty-three (23), EXCEPTING THEREFROM the following described parcel: The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.



DESCRIPTION: per Furnished Warranty Deed

The Southeast Quarter of the Southeast Quarter (SE 1/4) of SE 1/4 of Section Thirty-one (31), Township Thirty-five (35), Range Twenty-three (23), EXCEPTING THEREFROM the following described parcel: The East 852.75 feet of the South 398 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

N

GRAPHIC SCALE

1 inch = 100 ft.

LEGEND:

- ● Denotes iron monument found
- □ Denotes iron monument set and marked with 21992

NOTES:

Bearings are based on Isanti County coordinate system.

LEGEND

- ● Denotes iron Monument Found
- ○ Denotes iron Monument set and marked with RLS 47323
- Denotes Electric Box
- Denotes Light Pole
- Denotes Power Pole
- Denotes Telephone Pedestal
- Denotes Gas Meter
- Denotes Hydrant
- Denotes Gate Valve
- Denotes Sanitary Manhole
- Denotes Sign
- Denotes Barbeque Grill
- Denotes Flag Pole
- Denotes Overhead Electric Line
- Denotes Underground Telephone Line
- Denotes Underground Gas Line
- Denotes Water Main
- Denotes Storm Sewer
- Denotes Sanitary Sewer
- Denotes 1 foot contour
- Denotes spot elevation

M&P
146 Lincoln St Suite 250
Cambridge, MN 55008
Phone 651-760-0012
Fax 763-760-0026
Email: info@mpsurvey.com

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Adam C. Hillig

DATE 4/6/17 LIC. NO. 25512

DATE	REVISIONS

OWNER
BRENNAN COX
POLK STREET
ISANTI, MN 55040

BOUNDARY/TOPO

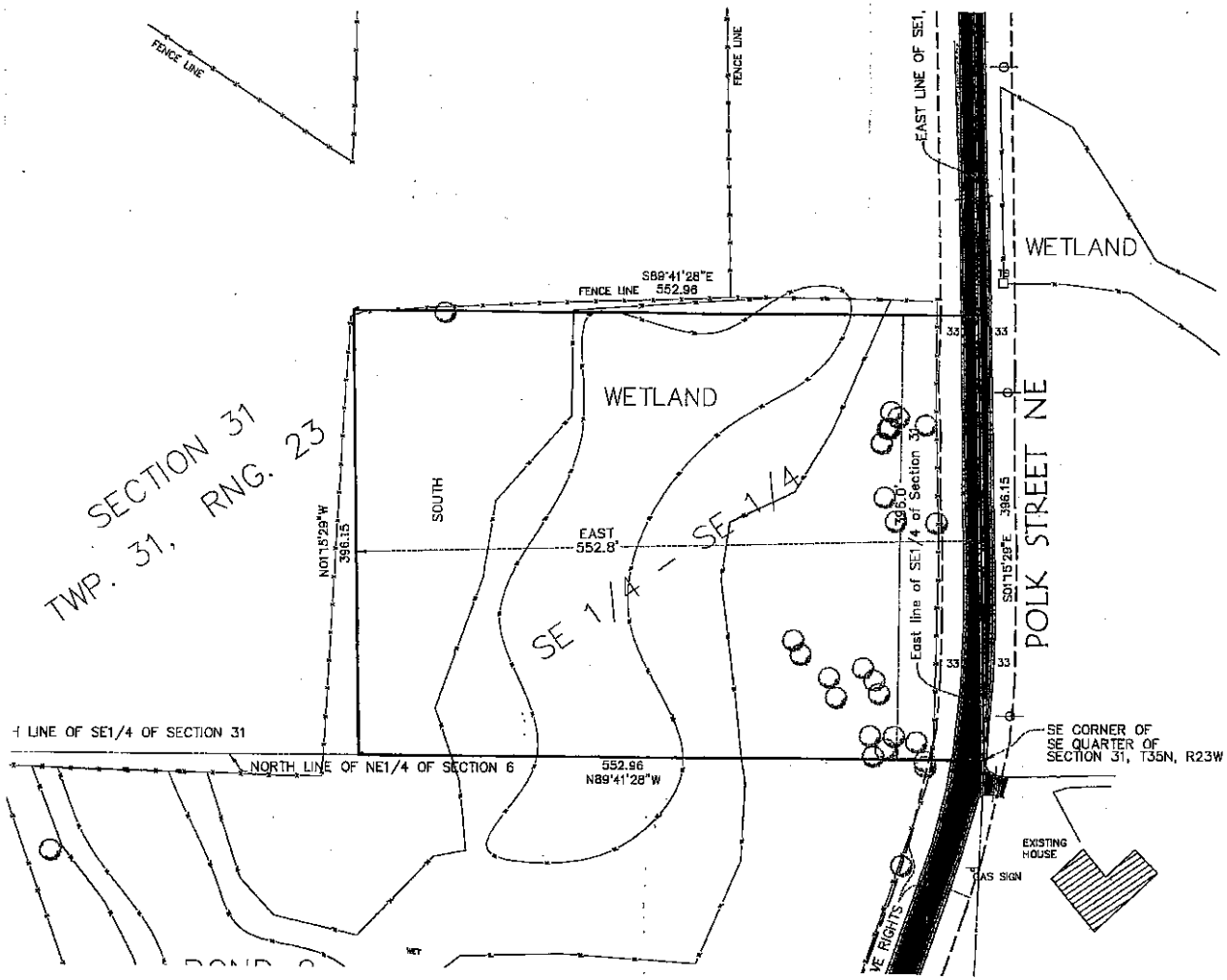
COX FARM
ISANTI, MINNESOTA

DRAWN	CHECKED
JMB	ACH

PROJECT #
1944.002

DATE
4/6/17

SHEET #
1 of 1



DESCRIPTION:

The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

N

GRAPHIC SCALE

1 inch = 50 ft.

LEGEND:

- ● Denotes iron monument found
- ○ Denotes iron monument set and marked with 21292

NOTES:

Bearings are based on Isanti County coordinate system.

LEGEND

- ● Denotes Iron Monument Found
- ○ Denotes Iron Monument set and marked with RLS 47223
- Denotes Electric Box
- Denotes Light Pole
- Denotes Power Pole
- Denotes Telephone Pedestal
- Denotes Gas Meter
- Denotes Hydrant
- Denotes Gate Valve
- Denotes Sanitary Manhole
- Denotes Sign
- Denotes Barbeque Grill
- Denotes Flag Pole
- Denotes Overhead Electric Line
- Denotes Underground Telephone Line
- Denotes Underground Gas Line
- Denotes Water Main
- Denotes Storm Sewer
- Denotes Sanitary Sewer
- 826 Denotes 1 foot contour
- x 833.3 Denotes spot elevation

M&P
1440 Aurora St. Suite 200
Saint Paul, MN 55106
Phone 651-789-8112
Fax 651-770-8896
E-mail: info@mpcivil.com

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Date: 4/6/17 Lic. No. 21292

REVISIONS

DATE

OWNER
BRENNAN COX
POLK STREET
ISANTI, MN 55040

BOUNDARY/TOPO

COX FARM
ISANTI, MINNESOTA

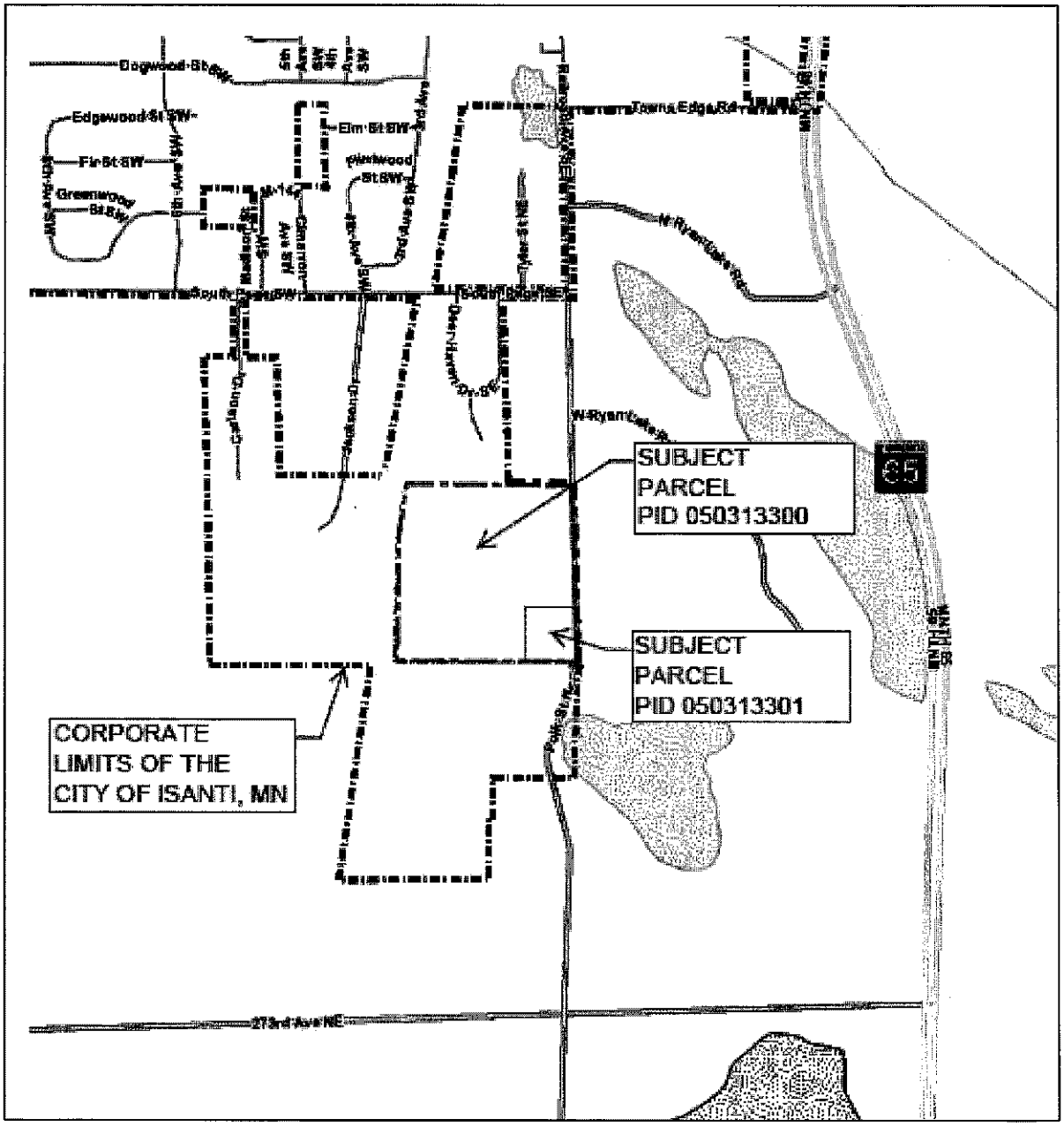
DRAWN: JMB
CHECKED: ACH

PROJECT #
1944.002

DATE
4/6/17

SHEET #
1 of 1

LOCATION MAP: REZONING FROM R-1 TO RC PID 050313300 & PID 050313301



ORDINANCE NO. XXX

AN ORDINANCE APPROVING AN AMENDMENT TO ORDINANCE NO. 445 (ZONING): THE OFFICIAL ZONING MAP

THE CITY OF ISANTI DOES ORDAIN:

WHEREAS, the City of Isanti annexed PID 050313300 & PID 05031330, more legally described in Exhibit A attached hereto, in June of 2017 through City Council Resolution 2017-118; and,

WHEREAS, consistent with Isanti Municipal Code (Zoning Code) Section 3, subd. 3(b), the subject parcels are considered to be in the "R-1" Single Family Residential District; and,

WHEREAS, the proposed rezoning is consistent with Isanti Municipal Code (Zoning Code) Section 21, Article 1, subd. 4(d); and,

WHEREAS, the notice of public hearing was published in the *Isanti County News* on September 6, 2017, and property owners within 350' of the subject parcel were notified of the public hearing; and

WHEREAS, during the regularly scheduled meeting of the City Planning Commission on September 19, 2017, Commissioners held a public hearing on the rezoning of the parcels; and,

WHEREAS, the Planning Commission has recommended approval of this Ordinance rezoning the properties described in Exhibit A from "R-1" Single Family Residential to "RC" Recreational Commercial.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota, that the properties legally described in Exhibit A attached hereto, subject to easements, restrictions and reservations of record, approve the re-zone request from "R-1" Single Family Residential to "RC" Recreational Commercial.

BE IT FURTHER RESOLVED, that this Ordinance shall take effect the day following its publication in the City's Official Newspaper.

Adopted by the City Council this 3rd day of October, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/ City Clerk

Exhibit A

The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

AND

The Southeast Quarter of the Southeast Quarter (SE 1/4) of SE 1/4) of Section Thirty-one (31), Township Thirty-five (35), Range Twenty-three (23), EXCEPTING THEREFROM the following described parcel: The East 552.75 feet of the South 396 feet of the SE1/4 of SE1/4 of Section 31, Township 35, Range 23, Isanti County, Minnesota.

K.4.

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING AMENDMENT TO THE 2017 BUDGET

WHEREAS, on December 6, 2016 the City Council approved the City of Isanti 2017 Budget; and

WHEREAS, on September 7, 2017 the Finance Committee recommended the 2017 budget be amended to reduce the advertising budget of fund 609; Liquor Store

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to amend the 2017 budget as follows:

Account	Original Budget	Amended Budget
609-49750-340	$9,000.00	$7,000.00

This resolution is duly adopted by the Isanti City Council this 3rd day of October 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources / City Clerk

K.5.

BOLTON & MENK

Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: September 25, 2017
To: Honorable Mayor Wimmer and Members of the City Council
City of Isanti
From: Bradley C. DeWolf, P.E.
City Engineer
Subject: Resolution for Municipal State Aid Funds Advancement
Isanti, Minnesota
BMI Project No: R13.112450

In order for the Finance Department of the Mn/DOT Muncipal State Aid Sytem (MSAS) to release our previously approved use of MSAS funds, a resolution must be passed requesting the State-Aid advancement. This will release funds to reimburse the City for the 2017 Palomino Road Improvements project. $468,934.44 of the $748,888.55 total proposed project cost is eligible for MSAS funding.

We recommend approval of the attached resolution in the amount of $468,934.44.

I will be at the October 3rd, 2017 City Council meeting to respond to any questions you have concerning the proposed funding and feel free to contact me with any questions prior to the meeting.

BCD/jwc

Bolton & Menk is an equal opportunity employer.

RESOLUTION NO. 2017-XXX

RESOLUTION REQUESTING ADVANCEMENT OF MUNICIPAL STATE AID FUNDS

WHEREAS, the City of Isanti has implemented Municipal State Aid Projects in 2017 which require State Aid funds in excess of those available in its Municipal Account, and

WHEREAS, said City is prepared to pay for the construction of said projects through the use of an advance from the Municipal State Aid Construction Fund to supplement the available funds in their Municipal State-Aid Construction Account, and

WHEREAS, the advance requested is based on the following determination of estimated expenditures:

	Total Project Cost	**State Aid Eligible**	**Total City Cost**
2017 Palomino Road Improvements	**$748,888.55**	**$468,934.44**	**$279,954.11**

Account Balance as of date 9/25/2017	($207,556.01)
Estimated Eligible Expenditures:	
Project #245-108-001 – Palomino Road Improvements	($468,934.44)
Total Amount Currently Available for Advance	$673,458.99
Advance Amount Requested	$468,934.44

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City Of Isanti, Minnesota:

1. That the Commissioner of Transportation be notified and is hereby requested to approve this advance for financing approved Municipal State Aid Highway Project(s) of the City of Isanti in an amount up to $468,934.44 in accordance with Minnesota Rules 8820.1500, Subp. 9.

2. The City Council authorizes repayments from subsequent accruals to the Municipal Account of said City from future year allocations until fully repaid.

This resolution was duly adopted by the Isanti City Council this 3rd day of October 2017.

Motion by: _____ Seconded by: _____ Passed _____

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/17	09/21/2017	47244	29	AMERICAN WATER WORKS ASSN.	601-20200	196.00
09/17	09/21/2017	47245	2030	ARTISAN BEER COMPANY	609-20200	143.50
09/17	09/21/2017	47246	53	BELLBOY CORPORATION	609-20200	5,496.90
09/17	09/21/2017	47247	9	BERNICKS PEPSI-COLA	609-20200	1,592.80
09/17	09/21/2017	47248	2517	BRIANS LAWN & IRRIGATION	101-20200	387.45
09/17	09/21/2017	47249	851	CASH	101-20200	91.22
09/17	09/21/2017	47250	1815	CENTURYLINK	609-20200	944.62
09/17	09/21/2017	47251	2534	COMMUNITY WATER SOLUTIONS, LLC	601-20200	200.00
09/17	09/21/2017	47252	8	DAHLHEIMER DISTRIBUTING CO	609-20200	1,868.45
09/17	09/21/2017	47253	2478	East Central Energy	101-20200	42.85
09/17	09/21/2017	47254	55	ECM PUBLISHERS INC	609-20200	230.29
09/17	09/21/2017	47255	16	ELECTRO WATCHMAN INC	609-20200	272.53
09/17	09/21/2017	47256	385	FEDERATED CO-OPS INC	101-20200	1,066.70
09/17	09/21/2017	47257	235	FIRST STATE TIRE RECYCLING	101-20200	19.20
09/17	09/21/2017	47258	2535	FLAGSHIP BANK	108-20200	2,700.00
09/17	09/21/2017	47259	1063	HAYFORD FORD	101-20200	379.60
09/17	09/21/2017	47260	2209	INNOVATIVE OFFICE	101-20200	214.85
09/17	09/21/2017	47261	113	ISANTI TIRE & AUTO CARE	101-20200	59.00
09/17	09/21/2017	47262	1534	J. J. TAYLOR	609-20200	857.95
09/17	09/21/2017	47263	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,775.35
09/17	09/21/2017	47264	5	KAWALEK TRUCKING	609-20200	390.80
09/17	09/21/2017	47265	1282	LEAF TOWING AND	220-20200	50.00
09/17	09/21/2017	47266	1789	MADDEN GALANTER HANSEN, LLP	101-20200	1,571.34
09/17	09/21/2017	47267	17	MCDONALD DISTRIBUTING CO	609-20200	5,588.67
09/17	09/21/2017	47268	616	MENARDS - CAMBRIDGE	101-20200	87.09
09/17	09/21/2017	47269	2080	MVTL LABORATORIES INC	602-20200	272.40
09/17	09/21/2017	47270	2456	OFFICE OF ADMINISTRATIVE HEARINGS	101-20200	100.00
09/17	09/21/2017	47271	283	OLSON POWER & EQUIPMENT	101-20200	315.40
09/17	09/21/2017	47272	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,636.12
09/17	09/21/2017	47273	2294	PRECISION CONCRETE	101-20200	3,500.00
09/17	09/21/2017	47274	2341	RED BULL DISTRIBUTION	609-20200	72.00
09/17	09/21/2017	47275	1113	RJM DISTRIBUTING INC	609-20200	219.80
09/17	09/21/2017	47276	2028	SELECTACCOUNT	603-20200	25.32
09/17	09/21/2017	47277	2028	SELECTACCOUNT	861-20200	115.72
09/17	09/21/2017	47278	1658	SULLIVAN, SEAN	108-20200	22.00
09/17	09/21/2017	47279	2156	SUMMIT COMPANIES	101-20200	28.00
09/17	09/21/2017	47280	626	THE WINE COMPANY	609-20200	452.00
09/17	09/21/2017	47281	42	VIKING COCA-COLA BOTTLING CO	609-20200	218.00
09/17	09/21/2017	47282	780	WINE MERCHANTS	609-20200	336.00
09/17	09/21/2017	47283	2009	WOOD, JOSEPHINE	601-20200	39.51
Grand Totals:						39,579.43

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 9/26/2017 - 9/26/2017 | Sep 26, 2017 05:43PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
09/17	09/26/2017	47284	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	1,580.00
09/17	09/26/2017	47285	692	ARC IRRIGATION	104-20200	411.47
09/17	09/26/2017	47286	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	542.53
09/17	09/26/2017	47287	1485	BECKER, JOSH	603-20200	301.97
09/17	09/26/2017	47288	9	BERNICKS PEPSI-COLA	609-20200	957.70
09/17	09/26/2017	47289	2536	BERRY, JILL	101-20200	347.34
09/17	09/26/2017	47290	2537	BROOKS, KATIE	101-20200	20.00
09/17	09/26/2017	47291	2538	CAMBRIDGE LAUNDERERS & CLEANERS	101-20200	13.18
09/17	09/26/2017	47292	1629	CITY OF ISANTI	101-20200	855.32
09/17	09/26/2017	47293	120	CONNEXUS ENERGY	101-20200	17,043.27
09/17	09/26/2017	47294	1472	CRAWFORDS EQUIPMENT INC	101-20200	57.16
09/17	09/26/2017	47295	918	CRYSTAL SPRINGS ICE	609-20200	163.10
09/17	09/26/2017	47296	8	DAHLHEIMER DISTRIBUTING CO	609-20200	16,810.80
09/17	09/26/2017	47297	897	DVS RENEWAL	101-20200	11.00
09/17	09/26/2017	47298	257	EARL F. ANDERSEN	101-20200	185.06
09/17	09/26/2017	47299	2209	INNOVATIVE OFFICE	101-20200	56.00
09/17	09/26/2017	47300	114	ISANTI COUNTY RECORDER	101-20200	92.00
09/17	09/26/2017	47301	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,589.39
09/17	09/26/2017	47302	5	KAWALEK TRUCKING	609-20200	144.40
09/17	09/26/2017	47303	17	MCDONALD DISTRIBUTING CO	609-20200	21,305.35
09/17	09/26/2017	47304	616	MENARDS - CAMBRIDGE	101-20200	157.11
09/17	09/26/2017	47305	1536	MINNESOTA DEED	219-20200	1,498.62
09/17	09/26/2017	47306	2539	MIX, DELORES	101-20200	53.44
09/17	09/26/2017	47307	1846	MJL CONTRACTING	601-20200	1,175.00
09/17	09/26/2017	47308	617	PAUSTIS & SONS	609-20200	2,597.26
09/17	09/26/2017	47309	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,601.90
09/17	09/26/2017	47310	12	POSTMASTER	603-20200	1,350.70
09/17	09/26/2017	47311	682	RIVERSIDE MARKET	101-20200	53.64
09/17	09/26/2017	47312	2540	SHADOW PONDS	505-20200	8,000.00
09/17	09/26/2017	47313	2396	SOUTHERN GLAZERS OF MN	609-20200	5,092.99
09/17	09/26/2017	47314	890	T & S TROPHIES	603-20200	355.50
09/17	09/26/2017	47315	97	TOTAL CONTROL SYSTEMS INC	602-20200	803.00
09/17	09/26/2017	47316	42	VIKING COCA-COLA BOTTLING CO	609-20200	265.79
09/17	09/26/2017	47317	1286	VINOCOPIA INC	609-20200	358.91
09/17	09/26/2017	47318	4	WATSON CO INC	609-20200	1,457.87
09/17	09/26/2017	47319	780	WINE MERCHANTS	609-20200	128.00
Grand Totals:						92,436.77

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	9,094.25
Social Security & Medicare	695.71
Total City Expense	9,789.96

Pay Date 9/29/2017

Pay Period: Q3CCPay17 (7/1-9/29/17)

City of Isanti

Gross Payroll	83,796.47
Social Security & Medicare	4,635.68
Public Employees Retirement	8,476.49
Total City Expense	96,908.64

Pay Date 9/22/2017

Pay Period 19 (9/3-9/16/17)

CONTRACTOR'S PAY REQUEST **1st AVENUE SIDEWALK & CURB REPLACEMENT** **CITY OF ISTANTI, MINNESOTA** **BMI PROJECT NO. R13.111880**	**DISTRIBUTION:** CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)

TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$41,060.00
TOTAL, COMPLETED WORK TO DATE	$39,156.80
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$39,156.80
RETAINED PERCENTAGE (0%)	$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$39,156.80
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$0.00
PAY CONTRACTOR AS ESTIMATE NO. 1	$39,156.80

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Innovative Concrete

By Suzanne M Rut (Name) President (Title)

Date September 19, 2017

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303

By _____, CITY ENGINEER

Date 9/8/2017

APPROVED FOR PAYMENT:
OWNER: City of Isanti, Minnesota

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: *1*

1st AVENUE SIDEWALK & CURB REPLACEMENT
CITY OF ISTANTI, MINNESOTA

BMI PROJECT NO. R13.111880
WORK COMPLETED THROUGH September 1, 2017

ITEM NO.		ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	2021.5	MOBILIZATION	$4,500.00	1 LUMP SUM	$4,500.00	LUMP SUM	$0.00	1.00 LUMP SUM	$4,500.00
2	2104.5	REMOVE CONCRETE CURB	$5.00	330 LIN FT	$1,650.00	LIN FT	$0.00	320.00 LIN FT	$1,600.00
3	2104.5	REMOVE CONCRETE PAVEMENT	$10.00	225 SQ YD	$2,250.00	SQ YD	$0.00	210.00 SQ YD	$2,100.00
4	2231.6	BITUMINOUS PATCH	$90.00	80 SQ YD	$7,200.00	SQ YD	$0.00	80.40 SQ YD	$7,236.00
5	2301.5	CONCRETE PAVEMENT 7.0"	$80.00	16 SQ YD	$1,280.00	SQ YD	$0.00	16.00 SQ YD	$1,280.00
6	2521.5	4" CONCRETE WALK	$4.00	1805 SQ FT	$7,220.00	SQ FT	$0.00	1,685.00 SQ FT	$6,740.00
7	2521.5	4" CONCRETE WALK SPECIAL (DECORATIVE CONCRETE)	$10.00	150 SQ FT	$1,500.00	SQ FT	$0.00	112.00 SQ FT	$1,120.00
8	2531.5	CONCRETE CURB & GUTTER DESIGN B612	$25.00	30 LIN FT	$750.00	LIN FT	$0.00	35.00 LIN FT	$875.00
9	2531.5	CONCRETE CURB & GUTTER DESIGN B618	$25.00	300 LIN FT	$7,500.00	LIN FT	$0.00	289.00 LIN FT	$7,225.00
10	2531.6	TRUNCATED DOMES	$35.00	36 SQ FT	$1,260.00	SQ FT	$0.00	38.00 SQ FT	$1,330.00
11	2563.6	TRAFFIC CONTROL	$2,000.00	1 LUMP SUM	$2,000.00	LUMP SUM	$0.00	1.00 LUMP SUM	$2,000.00
12	2573.53(	STORM DRAIN INLET PROTECTION	$75.00	2 EACH	$150.00	EACH	$0.00	2.00 EACH	$150.00
13	2575.5	SODDING TYPE LAWN	$12.00	150 SQ YD	$1,800.00	SQ YD	$0.00	83.40 SQ YD	$1,000.80
14	2563.6	REMOVE & REPLACE ENTRANCE RAMP	$2,000.00	1 LUMP SUM	$2,000.00	LUMP SUM	$0.00	1.00 LUMP SUM	$2,000.00
		TOTAL AMOUNT:			**$41,060.00**		**$0.00**		**$39,156.80**

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
June 27, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:10 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.

Members Present:	Jennifer Garvey, James Witte, and Aaron Zdon
Members Absent:	Mayor Wimmer
Staff Present:	Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Zdon asked if there were any agenda modifications. There were none.

Motion by Garvey, second by Wimmer to approve the June 27, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from April 25, 2017 Parks, Recreation and Culture Board Meeting.

Motion by Garvey. Second by Witte. Vote was unanimously approved.

3. Sign Replacement Plan

Everett explained the signs that directly match River Bluff have been ordered, mostly because we needed to make sure that former – Tot Lot had the right name before the scavenger hunt started. That sign has been put up, she hasn't gotten a chance to see if the others are up yet. She explained that the other options are in the packet. The board had talked about doing some smaller ones to distribute around Bluebird Park. The big signs we have are 8'x3'. The 4'x2 option would go on the entrance off of Isanti Parkway where the road is, and the 2'x2' where the trail comes in on the side off of 3rd, and then 1st Ave winds through the park. Right now there's a little sign as you come through there, we'd replace that one with one that matches. Everett stated that she didn't attach one of the little rules signs because people would be passing them and would read them. Garvey asked if there is a sign near the playground that says there's a bathroom available at BMX. Everett explained that the closest one is by the skate park. Zdon stated that one isn't super visible, and no one really knows. Everett stated that the one out there is a rule sign that across the bottom shows "Public Restroom," and we should be able to order another of those. Garvey stated that she doesn't like adding more posts, because she knows the people mowing the grass don't like more posts, so if it's attached to the pavilion. Zdon added that families with babies at the pavilion don't always want to be using the portables, so agreed that would be a good location. Everett explained that she got the invoice for the signs ordered so far and we should have plenty of money to get what we need.

Everett explained that VFW sign has a condensed version of the rules with the ones more pertinent for that site. That is the same size as the one on the backstop at Unity for a frame of reference. The Bike/Walk Trail signs look like people have been throwing things at them and they're all dented. Everett explained that she thinks there are way too many words on the sign, and the group agreed. Zdon stated that someone might read "4. No alcohol," because it's short and move on. Everett explained that is what the sign currently reads. Garvey recommended that the group revisit this sign, she agreed that there are way too many rules and four

is about the max, and no one is going to stop and read all of these. Zdon stated that the font can be bigger then, too. Everett said that maybe we can have some rules listed and then have a little mailbox there will all of the rules listed so we can say they're available. Zdon said that for number one, "No motorized or recreational vehicles on the trail or its right of way," you can just say "No motorized vehicles," which is what you see on every sign – or you could add no ATVs, and that's still shorter. Garvey asked if Everett had looked at any other county or regional trail signage to see any comparisons. Everett said that she hasn't directly relating to this, but she's never seen a sign that looks like this in all the time she's visited parks. Witte stated that some places just use emblems. Garvey stated a lot of them are getting away from the English language and making sure it's just a universal type of thing. Zdon stated that if you're biking, you can pick up 6 emblems quickly as you're going by. Garvey stated she likes the idea of the emblems; Zdon agreed, and stated that even if some are written and then add 4 or 6 big emblems. Garvey stated she would make a motion to come back with a couple of rules and some emblems that would be an option to condense this sign down. Everett stated she can rework it too, and she will check with the City Administration because they may have ideas about which rules have to be on there. Zdon stated that it's not a bad thing to have the full set of rules maybe posted, but also have an abridged set somewhere on the trail, and have these maybe on the website. Everett stated she believed they are currently on the website, but wasn't positive about that. Garvey stated she didn't think most other places would have these even as an option posted somewhere because all they're going to do is get trashed. Everett agreed that it's not effective and she'll rework it and bring it back. In the meantime, if the board had a chance to Google and find some good emblems, they can email them to her. Zdon stated they should be public domain on the alcohol, no littering, no motorized. Everett stated that she has seen the National Parks Service has a download of their standard ones too. The other signs on the last page will replace the sign just as you're crossing the dirt road; as you're coming into the City of Isanti it says welcome and as you're leaving, thanks for visiting. That's what they say now, Everett said she didn't know if we wanted more information or to stick with what's there. Zdon stated that these are nice and big. Everett stated that Cambridge has a nice big map on their beginning end. So we might be able to look into getting their version of that map and maybe get something like that on this end. There was a gentleman that came in probably a couple of months ago now that said he would like to see distance markers on the trail. He happened to be a sign guy and was going to send options for doing this, and she hasn't heard from him. That might be something that the Bike/Walk Trail committee looks at too. Zdon said that would be nice to have. Everett explained that a lot of people go out with spray paint and mark the trail wherever they want for their 5Ks and things, so that might limit that. Everett stated that if they're okay with those, she will order them as well as the Bluebird and VFW Park sign.

4. Benches and Tables

Everett stated that she wanted to confirm that when the group was out on the park tour, they weren't super convinced that new tables were going to a high priority. The Public Works department has repainted a bunch of the blue and black ones too. There may be a couple left to work on, but the ones that were the worst like over at Mattson are all being redone. They're all getting a little bit of a facelift. There is a chance that we might be able to get some donated by the Rotary; they contacted that they may be interested in doing that again. Everett just wanted to make sure we don't want to order anything at this point. Zdon asked if the $5000 budgeted is use-it-or-lose it or if it will be pushed to next year. Everett explained that we'll probably lose it, but if we don't need to spend it that's good for the Parks budget. Garvey asked if it has to be spent on tables and benches. Everett explained at this point, yes it does. If we do determine that we do not want to do this and there's another project that fits within that budget, it would be a Finance Committee and then ultimately Council decision to reallocate that money. Garvey asked if we would want to have that decision made by November at the latest. Everett said that should happen as soon as possible. Zdon asked if that money could be used to replace the boards at Legacy that are gouged up, or would that be separate repair budget? Everett said she thought we probably could use it for that. Zdon said he thought it would fit within the scope. Everett explained that she did contact that and it was about $60 per board. Zdon said we might need 20 boards over there, we don't know, some of them are pretty bad. Garvey asked if it could come back next month. Zdon asked if we could get a count of how many boards are out there. Everett explained she had gone out and didn't remember exactly how many were bad, but it was around eight. Zdon

said that was less than he thought. Everett said that each table has three slats on the top and each bench is just one, so there aren't as many as she was thinking either. She said she asked if we could get blank ones to have extras, but the boards in each position are different and it costs more to get them blank. Everett stated that we might still be able to order extra middle ones, extra end ones, etc. Zdon said he thought it might make sense to get some extra sets since these are the same benches we're using at other parks now too. Garvey asked if the Parks department had tried sanding them down; Everett said she thought they may have done that in a couple of shallow spots, but some of them are so deep you'd end up with a big bowl there. Zdon said that by the time we pay for someone to do that work you could probably just pay for a new board, plus the finish gets kind of weird when you do that. Zdon said he'd like to get an estimate on getting some sets so we have plenty to fix what's there and possibly have some extras.

Zdon asked if there are other top priority benches and tables, or if they have them all repaired. Everett stated that some of the blue ones are pretty dented, but they're nicer now and will hold up for a while. Garvey asked if the blue ones are the metal mesh. Everett said they are. The brown ones that are the permanent ones in the parks were repainted, and the blue ones are usually the ones under the pavilions that move around. They don't look brand new, but they look a lot better. Zdon said the board could leave it up to staff's discretion. If there are some that the mesh is torn, then it's a safety hazard. If there are any staff don't think are worth repairing, then maybe next month we know that and then can decide and be done with it.

5. Parks Updates

Everett said that the scavenger hunt kick-off was really fun. We had about 10 people, with adults and kids, that came to volunteer with Access Church, and 20-25 people that came through to do that activities and a handful more that just stopped by to get the passports. We had a decent turnout for not knowing what to expect. Some people brought the newspaper ad with them, so it's good to know how people are hearing about things. We've had 13 or 14 turned back in, and we've been watching people doing it around town. Some people come in to City Hall and just go out and do it all in a day. The prizes are the blue Frisbees, which we've had before, and blue aluminum water bottles. Staff are collecting some things from local businesses. We have requested a gift card from Coborn's and Allina is going to donate a parks visiting kit with sunscreen, bug spray, that kind of thing. And there will be $100 cash prize. We are requiring that the person be there to win the grand prize, which will be drawn August 12th at the Street Dance.

Boogie Wonderland was awesome. We got no weather to speak of here. It was the coolest Street Dance Everett had ever been too. There were a couple of spritzes as the band was setting up, but otherwise we completely escaped all of the weather that happened everywhere else on Saturday. Our vendors were all saying they had never seen that many people at a Street Dance before. The Lions ran out of beer at 10:45. Boogie Wonderland is easy to work with, and they want to come back.

The Farmers' Market is going well. The vendors are going a little rogue this week, and they're having the market without Everett. She will be off on Friday, and has put one of them in charge and we'll see how they do. They're all pretty happy. It's not as easy to get in and out for them to set up this year, so the logistics are a little trickier. She is not allowing them to complain about that because the customer traffic has increased so much. It's been way busier. Last week was rainy, and Everett thinks it was still busier than an average week last year. We have also worked with Dual Square Mall and EverCat owns a building next to that about access to that grassy area, and they've all been super cooperative about that. The Liquor Store has been very kind too as we're setting up and doing all of that. Zdon stated they're probably getting more business too. Everett said the market tries to send that in and hopes it goes both ways.

The Arts and Science Academy is moving along. The direction they've been given is that once there is substantial progress made on the park, they will be given official approval to go ahead with expanding enrollment and the middle school stuff. Zdon asked if the park is physically being done. Everett stated that it is, and within the last couple of weeks they've filed all of the final plats. Zdon asked if there is a final plan, and if it's online. Everett stated she's not sure if it's online anywhere, but will include a full-size tennis

court, she thinks the soccer field will be little, but it's for small kids. Everett stated she doesn't know the dimensions on that. They'll also be putting in a playground, and the equipment changed a couple of times so she's not sure exactly off hand what they chose. A paved trail loop will also go through there, and eventually we'll connect that around the storm pond. Zdon asked if they're doing the work out gear that was on the original. Everett stated that will be on our section, and at this point that is not a budgeted project but we'd like to do it at some point in the future. Zdon stated that he was at Highland Park over the weekend and the exercise area was packed. Everett explained that the new Community Development Director is very interested in parks too, and he asked when the last time we did a park plan was. Everett told him it was 2011, but it hasn't been followed very closely. She also thinks that sometime in the next couple of years the City is supposed to be updating its comprehensive plan and Parks is supposed to be a part of that. Hopefully we get a guiding document going forward, and that Parks would maybe be included as well as some of the other dream items.

Everett explained that it is budget time so staff is preparing preliminary budgets to be brought forward. She is working on a grant for a dog park, so if we get that, the dog park will happen a lot sooner. It's looking like right now that might happen over the next couple years if we don', budgeting that in so we have enough to do a good job when we put it up. We're also looking at a way to start including capital replacement for playgrounds to have funds available to replace things that are aging. As far as Everett knows we're still planning to do the tennis court next year as long as that gets approved in the budget process. We know that will just continue to get more expensive the longer we wait.

Celebrate Isanti is the last item. Everett asked the board that if they know of organizations or teams that might want to come to the wellness fair to let her know. Otherwise it's going well, she thinks there are about 40 people signed up for the 5K. There is still time for that, and we'll do another advertising push on that as it gets closer. Zdon asked which day that is; Everett said August 12. Everett stated that it's looking like it will be a good day with lots of free things for people to do. And between then and now is the July Street Dance. Devon Worley Band is coming. She has never done a Street Dance before, but has done a lot of stuff in the area and has a pretty decent following. Rodeo/Jubilee things are coming up fast – next week already, the parade is next Thursday.

6. Adjournment

Motion by Witte, second by Garvey to adjourn the June 27, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:35 p.m.

Dated at Isanti, Minnesota this 27th day of June, 2017.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

L.4.

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
August 15, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:26 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Steve Lundeen, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: None

Staff Present: Clark Joslin, City Attorney; Ryan Kernosky, Community Development Director

D. Agenda Modifications.

None

Motion by Bergley, second by Collison to approve the Meeting Agenda. Motion was unanimously approved.

2. Approval of Minutes from July 18, 2017 Planning Commission Meetings

Motion by Collison, second by Lundeed to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing

A. Request from Brennan and Rebecca Cox for a Conditional Use Permit and Site Plan Review Approval to operate a Retreat Center and Hobby Farm on PIDs 050313300, 050313301, and 010060505

Mayor Wimmer opened the Public Hearing at 7:27 p.m.

Dave Beckstrom, 24542 Bourbon Street NW - Mr. Beckstrom stated that he was the Planning and Zoning Chairman for the Athens Township. Mr. Beckstrom stated that when the Athens Township was looking at this same project, they hired an engineering firm to look at Polk Street NE from a public safety perspective, Mr. Beckstrom provided a copy of to the Commission of the summary of the report for the Commission's consideration. The engineering firm recommended turn lanes and widening the road. Mr. Beckstrom asked the Commission to include a condition that the roads are improved for public safety. Mr. Beckstrom stated that the proposed overflow parking and trail system that is on the Athens Township parcel should be required to obtain all necessary permits from the Township.
Mayor Wimmer stated that both of those concerns are addressed in the City's proposed Resolution.

Bruce Yerigan, 1426 4th Ave SW – Mr. Yerigan asked if there was going to be any type of presentation on the request and if there was going to be any detail on the project. Mr. Yerigan expressed concerns about not knowing what the project was.

Mayor Wimmer asked Community Development Director Kernosky to provide a brief overview of the project.

Mr. Kernosky provided a brief overview of the project, he stated that the operation of a hobby farm and retreat center are conditional uses in the Recreational Commercial Zoning District. Mr. Kernosky also stated that the City Zoning Code requires projects go through Site Plan Reviews.

Mr. Yerigan spoke on concerns about potential noise issues from the event center. He asked whether or not the City had a noise ordinance.

Mayor Wimmer responded that the City does have a noise ordinance, and that other events have received City permission to go beyond the noise ordinance limitations.

Mr. Yerigan again questioned the noise ordinance regulations for private properties and how often the City gave out exceptions to the ordinance.

Mayor Wimmer closed the Public Hearing at 7:36 p.m.

Motion by Lorinser, second by Collison to approve with Staff's recommended conditions.

Mr. Bergley asked questions regarding the turn lanes and the engineering report. Mayor Wimmer stated that the City would be looking into it and that if the City determines that the property needs turns lanes, a condition is in the Resolution to require the property owner to install it.

Motion carried unanimously.

4. Other Business.

A. Resolution 2017-XXX, Penny Lane Southeast Street Vacation

Mayor Wimmer stated this was part of the redevelopment project proposal. The City Council has been looking to do this for several years, but has been waiting for a potential project to come to fruition. The City intends to install Richard Ave on the West end of the property. This would provide a larger parcel for development.

Mr. Kernosky commented that this was to start the process to vacate Penny Lane Southeast, and that a public hearing, Planning Commission recommendation, and City Council Consideration would still need to happen.

Motion by Lorinser, second by Collison to approve. Motion carried unanimously.

B. Resolution 2017-XXX, Isanti EDA, Redevelopment Project Area Proposal

Mayor Wimmer stated that this was part of the redevelopment area of the hotel, and included surrounding properties that are expected to be developed as a result of the hotel. Mayor Wimmer continued to say that this allows the City to pursue other redevelopment proposals and flexibility going forward.

Mr. Kernosky stated that this Resolution was the City Planning Commission stating that this redevelopment area is consistent with the City's Comprehensive Plan.

Motion by Bergley, second by Lorinser to approve. Motion carried unanimously.

5. Other Communications.

A. None.

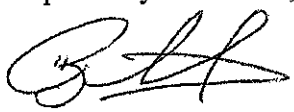
6. Adjournment

Motion by Lundeen, second by to Collison to adjourn the August 15, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:42 p.m.

Dated at Isanti, Minnesota this 16th day of August, 2017

Respectfully submitted,



Ryan Kernosky
Community Development Director

L.5.

A Community For Generations.

Isanti

Request for City Council

To: **Mayor Wimmer and City Council Members**

From: Chief Gene C. Hill **MEMO**

Date: September 26, 2017

Subject: Police Officer / Reserve Patrol Bike

Background:

The Police Reserve Unit has expressed interest in getting a second police bike so that they can ride in pairs. Research has proven that paired riding is much safer for the officers. The PD currently has a Trek brand police bike that is functional.

Striecher's Law Enforcement Supply in Plymouth Minnesota has a Smith & Wesson brand police bike that they used for demonstrations and in-store advertisement. The bike retails for approximately $2300.00 with the existing installed equipment of battery headlight / taillight, emergency lights, siren and saddle bag for equipment. A picture of the basic bike is attached. Streicher's is selling the bike for $788.00 fully equipped.

Funding for this purchase would come from existing budget funds from the Police Reserve line item. The Finance Committee has reviewed this request and is recommending for consideration by the City Council.

Action:

I am requesting the City Council review and consider moving forward with this purchase request to be fully funded from the Police Reserve Fund. Finance Director Betker and I have reviewed this purchase and the funding is available if approved.

Thank you for your time and consideration,

Chief Gene C. Hill

RESOLUTION NO. 2017-XXX

Purchase of Equipped Police Patrol Bicycle

WHEREAS, The Police Department has been wanting to expand the use of patrol bicycles within the City by its Officers and by its Police Reserve Unit and;

WHEREAS, funding is available to purchase a fully equipped police bike within the police reserve budget line item and;

WHEREAS, a patrol bike was found at a substantial cost savings to expand this program in which there is minimal reoccurring costs of maintenance to the tax payers and;

WHEREAS, the Finance Committee has review this request and is making it recommendation to move forward with this project and purchase;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Chief of Police to purchase an equipped Police Patrol Bike not to exceed $788.00.

This resolution was duly adopted by the Isanti City Council this 3rd day of October, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

L.6.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Wimmer and Members of City Council**

From: Josi Wood, Public Services Director/Asst. City Admin.

Date: October 3rd, 2017

Subject: Consider Resolution for Minnesota Air National Guard Tour of Wastewater Facility

---

Public Works Technician and Utility Lead, Jacob Pudlick, is a member of the MN Air National Guard 133rd Civil Engineer Squadron. His Squadron Commander has submitted a request to have a tour of the City's wastewater facility which Mr. Pudlick would lead, unpaid, November 18, 2017.

Personnel Committee Recommendation:
The Personnel Committee recommends approval of the request.

Request:
It is requested that City Council review and take action on this item.

Attachment:

- Resolution 2017-XXX – Resolution for Minnesota Air National Guard Tour of Wastewater Facility
- Letter of Request_dated 9.20.2017

RESOLUTION NO. 2017-XXX

A RESOLUTION FOR MINNESOTA AIR NATIONAL GUARD TOUR OF WASTEWATER FACILITY

WHEREAS, Public Works Technician, Jacob Pudlick, is a member of the MN Air National Guard 133rd Civil Engineer Squadron; and,

WHEREAS, his squadron Commander has requested that 4 members tour the City's wastewater facility Saturday, November 18, 2017; and,

WHEREAS, the Personnel Committee has reviewed and recommends approval;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby authorize Public Works Technician, Jacob Pudlick, give a tour of the City's wastewater facility to members of the Air National Guard as stated per this resolution.

This Resolution was duly adopted by the Isanti City Council the 3rd day of October, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

MINNESOTA AIR NATIONAL GUARD
HEADQUARTERS 133RD AIRLIFT WING (AMC)
SAINT PAUL MINNESOTA

20 September 2017

MEMORANDUM FOR To whom it may concern

FROM: 133 CES/CC

SUBJECT: Tour Request

1. The 133rd Civil Engineer Squadron would like to request a tour of the Isanti Wastewater Treatment Plant on Saturday November 18th, 2017. We are requesting access for the following memebers: MSgt Andrew Kaufmann, TSgt Jacob Pudlick, SSgt Crystal Moua and A1C Keegan Geske.

2. Thank you for consideration of this request. If you have any questions I can be reached at 612-713-2228 or Michael.J.Piontek.mil@mail.mil

MICHAEL J. PIONTEK, Lt Col, MNANG
Commander

L.7.

A Community For Generations

Isanti

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

APPLICATION FOR AN EXEMPT GAMBLING PERMIT

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: St Elizabeth Ann Seton / Seton Guild

Address of Organization: _____ Isanti Mn 55040

Name and address of the officers and person accounting for receipts, expenses. and profits for the event:

Name	Address	Phone No.
Deb Hermanson	Isanti	
Kathy Minkler	Isanti	
Carin Mock	Isanti	

Type of Event: Raffle Date of event: Dec 3 2017

Use of Proceeds: for Parish needs

Location and address of event:

@ Church

Estimated value of prizes to be awarded: $1100

Name of applicant: Kathyleen Krejik Minkler Applicant's phone number. _____

Signature of applicant: [signature]

Date: 9/15/17

Approved by City Council _____ Resolution # _____

POS = 3 / 311

C:\Users\admindataclerk\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\LCCS2M5N\Exempt Gambling Application.docx

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR ST. ELIZABETH ANN SETON/SETON GUILD

WHEREAS, the City has received an application for an exempt gambling permit from St. Elizabeth Ann Seton Church/Seton Guild to hold a fundraiser event on December 3, 2017 at the St. Elizabeth Ann Seton Church, 2017 CR 23, Isanti, MN; and

WHEREAS, the applicant estimates the value of prizes to be awarded is $1,100; and

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the St. Elizabeth Ann Seton Church/Seton Guild application for an exempt gambling permit is approved for the following date:

Sunday, December 3, 2017
At the St. Elizabeth Ann Seton Church; and

BE IT FURTHER RESOLVED, that approval is subject to:

a. A successful background check has been revived from the Police Department.
b. The approval for such permits under the laws of the State of Minnesota and their compliance with all laws.

This Resolution is hereby approved by the Isanti City Council this 3rd day of October 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources / City Clerk

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor George Wimmer and City Council

FROM: Ryan Kernosky, Community Development Director

DATE: October 3, 2017

SUBJECT: RESOLUTION 2017-XXX – RFQ, NUSIANCE AND WEED ABATEMENT MOWING

City Staff and DOAC have determined that, in order to receive more quotes for contract nuisance weed and grass abatement, we should request for quotes in the fall rather than the spring. As such, the attached resolution permits staff to go out fall 2017 for quotes pertaining to the 2018 season.

While we expect to receive more quotes than previously, staff is asking that we have until February 1, 2018 to present the quotes to Council for their final approval.

Staff is asking for City Council's approval of the attached Resolution.

Please let me know if you have any further questions.

Attachments:

- RESOLUTION 2017-XXX: RESOLUTION AUTHORIZING STAFF TO REQUEST QUOTES ON CONTRACTORS FOR NUISANCE WEED/GRASS ABATEMENT 2018 SEASON

RESOLUTION 2017-XXX

RESOLUTION AUTHORIZING STAFF TO REQUEST QUOTES FOR CONTRACTORS FOR NUISANCE WEED/GRASS ABATEMENT 2018 SEASON

WHEREAS, the City of Isanti adopted Resolution 2009-115 which determined that is in the City's best interest of the City to accept quotes for the outsourcing of mowing services for nuisance weed/grass abatement lots located within the city; and

WHEREAS, during the 2017 mowing season, City Staff and the Development and Operations Advisory Committee have determined that seeking quotes during the fall of the year prior to the season may encourage more contractors to quote the requested mowing services; and,

WHEREAS, City Staff is seeking authorization to request quotes for mowing contractors for nuisance weed/grass abatement in 2018.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorizes the City Staff of Isanti to request quotes for nuisance weed/grass abatement lots, **AND BE IT FURTHER RESOLVED** that City Staff submit received quotes to the City Council for review and approval once an adequate number of quotes has been received.

This resolution is hereby approved by the City of Isanti City Council this 3rd day of October, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/ Human Resources

L.9.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: October 3, 2017

SUBJECT: RESOLUTION 2017-XXX - A RESOLUTION RESCINDING PERMISSION FOR THE CONTINUED USE OF A FREE-STANDING SIGN LOCATED ON PID 16.029.0101

Background

PID 16.029.0101 is the parcel that the City has recently purchased to construct the 60-unit hotel. On that parcel is a free-standing sign that was part of the original parcel that Hurricane Car Wash was built on. The sign was constructed between 1998-1999, and the lot was split in 2002. Because the sign is no longer on the lot that advertises the business, it is an illegal non-conforming sign.

Part of the redevelopment of the site is to remove the sign. The City has been in contact with the owner of the sign, and he has stated that he intends to have it removed. Staff has inquired several times over the last summer about when it will be removed, with no determined date.

Because the hotel project is moving along and the City is the owner of the property, we need to be prepared to remove the sign in the event the owner is unable to do so. Staff is recommending an October 31st deadline to remove it – after that point the City would remove the sign. The City wants to work as much with the sign owner (as we have been), but we do need to get the sign removed in order to accommodate the redevelopment of the parcel.

Because the City owns the parcel now, the proposed resolution rescinds permission for the continued use of the free-standing sign on the subject parcel.

Staff Recommendation

Staff recommends approval of the Resolution.

RESOLUTION 2017-XXX

A RESOLUTION RESCINDING PERMISSION FOR THE CONTINUED USE OF A FREE-STANDING SIGN LOCATED ON PID 16.029.0101

WHEREAS, the City of Isanti purchased PID 16.029.0101 on September 19, 2017 from Emerald Acres Investment, LLC; and,

WHEREAS, the City of Isanti intends to redevelop the aforementioned property; and,

WHEREAS, the City of Isanti has a development agreement with Isanti Hotel Partners, LLC to construct a 60-unit hotel on the aforementioned parcel; and,

WHEREAS, an existing freestanding sign was installed on the property between 1998 and 1999; and,

WHEREAS, the aforementioned parcel was created through a Minor Subdivision in 2002; and,

WHEREAS, the aforementioned sign is in violation of the Zoning Ordinance, Ordinance 445, Section 16, Subd. 10(D) which states that a sign is prohibited and shall not be maintained on private land without the written consent of the owner thereof.

NOW, THEREFORE, BE IT RESOLVED that the City of Isanti, as property owner of PID 16.029.0101, rescinds permission of the existing free-standing sign to use the City's property for purposes of business identification. **BE IT FURTHER RESOLVED,** that the City of Isanti directs staff to notify the owner of the sign that they have until October 31st, 2017 to remove said sign, and that failure to do so will result in the City removing the sign, with costs to be billed to the owner of the sign. **BE IT FINALLY RESOLVED,** that in the event the owner of the sign fails to retrieve possession of the sign within thirty (30) days after it has been removed, that the City disposes of the sign as it sees fit.

Adopted this 3rd day of October, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/ City Clerk

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
September 26, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Garvey called the meeting to order at 6:02 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.

Members Present:	Jennifer Garvey, Jeff Johnson, and Mayor Wimmer
Members Absent:	James Witte, Aaron Zdon
Staff Present:	Katie Everett, Community Events and Parks Coordinator

D. Oath of Office for new Parks, Recreation, and Culture Board Member
Jeff Johnson read the Oath of Office as written.

E. Agenda Modifications.
Garvey asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Johnson to approve the September 26, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from June 27, 2017 Parks, Recreation and Culture Board Meeting.

Motion by Wimmer. Second by Johnson. Vote was unanimously approved.

3. Bike/Walk Trail Sign Redesign

Everett explained that PRC has examined the sign at the end of the trail and all decided that the 5,000 word sign is not effective. Everett printed out the pictures of what Cambridge has at their end of the trail, and she drove by and it does still look like this. She stated that after the packet went out, the Bike/Walk Committee has talked about posting the rules in the past. It's not strictly written in the agreement that both have signed that this sign needs to be posted so she asked for Mayor Wimmer's input. Wimmer stated that the trail is a little bit different, it is not under the jurisdiction of the City of Isanti or of Cambridge, it's the joint powers. The Park Board doesn't really have jurisdiction over that; basically what we're trying to have is our park board and their park board trying to decide how to make the trail better. The issue that we run into with rules, and they run into it a little bit more than we do. There is a 60-40 split he believes because 301st is where the eventual demarcation line for Cambridge and Isanti. Whatever is north of that is their responsibility and what's south of that is ours. For our newest member, we pay for 40% of the cost of the bog walk and they pay for 60% of that, and we in essence pay for the part of the trail that will eventually fully within the City of Isanti and they pay for what will fully be in Cambridge. Almost of it right now is in Isanti Township; he stated he believes they pay $500 a year. Everett stated she believes it's $1,000. Wimmer stated he thought we were paying about $7,000 or $8,000 per year; Everett said she'd have to look it up to know for sure. Wimmer stated that either way, the majority of it will be in Cambridge so they pay that majority of that annual cost. Wimmer stated that what Cambridge is running into, and you can see it in the picture, is to the right of that line is private access because there is a home back there, and the rest is the trail. What we're trying to do is have people respect the fact that we have the trail, it's an easement to the joint powers, but it was all of these property owners in essence selling us

that easement and making sure we're good neighbors to them. The biggest concern they had was that people might not be behaving themselves on the trail. It has gone remarkably well, there have been just a couple things over the years that have ever been any kind of an issue. In the discussions, and we meet per the joint powers agreement with Mayor Palmer in January and go over things, the township is also there as well, and we wanted to make sure is that people know the rules of the trail as they're getting on to it. He didn't want to say that was a request from the township, but it was one of the concerns to just make sure everyone knows what it's about. Wimmer asked Everett to confirm that she was at the last meeting; she said that she was and both agreed that it was a very brief meeting. Everett informed the board that staff are planning to meet with Cambridge, because they do the work to maintain the trail, this fall. Because the committee meets in January, we want to get an idea of any issues before it snows. There are some places where roots are coming up through the pavement again, so it will be helpful to see those things before the meeting.

Garvey stated that looking at the picture, Cambridge has three signs on the left. She asked if the third sign was the rules. Everett said that it is and it matches exactly what we have. Garvey asked if Cambridge or the committee has had any discussion about taking that one down and redoing it. Wimmer stated he didn't think so, but he thinks they seem to be happy with their signs. Everett said she hasn't heard anything from them about it either. Wimmer stated he does agree that nobody is going to look at a sign with so much on it, and we've tried to do that with some of our signs to just have the big overall things on there. He is not sure if we need to do a sign like that or if we can do a sign with just the major rules. Johnson stated that he was out on Sunday to look at it and it's ridiculous; he didn't know who would stand there and read 19 rules, but he did. He said he does like the draft sign if it would be in a little more detail. He stated Cambridge's second sign is more detailed. Wimmer stated that the issue they have is that the trail on their end doesn't go to anything, so they're trying to show that if you go across this road and along this other road, you'll get to a Cambridge trail. They're trying accomplish with that is to show it does tie into a bigger trail system within their city, but the end is still in the township. That's why they have the more detailed sign. Johnson said that this one shows Bluebird Park, but it's kind of vague as far as parking; there's more parking than that. He said the four rules that are on the sign are the most important rules. Everett stated that those were examples and that's why she included the list of rules to see if there was something else they thought should be included. Wimmer stated he likes the visual of it. Everett stated that when we go to get the sign made, the people who do that will have more image rights so they can get symbols that look better too. Everett stated that we'll also make sure this matches the style of the signs that are already out. She asked Wimmer if for now we would put up a sign like this and keep the other sign up and then talk to the bike/walk committee. He states yes, and one thing we can talk about is not having that as a requirement. He's not sure where that will go or not go, he doesn't recall why it was in there necessarily. Since the trail has gone very well, maybe the township would also be okay with it. Anytime you get this specific with what kind of sign it gets cumbersome, especially as time moves forward. Garvey stated that she can see where on the Cambridge end with where the easement is, it's more pertinent than it is on our end where it is. Everett stated that by this time of year, once we order these it will make more sense to put the sign out in the spring so it's not out all winter when people aren't using the trail. In that time, we'll have met with the bike/walk committee to get an idea if both of those signs have to be up or if we can just post the one. The money budgeted for the signs is in 2017, so it's best to order this year.

Everett asked what changes they would like to see to the sign before it's made. Wimmer stated that the demarcation line is wrong; Everett stated that is where Beacon has it and asked if that's wrong. Wimmer stated that it is wrong. On the sign it's on 299th, but it should be on 301st. Everett asked if there are other landmarks that would be useful to put on the map. Wimmer stated that he didn't know if the board thought it would get too crowded or not, but to show where the bog walk is, and if it would beneficial to have something that shows the topography. That's one of the beautiful things about the trail is that there's a bog walk, there are pine trees here, there are a lot of different things you go through in 3 miles. If we could somehow show that. Garvey stated that it's a nature walk, so if we could notate that more

somehow. She stated that it shows 3 miles, but it might also be useful to have the other mile marker points shown too. She stated that she would add "For a complete list of rules, visit the City of Isanti website." Wimmer agreed. Garvey stated that way people know there are more rules and we have the back up. Everett stated that part of the reason it is so simple is that signs get exponentially more expensive the more colors you add to them, so that's why there are patterns in there but we can work with that and maybe still include some of those things. Wimmer stated that for people who haven't been on there before, he gets that comment a lot that it's neat how many different things you go through. Johnson said that he would agree, and he is also a visual person. They walked some of it and drove the majority, but if there were more detail in that sign it would be phenomenal for the first comer. He stated that those are the most important rules out of the 19 that he could think of. Everett stated that those are kind of the most common issues we have on the trail.

Everett stated Public Works spends a lot of time cleaning up that corner because at this point, the community dogs have decided that's their favorite place. She said that signs don't do a whole lot for people that aren't going to pick things up anyway, but the next page in the packet shows a sign that we can get a $28 sign to encourage people to pick up their pet waste because it spreads disease. Johnson said that he was thinking of doing the three signs; one at the city line, one at the beginning, and one in the middle. He understands that Everett is saying the one spot is where the dog waste is being dumped and asked if there's a garbage can there. Everett stated that there's not, and at this point we have a contract that doesn't include one in that, so until that contract is up we might not be able to get more. Wimmer stated that depending on how far out we put it, it will become a target as well. It's one of those things, like you lock your car to keep the honest people out. He would be a little apprehensive about putting a can out that far. The thing we need to do is to talk to the Police Chief because we're getting another bike patrol bike, so we'll now have a couple, so we can have the officers go up there. We can ask them to also talk with Cambridge PD to every once in a while just do the random, joint back and forth. Garvey asked if we have at Bluebird or any of the other parks pet pick up signs. Everett said we don't at this point. Garvey said she's guessing then that we don't have the bag disposal things anywhere. Wimmer stated that we have talked about doing that, maybe even within the last year. Everett stated that they're not terribly expensive, but the challenge again is getting people to use them, and then we also have a garbage sitting full of dog bags in the sun for a week. Johnson said that the signs would be a good idea; that way if the bike patrol was going by and saw someone's dog defecated they'd be able to say something about it. Garvey asked if there was a way to incorporate this with the new sign so we don't have to add a whole separate sign. Right now the sign shows leashing, but it seems like there might be space to add picking up after your pet. That way we don't have to add another whole sign, so that in the future we don't say we have the pet sign so now we need to add this, whatever could be the case in five years. Wimmer asked Johnson to clarify that he was suggesting getting this one in a couple spots. He confirmed that the memo stated that we can get one sign for $28 or $26 for three plus, so why not just get 3. Put one at the city line, one right at 3rd and Isanti Parkway, and one in the middle, so you're not double but even triple reminding them. Wimmer stated that he doesn't have a strong opinion either way, in his experience people who are going to take care of things will take care of it, and those who won't, won't anyway. It's good to remind them, and as we discussed with having the bags, if we do that we have to have a can available because it's only the most dedicated pet owner that is going to then carry that bag with them for the next 3 miles. Garvey asked if the garbage at the soccer complex is done by us or by them. Everett stated that is done by them. Garvey said that if it's just soccer maintaining that, that won't work.

Garvey asked if Everett would bring this back for the October meeting. Everett stated she will. Garvey clarified that since we don't meet in December we'll have to have it finalized by November; Everett confirmed. Wimmer stated that none of these will be going up until next April anyway.

4. Legacy Table Repair

Everett stated this is another continued discussion. She spoke with the Public Services Director, and they decided that because the boards depend on the location on the table and there's not any volume discount

on them, we're recommending that at this point we just get enough to replace what we need to. In the future we can get the ones we need, and at $66 each they will fit in a future budget as well, hopefully. Everett stated that we didn't find any tables in other parks that can't be repaired. We met with the Rotary and they are considering donating. Wimmer stated that we were saying 3 more, and they thought maybe more than that. The thing we're looking at with those Rotary tables is that they'd be handicap accessible so there's the one end without benches. It's nice to have those tables. They made it sound like, yes this is a slam dunk. The regional rotary then matches them; but we haven't heard anything from the yet but they've donated other things over the years as well.

Everett stated that at this point, it's hard for us to anticipate how long these repainted tables are going to last us, but for now they don't immediately need to be replaced. It doesn't look like there's a big priority for any of them to be replaced this year. We should be able to use the money for the tables to get the replacement slats at Legacy. Johnson asked if it was cheaper to replace the slats than the whole table. Everett stated it is, and one table is about $1000. Everett stated that these things are all expensive. Wimmer stated that to give Johnson an idea, to do a normal play park you're looking at $70,000-$80,000 just for equipment, not installed. We did Legacy for about $120,000 with everything. That's why we are trying to do more of the passive parks, where you have trails, and people can just kind of be in that space. It's a lot more cost effective, and then the maintenance and replacement is a lot less expensive.

5. Academy Park Update

Everett stated that she drove by yesterday and the equipment is sitting in crates in the parking lot. It looks like the area where the equipment is going has water in it right now so they might be waiting for it to dry out before they can do anything. It is Harlan with GameTime that will be installing that. Everett has gotten all of the manuals so we know what all of that equipment is and we'll be able to get part numbers and all of that as we need to replace it. Hopefully that goes up within the next couple of weeks. Wimmer said to get Johnson up to speed on this one, was that they wanted to expand their capacity for students in that building and originally it was a commercial building that they were renting so it was still producing property taxes. Then it was bought by a non-profit that basically holds properties for charter schools, and so it has disappeared off the tax rolls, which is a significant dollar amount. Then they were looking to build the middle school, which they're building now. And they wanted to do some park things and they had that extra space. So what we worked out with them, through probably close to a year of negotiating back and forth, was that we would allow them to increase their school size and change their conditional use permit. We were looking to have a neighborhood park over there, which would have been north of Cajima, kind of in that same area where the middle school is going to, so we flipped that to this which will be that neighborhood park with trails and sidewalks. It's part of kind of a larger concept. It will be deeded over to us. They will have exclusive use of it during school hours, after that it's open to the public. There will be tennis courts and an open area; they had some kind of thought of a soccer field but it's not that big of space. There's a track that goes around that, and it will connect to a future city trail that will go around that whole wetland area over there. The goal is that as that commercial area gets built out it will tie to the residential on the other side of 8th, that people during the day can use the walking trail on their lunch or whatever. Then we'll also have exercise type play equipment, so there will be an outside stationary bike. It's a little bit of a newer concept for us, but we think it will be a good idea. Then that area that was going to be a future park area then will be a tax-producing parcel. So in essence, we're trading where the park would have been for this. They get to meet what they need, we get a park in that area that meets our needs, they're paying for it all to build it and we'll take it and we'll have to replace it and maintain it over time. In essence, we get a nice new built park for free to the City, and we get to flip an area that wasn't going to be producing taxes to one that is.

Everett that we'll also be getting signage that matches our other parks out there. It is called Academy Park according to the agreement that was passed through Council. We will post a sign that shows people that during school days, she believes between 7:30 and 4:30 that the playground and soccer field are reserved for the school. So if anybody comes over during the day, they'll know that the school has priority for

those. Outside of those hours it's an open public park. That sign will be posted somewhere visible so people will understand what's going on without having to know the story. She explained that the picture attached to the memo didn't copy the best, but it shows what the equipment is. She got an updated layout recently; they might have discovered they didn't have enough fall zone around something maybe, so it's going to be shifted around a little bit. It looks like it should be a fun little park. That side of 65 doesn't really have a place for people to be outside.

6. Isanti Indoor Arena Steel Repair

Everett stated that this is really just a memo. We had issues with one of the lights under the awning at the entrance filling with water. Long story short, we ended up having to cut that light out and put it on the outside because no one could figure out where the water was coming from. Then we discovered trying to patch that hole was very difficult because it was special order white. Right now, it's patched with something that looks pretty good. If the board decides that it's very important to replace that with the special order white, we can do that. Johnson explained that he went out twice because he was so confused, and decided that it's a poor building design. He didn't understand how water would get in there with a steel roof and steel ceiling. Wimmer stated that we had a previous issue with water, but it actually ended up being condensation because it's such a large facility, and then making sure there's a proper requirement that they run the air flow system. It's a large enough building that it has its own atmosphere. Everett confirm that it does, and the dirt floor adds another element to that too. It's a fairly new building, so we're still learning how to operate it the best that we can. This was just so you all know that if in the future there are any issues, the steel is really expensive. Johnson said he doesn't think it's that important and it doesn't look that noticeable to him. He wouldn't spend $100 on a 3x3 sheet. Everett explained that she was kind of hoping she could talk about this when Zdon was there because he's in the construction field and he might know otherwise, but this is the information she's been given by the person who built the building. She has called Menards and confirmed it's a thing they don't sell. For right, we'll keep it as is and know that in the future regular white steel is maybe okay.

7. Parks Updates

Everett said that going all the way back to August, Celebrate Isanti was a great event. We had more run/walk finishers by almost double than we did last year. Wimmer stated that he wanted to state again that Everett did a phenomenal job with that. It was originally supposed to be the Two Cities, One Community event, and we got twice the participation when it was only one city. He stated Everett did a phenomenal job, it was a really crazy day having all that extra and everything was changed around, so it was really cool to see how it all came together. Everett stated that the car show did really well that day too. They are thinking about the future and how to expand that and fit more cars, and how they can continue to draw people in. We are looking forward to the future of car shows. Jonah and the Whales is always great. They like coming here, they're super easy to work with, and people like coming to their shows. All of our food vendors have been consistent over the last few years, and they want to keep coming back. We had a couple of new people this year, and as they're available they might come back. A lot of people in this region have consistent things they do every year, so getting new people that are able to come to all three street dances is hard. But it's an easy thing for them to set up and know that there will be customers right there. Wimmer added that with our consistent 80 and sunny weather, it was phenomenal. Everett stated that this year we had no problems in the forecasts this year, it was a complete flip around from the year before. Everett stated that we are starting to see the end of the life of our stage. In the next few years we'll have to look into options for that. Wimmer explained that it is a rebuilt stage that didn't have life in it to begin with. Everett stated that we repair it as needed and it's serving it's purpose. She stated that, just for fun, she went online and found one of those semi trailers that opens up into a stage and it's cover. She was quoted over $100,000 for that, so maybe that's not what our future is. There are options though, so we'll be looking at those and how to make this stage last another year.

Everett stated that the next item is the scavenger hunt. Staff had so much fun watching the kids bring the passports back in. The ladies up front always asked people if they had been to parks they hadn't been to

before, and everybody had. People would come in and share them with their friends, and they'd go out and do them. It did exactly what it was supposed to do. She did send out the survey for it. We got amazing answers from people. The only critiques were that people want more prizes. Wimmer added, or split up the grand prize; however at first when we were setting it up we didn't know if we'd have enough to make it a grand prize. We ended up with enough that people wondered if we couldn't split that out. He stated that every kid that turned one in did get a Frisbee or a water bottle. Everett confirmed that everyone did get a prize. There were a couple of people that said they didn't hear the announcements happening; and since she was there Everett isn't sure how that is possible if they were actually there on time. Everett stated that it's not a big deal because the first name we drew was a kid who was there, so it's not like we drew their names and they missed it. But, it is something that we can take into next year. We can make sure we make it a bigger deal so everyone is very aware that it's about to happen. Now that we know that people will do it too – WillowBridge was excited to get involved, and they don't necessarily have anything to do with parks – but there might be other businesses in town that want to get involved, and then maybe we can have more prizes in the future. Johnson said that he likes all of the spots and questions. Everett stated that this year, because we didn't know the construction plan for Palomino, VFW isn't on there, so there are things we can update next year too. Johnson asked if we can put it in the Isanti newspaper. Wimmer asked if he meant the Isantian, and he said yes. Johnson asked if it was in there; Wimmer stated that it wasn't. He explained that this was a germination of a request from a Council member to do a Christmas Bentlyville thing like they do in Duluth with a scavenger hunt, to what can we actually do, and this is what was born out of that. Again, this hits that great spot of getting people out to our parks who hadn't done it before and know what we have, and making it fun and enjoyable for them. And we did it with as little cost and effort as possible. So, with all of that, the timing didn't work for getting it into the issue of the Isantian. Everett stated that there will always be an extra cost when we insert something into the Isantian, and it costs more than you might expect. It is something we can think about including in the budget for this. Johnson said he thought it would get more people involved. Johnson said everyone did a great job, and as a new resident he'd like to do more that. Everett stated that with this one, we really can have an unlimited number of people participate with the same amount of effort from us. As many people as want to, can go online and print that off and it doesn't cost us anything. Wimmer stated that is really the genius behind this, as someone being conscious of where their tax money is going, we want to do as much as we can with as little dollars as we have to do it with. When you start adding things in, like going into the Isantian, you might be talking about hundreds of dollars more just for that operation. Johnson asked if we put an article in there. Everett said that we do. Johnson stated that article then could just state to go online and print it out. Everett stated that the biggest part of the budget for this program was advertising. There were some newspaper ads that went out, and she put a sign in each park telling people it was happening and where they could get a passport. Marketing, with most events, is the biggest cost.

Everett explained that the community garden is going well. There is a meeting next Wednesday with the gardeners. She said she has been bringing watermelon over to the senior diners and they are head over heels; they've gotten a lot of stuff this year. Wimmer stated that we have gotten a letter from Catholic Charities that runs Senior Dining in Isanti, they're very grateful as well. He said that the garden again has been phenomenal. Johnson asked where the garden is; Everett said it is at River Bluff Preserve and the address is 1111 Rum River Drive S. Wimmer stated that if Johnson hasn't been to that park, it's 38 acres and has a trail and fishing dock. Everett explained there are maps right at the parking lot, and the community garden gate is locked but if he wants to get in she can get him the code.

Everett said that movie nights are starting up. There are two volunteer groups and she's expecting a couple of the regular groups to still sign up as well. Wimmer asked her to explain how they work for Johnson. Everett stated that movie nights are free for the public to attend and there are affordable concessions. Youth groups can volunteer to run those concessions and then they get the profit from that night. We make sure we make back the cost to get the supplies, but the extras from the concessions go to the groups that volunteer. The groups basically just run that and clean up at the end, but kind of their

biggest job is to tell everyone they know to come so there are more people there buying concessions. Just like any other fundraiser you would do for a group, you want to get lots and lots of people there. Johnson clarified that it is in the Isanti Community Center. Everett stated that Heavenly Sunshine Preschool is our record holder, they've had more than 100 people come. Typically movie nights are closer to 30 or 40 people, but as these groups continue to come back they catch on that they need to tell people and they grow too. There was a question about whether or not movie nights are run outside or not. Everett explained that they're not right now because we run them over the cold season, but all of the equipment is outdoor theater equipment so maybe someday that could happen. Wimmer stated that if you look at Bluebird Park, that bowl in the open area was designed that way for an amphitheater to be put in there and have music nights, movie night, that type of thing. When we were ready to kind of launch with that, the Council decided they didn't want to go forward with it, and that's when we did Legacy Park. It would be very nice, but it's just where you put your money. Everett stated that we have the equipment to have movies outside, and it's something a lot of communities are doing outdoors right now. It's something to be considered. Wimmer stated that it's money and time and hours. Johnson said that he knows Maple Grove did it and it's huge in that city. They do it outside in the summer and move it indoors in the winter.

Everett said there's an exciting project happening at River Bluff Preserve. Staff worked with Isanti Soil and Water Conservation District and with the Anoka office, and those offices worked to get some grant funding. What they'll be doing is take cedar trees and cut them down, and basically use big cedar logs with the branches attached and they fasten them to the bank of the river. While those are there, they're slowing down the water so the erosion stops, and they also collect sediment so they build the bank back up. They'll also be planting willow stakes in there so that willow trees will grow in that sediment that's collecting, and once the cedar trees are gone, the willow trees will stabilize the bank into the future. The main area they'll be focusing on is an area about half way between the dock and Martin's Landing where there is a really steep spot where we have some bollards to keep people from falling into the river, and the bollards are about to fall out. They'll work on that first, and then as their time allows this year, they'll work on a section that's right at the bottom of the stairs. The river is undercutting a long section there, so they'll do what they can. It sounds like Soil and Water might have some money leftover so potentially we could reapply and get the rest of that done next year. Wimmer stated that the main area they're working on is an area where ATVs used to go, which they weren't supposed to do, but it was causing so much erosion big chunks were sluffing off into the river. When you go out there you'll see where all the bollards are, there used to be ground there 15 feet further over, but it was just constantly being eroded from all the ATV traffic. Everett added that since we put up the bollards we really haven't seen any ATV traffic back there. It looks like it's working really well, so as much as we can, we want to keep that place the way that it is. Additionally, she stated that we only have to pay 10% of the project. Soil and Water even approached us about the project so it wasn't that much work for us. Tiffany up there does great work finding grants.

The last item is the farmers market. Everett stated that the last market is this week. She will be meeting with the vendors after the market to get their ideas about what we can do for next year and their feedback about how it went this year. In just talking with them throughout the season, it's been overwhelmingly positive to move. We've had new vendors come and try it and stay. Our customers have been happy; we've had new people who didn't know we had a farmers market. Somehow, we do get some people who did know we have a farmers market and they show up very flustered because they can't find us. There is a sign posted at the old site telling people we have moved. One vendor shared with her that they go to the Elk River market on Thursdays and they've been doing as well here as there this year. Wimmer explained that the market used to be downtown because we were trying to help draw attention to the downtown. We did that for a number of years, and the businesses downtown just really did not embrace it or participate, or do anything with it. At a certain point, we had to decide that our vendors are great, but this is not an ideal spot for them from a traffic standpoint. If the downtown businesses aren't going to embrace it, let's put it someplace where we can maximize it as a resource for the whole community. Johnson said he'll have to check it out this week. Everett explained there's a pretty good variety of things from produce,

frozen meat, baked goods, a selling mushroom kits, and more. She stated that if you sign up for the newsletter it goes out every Thursday and lists what will be available that week; you can do that at the website.

8. Adjournment

Motion by Wimmer, second by Johnson to adjourn the September 26, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:56 p.m.

Dated at Isanti, Minnesota this 26th day of September, 2017.

Respectfully submitted,

Katie Everett
Community Events and Parks Coordinator

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
September 19, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:33 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: Steve Lundeen

Staff Present: Ryan Kernosky, Community Development Director

1D. Agenda Modifications.

None

Motion by Collison, second by Lorinser to approve the Meeting Minutes. Motion was unanimously approved.

2. Approval of Minutes from August 15th, 2017 Planning Commission Meeting

Motion by Bergley, second by Collison to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing

A. Request from the City of Isanti to Amend the Zoning Map (Ordinance No. 445) to Rezone PID 050313300 and PID 050313301 from R-1 Single Family Residential to RC Recreational Commercial

Mayor Wimmer opened the Public Hearing at 7:33 p.m.

Ron Bosch, 1314 4th Ave SW – Mr. Bosch stated that he has a flooding issue that is caused by the City of Isanti. He did not want any development in the neighborhood until the City addresses this issue. Mr. Bosch stated that the City has caused damage to neighbor properties.

Luke Merrill, 223 Broadway St SE – Mr. Merrill asked for clarification on the location of the subject parcel, the long-term goals of the property, and the possible other uses if the business doesn't succeed. Mr. Merrill also provided comment regarding other commercial districts and their impacts on residential property.

Mayor Wimmer closed the Public Hearing at 7:40 p.m.

Motion by Lorinser, second by Kennedy to recommend the rezoning. Motion passed unanimously.

B. Request from the City of Isanti to approve a Minor Subdivisioin Plat for the Isanti Hotel Addition

Mayor Wimmer opened the Public Hearing at 7:41 p.m.

Luke Merrill, 223 Broadway St SE – Mr. Merrill posed a question about the vacation of Penny Lane, and asked what was stopping a nearby business from vacating another street to expand their parking lot.

Denise Merrill, 223 Broadway St SE – Ms. Merrill asked who wanted the vacation of Penny Lane and the extension of Richard Street. Ms. Merrill stated that it was difficult to follow the plans and the processes of the City, and that notices are not always notified in the newspaper. Ms. Miller asked what was stopping a nearby business owner from purchasing the hotel property and using it as a parking lot, she also questioned what happens if the hotel project doesn't go through, what happens to the property and who pays for the new street.

Mayor Wimmer closed the Public Hearing at 7:52 p.m.

Motion by Collison, second by Lorinser to approve the Minor Subdivision Plat for the Isanti Hotel Addition. Motion passed unanimously.

4. Other Business.

A. None.

5. Other Communications.

A. None.

6. Adjournment

Motion by Burgley, second by to Lorinser to adjourn the September 19, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:54 p.m.

Dated at Isanti, Minnesota this 20th day of September, 2017

Respectfully submitted,

Ryan Kernosky
Community Development Director

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 17, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Final Minutes
1. October 3, 2017 - Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. Parks, Recreation, and Culture Board Meeting	Tuesday, October 24, 2017 at 6:00 p.m.
2. City Council Meeting	Tuesday, November 7, 2017 at 7:00 p.m.
3. Economic Development Authority	Tuesday, November 7, 2017 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings
1. Consider Resolution 2017-XXX Awarding Proposed Business Subsidy to Hotel Partners LLC (Sean Sullivan)
2. Consider Annexation of Land Pursuant to MN Statues §414.033 (Ryan Kernosky)
3. Consider Resolution 2017-XXX for Abatement of the Property Located at 310 1st Ave SW (Ryan Kernosky)

K. Business Items

<u>City Administrator Don Lorsung</u>
1. Consider Resolution 2017-XXX Authorizing Approval of Associated Benefits and Risk Consulting for Commercial Liability Insurance Services and for Staff to Prepare a Contract for Services
2. Consider Resolution 2017-XXX Accepting Quote for Ancillary Snow Removal for the 2017/18-2019/20 Snow Seasons
3. Consider Resolution 2017-XXX Approving Amended Snow Plowing Policy and Operational Guidelines

<u>Economic Development Director Sean Sullivan</u>
4. Consider Resolution 2017-XXX Authorizing Submittal of 2017 Comprehensive Economic Development Strategy to East Central Regional Development Commission

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $381,550.08 and Payroll in the amount of $98,525.26

2. Contractor Pay Request No. 13 Wastewater Treatment Improvements to Gridor Construction in the amount of $56,671.00
3. Contractor Pay Request No. 1 2017 Palomino Road Improvements to C & L Excavating in the amount of $236,931.24
4. Final Meeting Minutes for the September 5, 2017 Economic Development Authority Meeting
5. Resolution 2017-XXX Approving Gambling Permit for Knights of Columbus Council #10238
6. Resolution 2017-XXX Accepting the Resignation of Police Officer Rodrick Barrows
7. Resolution 2017-XXX Authorizing Improvements in the Fire Station
8. Resolution 2017-XXX Designating Polling Places in City of Isanti
9. Resolution 2017-XXX Approving Adoption of City of Isanti Social Media Policy
10. Resolution 2017-XXX Approving Assistance with Hanging Wreaths for Holiday Season

M. Other Communications

1. Draft Meeting Minutes for the October 3, 2017 Economic Development Authority Meeting
2. September Police Department Report
3. September Code Enforcement Report
4. September Building Inspector Report
5. October Engineering Report

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 3, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Steve Lundeen, and Ross Lorinser

Members Absent: None

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, City Attorney Clark Joslin, Economic Development Director Sean Sullivan, Police Chief Hill, and City Engineer Brad DeWolf

Others Present: John Bettendorf

D. Adopt Agenda

Motion by Lundeen, second by Bergley to approve the agenda. Motion carried.

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

1. September 19, 2017 - Regular Meeting of the City Council

Motion by Bergley, second by Lorinser to approve minutes as presented. Motion carried.

G. Citizens Input

None.

H. Announcements

1. **CITY OFFICES CLOSED** Monday, October 9, 2017
   (In Observance of Columbus Day)
2. City Council Meeting Tuesday, October 17, 2017 at 7:00 p.m.
3. Planning Commission Meeting Tuesday, October 17, 2017
   (Immediately following the City Council Meeting)
4. Parks, Recreation, and Culture Board Meeting Monday, October 24, 2017 at 6:00 p.m.

I. Council Committee Reports

Councilman Bergley attended the Fire District meeting as an alternate to Councilman Lundeen during his absence. Councilman Bergley shared the Fire District's profit and loss budget statement he received at the meeting. The lease agreement between the City of Isanti and the Fire District for use of the Fire Hall is expiring soon and it should be included in the City Council's upcoming Yearly Goals Session. Mayor Wimmer explained that there have been conversations with the Fire District concerning some improvements they would like to make. The relationship differs from

the usual lessor/lessee agreement as it is the Fire District's responsibility to make improvements. It is expected that there will be future discussions concerning both the improvements and the Fire District's charges to the City of Isanti. The lease renews automatically every two years and both parties have a 15-month notification period in order to terminate the agreement. Councilman Lundeen asked about fire ratings. Councilman Bergley replied that insurance for some property owner's may decrease due to the fire ratings received. Mayor Wimmer said the fire ratings within the City of Isanti have not changed due to excellent infrastructure, but Isanti Township's ratings have improved. Councilman Lundeen said he understood there may be discussion about further change, but nothing is official at this time.

Mayor Wimmer commented that Manufacturer's Week has been going well. Economic Development Director Sean Sullivan started off the week meeting with local Manufacturers. There have been several meetings already with good responses and good signs of growth.

Mayor Wimmer said winter parking restrictions will soon be in effect. The City of Isanti restricts street parking in the evenings, whether it snows or not, to prevent any issues with road clearing. The Police Department will be issuing warnings to violators for the first week or two in an effort to prevent any misunderstandings. After that, tickets will be issued per the city ordinance.

J. Public Hearings

None.

K. Business Items

City Administrator Don Lorsung

1. **Resolution 2017-247 Ordering Hearing on Proposed Assessment - 2017 Palomino Road Street & Utility Project**

Motion by Bergley, second by Collison to approve the request as presented. Motion carried.

2. **Resolution 2017-248 Approving the Minor Subdivision Plat of the Isanti Hotel Addition through Ordinance No. 536**

Motion by Collison, second by Lorinser to approve the request as presented. Motion carried.

3. **Ordinance No. 680 Amending Ordinance No. 445 Rezoning PIDs 050313300 (27868 Polk St NE) and 050313301**

Motion by Lorinser, second by Bergley to amend Ordinance No. 445 as presented. Motion carried.

4. **Resolution 2017-249 Approving an Amendment to the 2017 Budget to Reduce the Advertising Budget of Fund 609: Liquor Store** This is to remove some of the ineffective or obsolete advertising for the liquor store.

Motion by Lorinser, second by Lundeen to approve the request as presented. Motion carried.

City Engineer Brad DeWolf

5. **Resolution 2017-250 Requesting Advancement of Municipal State Aid Funds for Palomino Road Improvements** Mayor Wimmer explained the MSA Funds are the portion of the state gas tax that is set aside to assist with the maintenance cost of major road routes throughout Minnesota, including those which run through the City of Isanti.

Motion by Lorinser, second by Collison to approve the request as presented. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $132,016.20 and Payroll in the amount of $106,698.60

2. Consider Contractor Pay Request No. 1 1st Avenue Sidewalk and Curb Replacement to Innovative Concrete in the amount of $39,156.80
3. Final Meeting Minutes for the June 27, 2017 Parks, Recreation and Culture Board Meeting
4. Final Minutes for the August 15, 2017 Planning Commission Meeting
5. **Resolution 2017-251 Approving the Purchase of Equipped Police Patrol Bicycle**
6. **Resolution 2017-252 Approving a Tour for the Minnesota Air National Guard to the Wastewater Facility**
7. **Resolution 2017-253 Approving a Gambling Permit for the St. Elizabeth Ann Seton Church/Seton Guild**
8. **Resolution 2017-254 Approving Requests for Quotes for Nuisance and Weed Abatement Mowing for 2018**
9. **Resolution 2017-255 Rescinding Permission for the Continued Use of a Free-Standing Sign Located on PID 16.029.0101**

Motion by Bergley, second by Collison to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Minutes for the September 26, 2017 Parks, Recreation and Culture Board Meeting
2. Draft Minutes for the September 19, 2017 Planning Commission Meeting

Adjournment

Motion to adjourn by Bergley, second by Collison. Motion carried. The meeting was adjourned at 7:08 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: October 17, 2017

Subject: **PUBLIC HEARING: Consider Awarding Proposed Business Subsidy to Isanti Hotel Partners LLC**

Background:

The City of Isanti has identified a hotel as a priority economic development project for the City of Isanti. The proposed project consists of construction of a 60 unit hotel with an estimated tax assessed valuation of $2,827,100. This project is anticipated to generate $137,000 in annual property taxes and to create 4 Full time and 8 part time jobs in the City of Isanti. This project will provide positive economic impact on the business community and residents and it builds synergy with venues such as Isanti Indoor Arena – Home of Rum River BMX, the Isanti Soccer Complex, David Johnson Civic Arena, and other regional athletic and community events. It has been included within the Comprehensive Economic Development Strategy (CEDS) that is provided to the East Central Regional Development Commission (ECRDC) and documented as Resolution 2016-282. In order to finalize financing structure and to quantify sources and uses it is required to define the City of Isanti and EDA assistance to the project. Without assistance from the City of Isanti, and other local taxing jurisdictions this project would not happen. The City Council of the City of Isanti will hold a public hearing on October 17, 2017 to consider a business subsidy pursuant to Minnesota Statutes Sections 116J.993 to 116J.995 to be made by the City of Isanti, Minnesota to Isanti Hotel Partners, LLC.

The Public Hearing on October 17, 2017 is to have City of Isanti, Minnesota consider provision of the following business subsidy to Isanti Hotel Partners, LLC:

1. Land owned by City of Isanti identified as Tax Identification Number 16.029.0101 to be platted as Lot 1, Block 1, Isanti Hotel Addition and valued at $98,000 to be sold to Developer for $1.00.
2. $850,000 cash from City of Isanti to Isanti Hotel Partners LLC as a grant.
3. $182,549 in tax abatement from the City of Isanti.
4. Waiver of $85,000 of sewer and water access charges from City of Isanti.

The Public Hearing for the business subsidy hearing has been properly noticed in the Isanti County News.

City of Isanti Business Subsidy Criteria and Project Qualification

The City of Isanti has adopted business subsidy criteria to be used to assure that public purpose and city economic development, and comprehensive plan goals are being met. Below is an excerpt from the adopted criteria with explanation on how each of the criteria is met.

1 PUBLIC PURPOSE REQUIREMENT

1.1 All business subsidies must meet a public purpose. ***See below***

1.2 The creation or retention of jobs may be, but is not required to be, a public purpose for granting a subsidy. The determination that jobs are not a public purpose for the subsidy and that the related wage and job goals are zero shall be made following a public hearing. ***Isanti Hotel Partners LLC has agreed to create 4 Full time positions and 8 part time positions as a result of this project as identified in the Isanti Project Summary dated 9.21.17.***

1.3 Job retention may only be used as a public purpose in cases where job loss is specific and demonstrable. The City shall document the information used to determine the nature of the job loss. ***N/A***

1.4 The creation of tax base shall not be the sole public purpose of a subsidy. ***The new jobs to be created are outlined above as well as the positive impact and diversity to the local economy. A market study conducted by IDM in 2016 documented the demand for 75 rooms in the Isanti Trade area. The private sector approached the city of Isanti requesting assistance to make the project feasible. In addition, the configuration of the property requires the vacation of a street that bisects the property to allow for development and without involvement from the City of Isanti it would not be economically feasible for the project to move forward as identified on the Site reconfiguration exhibit. Although the increase in tax base and the related increase in property taxes generated cannot be the only reason it is important to understand how much this project does increase tax base within the city and county and school district jurisdictions.***

Based on information provided by the Isanti Hotel Partners LLC and the Isanti County Assessor the City of Isanti anticipates the following as a result of the project:

- ***$2,827,100 in assessed value at project completion (increase of $2,711,100 in market value)***
- ***$137,000 in taxes annually (increase annually of $132,702 in property taxes)***

1.5 The wage floor for wages to be paid for the jobs created shall be six dollars ($6) for commercial businesses and eight dollars fifty cents ($8.50) for Industrial businesses. The City will seek to create jobs with higher wages as appropriate for the overall public purpose of the subsidy. ***The proposed project meet that job wage floor requirement of the city approved business subsidy criteria.***

2 BUSINESS SUBSIDY APPROVAL CRITERIA

2.1 All new projects approved by the Grantor should meet the following minimum approval criteria. However, it should not be presumed that a project meeting these criteria will automatically be approved. Meeting these criteria creates no contractual rights on the part of any potential developer.

2.2 To be eligible to receive a business subsidy, the recipient must meet the following minimum requirements:

a. The subsidy must achieve a public purpose. ***This project satisfies the public purpose criteria.***
b. The project must comply with local plans and ordinances. ***The project is in compliance. The property is zoned commercial and a hotel is a permitted use within the zoning district as identified on zoning map dated 3/21/2017 and Section 7 of Zoning.***
c. The recipient shall provide information demonstrating that granting the subsidy is necessary for the proposed development to occur. ***Isanti Hotel Partners LLC has provided documentation in the projected cash flow showing that without the proposed business subsidy the project is not economically feasible.***
d. The recipient must enter into an agreement pursuant to these criteria and the Statutes. ***Isanti Hotel Partners, LLC will enter into a business subsidy agreement at the time the Development Agreement is complete. A draft Development Agreement will be available for review at the time of the Business Subsidy Hearing on October 17, 2017.***

2.3 The business subsidy shall be provided within applicable state legislative restrictions, debt limit guidelines, and other appropriate financial requirements and policies. ***The business subsidy is compliant based on review of the City Attorney and/or Bond Counsel and the documents cited within this memo.***

2.4 The project must be in accord with the Comprehensive Plan and Zoning Ordinances, or required changes to the plan and Ordinances must be under active consideration by the City at the time of approval. ***The project is in compliance. The property is zoned commercial (B-2) and a hotel is a permitted use within the zoning district. The City Site Plan process will require it to meet the requirements of the Comprehensive Plan and Zoning Ordinances.***

2.5 Business subsidies will not be provided to projects that have the financial feasibility to proceed without the benefit of the subsidy. In effect, business subsidies will not be provided solely to broaden a developer's profit margins on a project. Prior to consideration of a business subsidy request, the Grantor may undertake an independent underwriting of the project to help ensure that the request for assistance is valid. ***Based on information provided by private financial institution and Isanti Hotel Partners LLC and review by City Staff and consultants it has been determined that the project is not economically feasible unless the City provides a business subsidy.***

2.6 Prior to approval of a business subsidy, the developer shall provide any required market and financial feasibility studies, appraisals, soil boring, information provided to private lenders for the project, and other information or data that the Grantor or its financial consultants may require in order to proceed with an independent underwriting. ***Criteria will be meet within the Development Agreement that will be executed between the City of Isanti and Isanti Hotel Partners LLC.***

2.7 Any developer requesting a business subsidy should be able to demonstrate past successful general development capability as well as specific capability in the type and size of development proposed. ***The Developer has a record of successful hotel projects and has demonstrated the capacity to complete the project.***

2.8 The developer must retain ownership of the project at least long enough to complete it, to stabilize its occupancy, to establish the project management, and to initiate repayment of the business subsidy, if applicable. ***The Developer is Isanti Hotel Partners LLC and will be required to operate for 5 years which will be incorporated in to the Development Agreement***

2.9 A recipient of a business subsidy must enter into a subsidy agreement with the Grantor as described in Section 4. ***The business subsidy agreement will be a part of the Development Agreement to be executed between the City of Isanti and Isanti Hotel Partners LLC***

2.10 A recipient of a business subsidy must make a commitment to continue operations within the City for at least five years after the benefit date. ***This requirement will be included in the Development Agreement to be executed between Isanti Hotel Partners LLC and the City of Isanti***

2.11 Any business subsidy will be at the lowest possible level and for the least amount of time necessary, after the recipient maximizes the use of private debt and equity financing first. ***The proposed business subsidy is being provided at the lowest possible level for the least amount of time to make the project economically feasible. The private debt/equity structure proposed is consistent with maximizing the use of private debt/equity.***

Requested Action:

Consider Adoption of Resolution 2017-___ Awarding Business Subsidy and Authorization to Execute Development Agreement to Isanti Hotel Partners LLC

The proposed business subsidy is contingent on the execution of the Development Agreement between the City of Isanti and Isanti Hotel Partners LLC that incorporates the specifics outlined above. In addition, the City of Isanti will only enter into the Development Agreement and related documents upon satisfactory review by the City Attorney.

Attachment:

1) Resolution 2017-___ Awarding Business Subsidy and Authorization to Execute Development Agreement to Isanti Hotel Partners LLC

CONTRACT

FOR

PRIVATE DEVELOPMENT

By and Between

THE CITY OF ISANTI

And

ISANTI HOTEL PARTNERS, LLC

DRAFT

THIS DOCUMENT WAS DRAFTED BY:

Clark A. Joslin
Joslin & Moore Law Offices, P.A.
City Attorney for the City of Isanti
221 2nd Ave. NW
Cambridge, MN 55008
(763) 689-4101 • Fax: (763) 689-9794

CONTRACT FOR
PRIVATE DEVELOPMENT

THIS AGREEMENT, made on or as of the ___ day of _____, 20__, by, between and among the **CITY OF ISANTI,** a Minnesota municipal corporation ("City") having its principal office at 110 First Avenue NW, Isanti, MN 55040 and **Isanti Hotel Partners, LLC,** a Minnesota limited liability company , having is principal office at 921 1st Street North, Suite 202, St. Cloud, MN 56303 referred to herein as "Developer").

WITNESSETH:

WHEREAS, as of the date of this Agreement there has been a proposal that the City approve a sale to Developer of approximately 1.61 acres of real property legally described on the attached Exhibit "A" (the "Property"), for less than its fair market value for development of a 60 unit hotel that would include a building, and a parking lot to be constructed by the Developer (the "Minimum Improvements") which Property would be used for operation of a hotel business; and

WHEREAS, Developer proposes to acquire the Property from the City and construct the Minimum Improvements and Developer proposes to construct a 60 unit hotel as franchised from Best Western Plus on the Property ("the Project") and will continue to operate its business in the hotel facility for a minimum of 5 years following substantial completion of the Project; and

WHEREAS, Developer has determined that construction of the Minimum Improvements would not occur on the Property due to the extraordinary site development and acquisitions costs associated with building on the Property but for tax abatement assistance from the City and School District and additional business subsidies from the City; and

WHEREAS, in order to assist Developer with the Project, the City has determined to provide assistance to the Project through an economic development business subsidy to the Developer in the manner desicribed in Article VIII in this Agreement; and

WHEREAS, the City finds that the development and construction of the Project and fulfillment of this Agreement are vital and are in the best interests of the City and will result in preservation and enhancement of the tax base, provide employment opportunities, provide accomodations to visitors to the City and are in accordance with the public purpose and provisions of the applicable state and local laws and requirements under which the Project has been undertaken and is being assisted; and

WHEREAS, pursuant to the Tax Abatement Act, the City may grant an abatement of the taxes imposed by such governmental unit on parcels of property, subject to certain conditions set forth in such act; and

WHEREAS, the City Tax Abatement as defined herein for the Project, reduction in the purchase price and cash contribution proposed under the terms of this Agreement provided by the City constitute a business subsidy (the "Business Subsidy"), pursuant to Minnesota Statutes, Sections 116J.993-.995 (the "Business Subsidy Act"); and

WHEREAS, the City held a public hearing on the City Tax Abatement and the granting of the Business Subsidy as required by law; and

WHEREAS, the City desires to pay the City Tax Abatement to the Developer to encourage development of the Project; and

WHEREAS, the Project is not located within a tax increment financing district; and

WHEREAS, the City has adopted a set of criteria for awarding business subsidies that comply with Minnesota Statutes §116J.994; and

WHEREAS, the Developer agrees to satisfy the provisions of the business subsidy reporting requirements under the Business Subsidy statute at Minn. Stat. Section 116J.993-.995 and as identified in the Business Subsidy Requirements of this Agreement; and

WHEREAS, the School District has agreed to provide a tax abatement to the Developer in the amount not to exceed $83,161; and

WHEREAS, the City has determined that the conveyance of Property serves a public purpose and that the transaction furthers its general plan of economic development; and

WHEREAS, the City finds that the Project and fulfillment generally of this Agreement is in the best interest of the City and the health, safety, morals and welfare of the residents of the City of Isanti and in accord with the public purposes and provisions of the applicable state and local laws and requirements;

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I.
DEFINITIONS

In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Contract for Private Development by and between the City and Devloper, as the same may be from time to time modified, amended or supplemented.

"Articles and Sections" mentioned by number only are the respective Articles and Sections of this Agreement so numbered.

"Benefit Date" means the completion of the construction of the Project.

"Business Day" means any day except a Saturday, Sunday or a legal holiday or a day on which banking institutions in the City are authorized by law or executive order to close.

"**Business Subsidy Agreement**" means an agreement to be entered into between the City and Developer under the terms of Article VIII of this Agreement.

"**City**" means the City of Isanti, Minnesota.

"**City Tax Abatement**" means the City's Tax Abatement in the amount not to exceed $182,589 as described in Article V hereof and as authorized by the City Tax Abatement Resolution 2017-224, pursuant to the Tax Abatement Act.

"**City Tax Abatement Resolution**" means City of Isanti Resolution 2017-224 adopted September 5, 2017 and the City of Isanti City Council meeting.

"**Deed**" means the limited warranty deed described in Section 3.1 to be executed by the City conveying the Property to the Developer.

"**Developer**" means Isanti Hotel Partners, LLC, a Minnesota limited liability company .

"**Event of Default**" means an action by the Developer listed in Article IX of this Agreement.

"**Minimum Improvements**" means construction of a 60 unit hotel facility including an indoor pool, necessary parking, parking lot lighting, hooking up to City water and sewer, and all other construction activities related to the construction and operation of the hotel on the Property, in accordance with all applicable local, state and federal regulations;

"**Parties**" means the Developer and the City.

"**Party**" means one of the following: Developer or the City.

"**Project**" means the Property, completion of the Minimum Improvements on the Property, in accordance with the plans and specifications for the Project to be mutually approved by the City and the Developer in accordance with all applicable local, state and federal regulations.

"**Property**" means approximately 1.61 acres of real located in the City of Isanti, Isanti County, Minnesota, legally described as set forth in Exhibit A.

"**Purchase Price**" means the sum of One and no/100 Dollars ($1.00) which the Developer shall pay the City for the purchase of the Property.

"**School District**" means Cambridge-Isanti School District 911

"**School District Tax Abatement**" means the School District Tax Abatement in the amount of $83,161 pursuant to a tax abatement agreement between Developer and the School District.

"**State**" means the State of Minnesota.

"Substantial Completion" means the stage in the progress of construction of Minimum Improvements where the work is sufficiently complete in accordance with the plans approved under this Agreement that a certificate of occupancy or temporary certificate of occupancy is issued.

"Tax Abatement Act" means Minnesota Statutes, Sections 469.1812 through 469.1815, as amended or supplemented from time to time.

"Unavoidable Delays" means delays outside the control of the Party claiming its occurrence which are the direct result of strikes, other labor troubles, unusually severe or prolonged bad weather, Acts of God, fire or other casualty to the Minimum Improvements, litigation commenced by third parties which, by injunction or other similar judicial action, directly results in delays, or acts of any federal, state or local governmental unit (other than the City) which directly result in delays. Unavoidable delays shall not include delays in the Developer's obtaining permits or governmental approvals necessary directly to enable construction of the Minimum Improvements.

ARTICLE II.
REPRESENTATIONS AND WARRANTIES

Section 2.1. Representations and Warranties by the City. The City represents and warrants that:

(a) The City is a municipal corporation duly organized and existing under the laws of the State of Minnesota. Under the laws of the State, the City has the power to enter into this Agreement and carry out its obligations hereunder.

(b) The City makes no representation or warranty, either express or implied, as to the Property or its condition or soil conditions thereon, or that the Property is suitable for the Developer's needs except as specifically set forth in this Agreement.

(c) Subject to satisfaction of the terms and conditions of this Agreement, the City will convey the Property to the Developer for development in accordance with the terms of this Agreement.

(d) To the best knowledge of the City, no person or party other than the City has or will have at Closing, as hereinafter defined, any right of possession of the Property;

(e) To the best knowledge of the City, no entity or person has at any time:

i) "released" or actively or passively consented to the "release" or "threatened release" of any Hazardous Substance (as defined below) from any "facility" or "vessel" located on or used in connection with the Property; or

ii) taken any action in "response" to a "release" in connection with the Property; or

iii) otherwise engaged in any activity or omitted to take any action which could subject Developer or the City to claims for intentional or negligent torts, strict or absolute liability, either pursuant to statute or common law, in connection with Hazardous Substances (as defined below) located in or on the Property, including the generating, transporting, treating, storage or manufacture of any Hazardous Substance (as defined below). The terms set within quotation marks above shall have the meaning given to them in the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, 42 U.S.C. Sec. 9601 et seq., as amended ("CERCLA") and any state environmental laws. "Hazardous Substances" means hazardous waste, toxic substances, urea formaldehyde, polychlorinated biphenyls, asbestos, petroleum, natural gas, synthetic gas usable for fuel or mixtures thereof, any materials related to any of the foregoing, and substances defined as "hazardous substances", "toxic substances", "hazardous waste", "pollutant", or "contaminant" in CERCLA, Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. Sec. 6901 et seq., the Hazardous Materials Transportation Act, 49 U.S.C. Sec. 5101 et seq., the Clean Water Act of 1977, 33 U.S.C. Sec. 1251 et seq., any state laws regarding environmental matters, or any regulations promulgated pursuant to any of the foregoing statutes.

(f) The City has no actual knowledge of an "individual sewage treatment system" (as defined in Minnesota Statutes Section 115.55, subd. 1(g)) located on the Property;

(g) The City has no actual knowledge that a "well" (as defined in Minnesota Statutes Section 103I.005, subd. 21 is located on the Property.

(h) There has been no labor or materials of any kind furnished to or for the benefit of the Property for which payment in full has not been made.

(i) The City has received no notice of and has no knowledge of any pending or proposed special assessments affecting the Property or any proposed or pending public improvements which may give rise to any special or area assessments affecting the Property.

(j) City has received no notice of and has no knowledge of any pending or threatened condemnation or transfer in lieu thereof affecting any portion of the Property.

(k) The City has received no notice of and has no knowledge of any action, litigation, investigation or proceeding of any kind pending or threatened against the City or the Property, and the City knows of no facts which could give rise to any such action, litigation, investigation or proceeding.

(l) There are no leases, oral or written, affecting the Property nor any other right, title or interest in or to the Property granted to any third party and City covenants to deliver possession of the Property at Closing free of all tenancies, occupancies or other right, title and interest.

All representations and warranties shall survive Closing and the delivery of the Deed. The City shall execute and deliver to Developer at Closing a "Bring Down Certificate" certifying that all of the City's representations and warranties are true, correct and complete as of the Closing date.

Section 2.2. Representations and Warranties by Developer. Developer represents and warrants that:

(a) Developer is a limited liability company duly organized and operating under the laws of the State of Minnesota, has the power to enter into this Agreement, and has duly authorized the execution, delivery, and performance of this Agreement by proper action of its Members and Governors.

(b) Developer shall acquire the Property in accordance with the terms of this Agreement and construct the Minimum Improvements, and will cause the Project to be operated and maintained in accordance with the terms of this Agreement, and all local, state and federal laws and regulations (including, but not limited to, environmental, zoning, building code and public health laws and regulations).

(c) The acquisition of the Property and construction of the Project would not be undertaken by the Developer, and in the opinion of the Developer would not be economically feasible within the reasonably foreseeable future, without the assistance and benefit to the Developer provided for in this Agreement.

(d) The Minimum Improvements shall be constructed by the Developer, at its sole expense, in such manner, and at such expense as are necessary to make the Property usable by the Developer, including all such improvements as are necessary to make the hotel comply with all applicable federal, state and local rules, regulations, ordinances and laws. The Minimum Improvements shall include an indoor swimming pool to be constructed as part of the Project in accordance with the plans and specifications for the Project.

(e) The indoor swimming pool included as part of the Minimum Improvements shall be made available by the Developer and Developer's successors and assigns for use by the general public, subject to such reasonable rules as the Developer may establish from time to time, within the following parameters:

1) The pool shall be open to public use as much as reasonably possible.
2) The Developer, its successor or assigns may implement a reasonable charge per person / family for the use of the pool by the public.

The days of the week and hours for public use of the pool shall be communicated to the City and posted conspicuously at the pool to enhance public awareness of the availability of the pool for public use. The Developer may modify the days and times of availability of the pool for public use from time to time as maybe reasonably necessary, but will in good faith make every reasonable effort to make the pool available for public use as much as is reasonably possible.

(f) Developer shall use its best efforts to construct the Minimum Improvements in accordance with all local, state or federal energy-conservation laws or regulations.

(g) Developer shall obtain, in a timely manner, all required permits, licenses and approvals and to meet, in a timely manner, all requirements of all applicable local, state and federal laws and regulations which must be obtained or met before the Minimum Improvements may be lawfully constructed. The City will cooperate to expedite the processing of any application filed with the City by Developer. The City does not hereby warrant or represent that it will approve an application filed by Developer, except as expressly provided in this Agreement.

(h) Developer shall cooperate with the City, and the City shall cooperate with the Developer with respect to any litigation commenced with respect to this Agreement, the Property or the Minimum Improvements.

(i) Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated hereby, nor the fulfillment of or compliance with the terms and conditions of this Agreement is prevented, limited by or conflicts with, or results in a breach of, the terms, conditions or provisions of any entity restriction or any evidences of indebtedness, agreement or instrument of whatever nature to which the Developer is now a party or by which it is bound or constitutes a default under any of the foregoing.

(j) Whenever any Event of Default occurs and if the City shall employ attorneys and engineers or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

(k) At Closing, Developer shall have entered into a binding commitment to enter into a franchise agreement with Best Western Plus for operation of the hotel business on the Property.

All representations and warranties shall survive Closing and the delivery of the Deed. The Developer shall execute and deliver to City at Closing any documents necessary to implement the representations and warranties included herein.

ARTICLE III.
CONVEYANCE OF PROPERTY

Section 3.1. Status of Property. Subject to the satisfaction of the terms and conditions of this Agreement, the City agrees to convey the Property to Developer and Developer agrees to accept the Property from the City in "As-Is" condition. The City agrees to convey the Property to Developer by limited warranty deed. The Deed to Developer will be subject to the right of reverter required under Section 9.3 of this Agreement. Closing of the transaction contemplated under this Agreement (the "Closing") shall occur on or before December 1, 2017 (the "Closing Date") at such place as mutually agreed upon by City and Developer.

Section 3.2. Conditions Precedent to Conveyance of Property.

(a) The City's obligation to convey the Property shall be subject to the satisfaction of, or waiver in writing by the City of, all of the following conditions precedent:

(i) At Closing, there is no Event of Default;

(ii) Prior to Closing, the Developer shall have submitted to the City and the City shall have approved Construction Plans for the Minimum Improvements pursuant to Article IV of this Agreement.

(iii) Developer shall have received the necessary financing for acquisition of the Property and construction of the Minimum Improvements and the Closing shall occur no earlier than the closing of the construction financing;

(iv) The School District approving the School District Tax Abatement with the Developer;

(v) Developer shall have obtained bids relating to the Cost of the Minimum Improvements.

(b) Developer shall be obligated to accept title to the Property subject to satisfaction, or waiver in writing by the Developer, of the following conditions precedent:

(i) At Closing, the City not being in default under the terms of this Agreement; and;

(ii) At Closing, the City shall have delivered to Developer, in a form reasonably acceptable to Developer, the Deed, subject to:

1. building and zoning laws, ordinances, state and federal regulations;

2. easements, covenants and restrictions of record that do not affect Developer's contemplated use;

3. reservation of minerals or mineral rights to the State of Minnesota;

4. The lien of real estate taxes and special assessments not yet due and payable;

5. This Agreement;

6. any other exceptions expressly permitted by Developer;

(hereinafter, collectively the "Permitted Encumbrances").

(iii) Developer shall have obtained financing for the purchase of the Property and the construction of the Minimum Improvements all on terms and conditions satisfactory to Developer in its sole discretion.

(iv) Developer shall have determined that it is satisfied, in its sole discretion, with the results and matters disclosed by a Phase I Environmental Audit and Phase II soil tests, and its review of utilities, protective covenants, including the documents proposed under the terms of this Agreement for the Property, wetlands study, storm water retention/filtration, zoning, site conditions (tree mitigation, grading, clearing), site planning, review of any association documents, design guidelines, other private governing authority documents, feasibility study of the Property and other due diligence related materials. Developer shall be responsible for any and all costs incurred in connection with the Developer's inspections and due diligence review.

If the contingencies have not been satisfied or waived by the parties on or before December 1, 2017, then either party may elect to terminate this Agreement by written notice delivered to the other party. If this Agreement is terminated as permitted under the terms of this Section, then upon request by City, City and Developer agree to sign a cancellation of this Agreement.

Section 3.3. Purchase Price. The purchase price for the Property shall be One and No/100 ($1.00) Dollar and shall be payable by Developer to the City in cash at Closing.

Section 3.4. Title. Within twenty (20) business days after the date of this Agreement, the City shall, at its sole cost and expense, obtain a current commitment for the issuance of a ALTA Form B owner's policy of title insurance (the "Commitment") in the amount of not less than $98,000.00 to insure that Developer will have good and marketable title to the Property free and clear of all liens, restrictions, covenants and encumbrances except those liens, restrictions, covenants and encumbrances currently of record and otherwise identified in Section 3.2 (b)(ii) (the "Permitted Encumbrances"). The Commitment shall include copies of all documents referenced on Schedule B of said Commiment; a deferred, pending and levied special assessment search; and zoning, access, contiguity, and other standard endorsements, as Developer requests. A mortgage, monetary lien or any other lien or encumbrance against the Property shall be deemed to be a title objection. In the event any exceptions are listed in the Commitment (except for Permitted Encumbrances), if the City does not immediately remove the exceptions, the

Developer shall have the right to waive such exceptions, in which event the Deed to be delivered at Closing shall except such objections, or terminate this Agreement as the Developer's sole and exclusive remedy and in such event neither the City nor the Developer shall have any obligations or liability to the other hereunder. If this Agreement is terminated as permitted under the terms of this Section 3.4, then upon request by City, City and Developer agree to sign a cancellation of this Agreement.

Section 3.5. Physical Inspection. Developer and its agents will have the right, from time to time prior to the Closing, to enter upon the Property to examine the same and the condition thereof and to conduct such surveys and to make such engineering and other inspections, tests and studies as Developer determines to be reasonably necessary, all at Developer's sole cost and expense. Developer will conduct such examinations or surveys during normal business hours to the extent practicable. Developer will conduct all examinations and surveys of the Property in a manner that will not harm or damage the Property so that it cannot be restored to its prior condition or cause any claim adverse to the City and will restore the Property to its condition prior to any such examinations or surveys immediately after conducting the same. Developer will indemnify, defend, and hold the City harmless from and against any claims for injury or death to persons, damage to property or other losses, damages or claims, including, in each instance, reasonable attorneys' fees and litigation costs, arising out of any action of any person or firm entering the Property on Developer's behalf as aforesaid, which indemnity will survive the Closing and any termination of this Agreement without the Closing having occurred. Notwithstanding the foregoing, Developer will not be liable merely for the discovery of a pre-existing condition at the Property.

3.6. Real Estate Taxes and Special Assessments. The Parties shall pay the real estate taxes (which term, as used in this Agreement, must include service charges assessed against real property on an annual basis pursuant to Minnesota Statutes 429.101) and special assessments as follows:

(a) On or before the Date of Closing, the City shall pay the real estate taxes, installments of special assessments and any penalties and interest thereon that are due and payable with respect to the Property, in 2017 prior to the Date of Closing;

(b) The City and Developer shall pro rate the real estate taxes and installments of special assessments payable in the year of Closing on a per diem basis using the calendar year, to the Date of Closing. Any such pro-ration is final and no subsequent adjustments; refunds or additional payments shall be made.

(c) Developer shall be responsible for all amounts of real estate taxes and special assessments which are due and payable from and after the Date of Closing.

Section 3.7. Charges to be Paid by Developer. Developer shall be responsible for all appropriate fees in connection with issuance of a building permit with an exception of the waiver of $85,000 in SAC and WAC charges identified in Article VIII. Developer shall not be responsible for fees associated with the platting of the Property. Developer shall be responsible for City engineering fees for review and inspection of constructions plans and improvements not covered

by the building permit fees for private improvements directly related to the Property such as, but not limited to, in-house and/or consulting engineering fees for public utility connections, parking improvements located on the Property and landscaping located in or associated with work in the City right of way, alley, curb, and sidewalk areas. Developer shall be responsible for any costs for repair or maintenance to City property caused by Developer's construction of the Minimum Improvements.

Section 3.8. Closing.

(a) On the Closing Date, provided all conditions precedent for the City and Developer to close have either been met or waived, the City shall convey the Property to Developer through the execution and delivery of the Deed and all other documents reasonably required by City, Developer and the Title Company to complete the closing under the terms of this Agreement. This closing shall be at a location designated by the City.

(b) Within ten (10) days after the satisfaction and/or waiver of all of the conditions contained in Section 3.2 of this Agreement, and in any event no later than December 1, 2017, unless otherwise extended by agreement of the Parties, ("Closing Date" or "Closing"), provided all conditions precedent for the City and Developer to close have either been met or waived, and the Developer pays the City the Purchase Price, the City shall convey the Property to the Developer through the execution and delivery of the Deed and all other documents reasonably required by Developer and the Title Company. This closing shall be at a location mutually agreed upon by the parties. At the election of either Party, this Agreement may be declared void and of no further effect if a Closing does not occur on or before December 6, 2017.

(c) Developer shall take possession of the Property upon execution and delivery of the Deed by the City at closing.

(d) The Deed shall be in recordable form and shall be promptly recorded along with this Agreement.

(e) At Closing, the Developer shall pay:

(i) all title insurance company fees for title insurance premiums, if any;
(ii) recording fees for the Deed and mortgages required under this Agreement;
(iii) one half of closing costs;
(iv) all taxes payable in accordance with Section 3.6 of this Agreement;
(v) conservation fee attributable to the Deed; and
(vi) Developer's attorney fees, Developer and City engineering fees, and City attorney fees as provided under the Agreement;
(vii) the Purchase Price pursuant to the provisions of section 3.3;

(f) At Closing, the City shall pay:

(i) state deed tax;
(ii) recording fees for corrective instruments required to remove encumbrances

and place marketable title in Developer's name and easements required under this Agreement;

(iii) all taxes and assessments payable in accordance with Section 3.6 of this Agreement; and

(iv) the cost of obtaining a current updated title insurance policy commitment.

(g) All costs incidental to the Closing not otherwise specifically allocated under this Agreement shall be allocated in accordance with the custom and practice for similar transactions in Minnesota.

Section 3.9. Commissions. The City warrants and represents to Purchaser that no real estate broker was involved in this transaction on the City's behalf. The City shall indemnify Developer against any claim of any broker claiming by, through or under the City. Developer shall indemnify the City against any claim of any broker claiming by, through or under Developer. This warranty and representation shall survive Closing.

Section 3.10 Developer's Covenants. Developer's covenants set forth under Section 2.2 are an integral part of the consideration of the City's sale of the Property to Developer. Without Developer's covenants set forth under Section 2.2, the City would not sell the Property to Developer and agree to the business subsidy and other obligations under the terms of this Agreement.

ARTICLE IV.
CONSTRUCTION OF MINIMUM IMPROVEMENTS

Section 4.1. Construction of Minimum Improvements. The Developer agrees that it will construct the Minimum Improvements on the Property in accordance with construction plans approved by the City, (the "Construction Plans") and will operate and maintain, preserve and keep the Minimum Improvements or cause the Minimum Improvements to be maintained, preserved and kept with the appurtenances and every part and parcel thereof in good repair and condition.

Section. 4.2. Construction Plans.

(a) Within [redacted] days of the date of this Agreement, the Developer shall submit to the City a site plan for the Property ("Site Plan"), the Construction Plans for the Minimum Improvements. The Construction Plans shall provide for the construction of the Minimum Improvements and shall be in conformity with this Agreement, the Site Plan, and all applicable state and local laws and regulations. The City shall approve the Construction Plans in writing if, in the reasonable discretion of the City: (i) the Construction Plans conform to the terms and conditions of this Agreement; (ii) the Construction Plans conform to all applicable federal, state and local law, ordinances, rules and regulations; (iii) the Construction Plans are adequate to provide for the construction of the subject Minimum Improvements; (iv) the Construction Plans do not provide for expenditures in excess of the funds which will be available to the Developer for the construction of the Minimum Improvements; and (v) no Event of Default has occurred and is continuing. No approval by the City under this Section 4.2 shall relieve the Developer of the obligation to comply with the terms of this Agreement, applicable

federal, state and local laws, ordinances, rules and regulations, or to construct the Minimum Improvements. No approval by the City shall constitute a waiver of an Event of Default. The City shall review the Construction Plans as soon as reasonably possible of submission of a complete set of Construction Plans and either approve the same or provide Developer with a list of specific required changes to be made to the Construction Plans. Upon making the specific changes to the Construction Plans as required by the City, the Developer shall submit the Construction Plans with the required changes to the City for its approval and if Developer made the required changes, the Construction Plans shall be approved.

(b) If the Developer desires to make any material change in any Construction Plans after their approval by the City, the Developer shall submit the proposed change to the City for approval by the City Engineer and City Building Official. For purposes of this Section, a material change means any change in the building that involves the building code, any change in the location of the building on the site plan, any change of location of any sidewalk, parking space, drive lane, driveway, water or sewer service alignment, and any change in finished drainage patterns. If the Construction Plans, as modified by the proposed change, conform to the requirements of this Section 4.2 of this Agreement with respect to such previously approved Construction Plans, the City shall approve the proposed change and notify the Developer in writing of its approval.

Section 4.3. Construction of Improvements. The Developer shall substantially complete construction of the Minimum Improvements, except for landscaping; exterior matters such as final lift of asphalt, striping, etc.; and minor "punch list items", on or before a date twelve months following the Closing, subject to extensions approved by the City and Unavoidable Delays.

Section 4.4 Damage and Destruction. In the event of damage or destruction of the Project the Developer shall repair or rebuild the Project.

Section 4.5. Additional Security. As further security for the obligations under Article IV, the Developer shall arrange to have the City named as an additional insured on any payment or performance bond(s) that the Developer obtains from its construction contractor(s). As further security for the aforesaid obligations, the Developer shall ensure that the terms of its construction financing and/or title insurance include a provision requiring escrow of construction financing, including the business subsidy amounts, and Title Company and City approval prior to the payment or disbursement of any funds for construction-related expenses.

Section 4.6 Certificate of Completion. Promptly after notification by the Developer of completion of construction of the Minimum Improvements, the City shall inspect the construction to determine whether the Minimum Improvements have been completed in accordance with the Construction Plans and the terms of this Agreement, including the date of the completion thereof. In the event that the City is satisfied with the construction, the City shall furnish the Developer with a Certificate of Completion. Such certification by the City shall be a conclusive determination of satisfaction and termination of the agreements and covenants in this

Agreement solely with respect to the obligation of the Developer to construct the Minimum Improvements.

The certification provided for in this Section 4.6 shall be in recordable form. If the City shall refuse or fail to provide certification in accordance with the provisions of this Section 4.6, the City shall within 20 days of such written notification provide the Developer with a written statement, indicating in adequate detail in what respects the Developer has failed to complete the Minimum Improvements in accordance with the provisions of this Agreement necessary, in the opinion of the City, for the Developer to take or perform in order to obtain such certification. Prior to the issuance of a Certificate of Completion, conditional or limited occupancy of the Minimum Improvements may be permitted under such terms as may be specified by the City.

ARTICLE V.
CITY TAX ABATEMENT

Section 5.1. City Tax Abatement. The City shall provide to Developer as a necessary inducement for the Developer's performace of Developer's obligations under this Agreement development the City Tax Abatement in an amount not to exceed $182,549.00.

The City Tax Abatement is hereby granted in respect of property taxes levied by the City on the Property for nine years, commencing with taxes payable in 2020 and concluding with taxes payable in 2028. On or before February 1 and August 1 of each year commencing August 1, 2020 until the earlier of the date that the Developer shall have received the $182,549 or February 1, 2029 the City shall pay the Developer the amount of the City Tax Abatements received by the City in the previous six month period. The payment of the City Tax Abatement will be based on the following schedule:

2020 – 50% of the City Portion of Property taxes received from the Project in 2020
2021 - 50% of the City Portion of Property taxes received from the Project in 2021
2022 50% of the City Portion of Property taxes received from the Project in 2022
2023 - 50% of the City Portion of Property taxes received from the Project in 2023
2024 - 50% of the City Portion of Property taxes received from the Project in 2024
2025 - 40% of the City Portion of Property taxes received from the Project in 2025
2026 - 30% of the City Portion of Property taxes received from the Project in 2026
2027 – 20% of the City Portion of Property taxes received from the Project in 2027
2028 – 10% of the City Portion of Property taxes received from the Project in 2028

ARTICLE VI.
REAL PROPERTY TAXES

6.1. Real Property Taxes. The Developer shall, so long as this Agreement remains in effect, pay all real property taxes with respect to all parts of the Property owned by it which are payable pursuant to any statutory or contractual duty that shall accrue until title to the Property is vested in another person. The Developer agrees that for the period of this Agreement:

(a) It will not seek administrative review or judicial review of the applicability of any tax statute relating to the ad valorem property taxation of real property contained on the Property determined by any tax official to be applicable to the Project or the Developer or raise the inapplicability of any such tax statute as a defense in any proceedings with respect to the Property, including delinquent tax proceedings; provided, however, " tax statute" does not include any local ordinance or resolution levying a tax;

(b) It will not seek administrative review or judicial review of the constitutionality of any tax statute relating to the taxation of real property contained on the Property determined by any tax official to be applicable to the Project or the Developer or raise the unconstitutionality of any such tax statute as a defense in any proceedings, including delinquent tax proceedings with respect to the Property; provided, however, " tax statute" does not include any local ordinance or resolution levying a tax;

(c) It will not seek any tax deferral or abatement, either presently or prospectively authorized under Minnesota Statutes, Section 469.181, or any other State or federal law, of the ad valorem property taxation of the Tax Abatement Property so long as this Agreement remains in effect.

ARTICLE VII.
INSURANCE AND CONDEMNATION

Section 7.1. Insurance.

(a) The Developer will provide and maintain or cause to be provided and maintained at all times during the process of constructing the Minimum Improvements and, from time to time at the request of the City, furnish the City with proof of payment of premiums on:

(i) Builder's risk insurance, written on the so-called "Builder's Risk -- Completed Value Basis," in an amount equal to one hundred percent (100%) of the insurable value of the Minimum Improvements at the date of completion, and with coverage available in nonreporting form on the so called "all risk" form of policy.

(ii) General liability insurance (including operations, contingent liability, operations of subcontractors, completed operations, Broadening Endorsement including contractual liability insurance) with limits against bodily injury and property damage of not less than $2,000,000 for each occurrence (to accomplish the above-required limits, an umbrella excess liability policy may be used); and

(iii) Worker's compensation insurance, with statutory coverage and employer's liability protection.

(b) After completion of construction of the Minimum Improvements, the Developer shall maintain, or cause to be maintained, at its cost and expense, and from time to time at the request of the City shall furnish proof of the payment of premiums on, insurance as follows:

(i) Insurance against loss and/or damage to the Minimum Improvements under a policy or policies covering such risks as are ordinarily insured against by similar businesses, including (without limiting the generality of the foregoing) fire, extended coverage, all risk vandalism and malicious mischief, boiler explosion, water damage, demolition cost, debris removal, and collapse in an amount not less than the full insurable replacement value of the Minimum Improvements, but any such policy may have a deductible amount of not more than $25,000. No policy of insurance shall be so written that the proceeds thereof will produce less than the minimum coverage required by the preceding sentence, by reason of co-insurance provisions or otherwise, without the prior consent thereto in writing by the City. The term "full insurable replacement value" shall mean the actual replacement cost of the Minimum Improvements (excluding foundation and excavation costs and costs of underground flues, pipes, drains and other uninsurable items) and equipment, and shall be determined from time to time at the request of the City, but not more frequently than once every three years, by an insurance consultant or insurer, selected and paid for by the Developer and approved by the City.

(ii) Comprensive general public liability insurance, including personal injury liability (with employee exclusion deleted), and automobile insurance, including owned, non-owned and hired automobiles, against liability for injuries to persons and/or property, in the minimum amount for each occurrence and for each year of $2,000,000.00.

(iii) Such other insurance, including worker's compensation insurance respecting all employees of the Developer, in such amount as is customarily carried by like organizations engaged in like activities of comparable size and liability exposure; provided that the Developer may be self-insured with respect to all or any part of its liability for worker's compensation.

(c) The policies of insurance required pursuant to Subsections (a) and (b) above shall be in form and content satisfactory to the City and shall be placed with financially sound and reputable insurers licensed to transact business in the State, the liability insurer to be rated A or better in Best's Insurance Guide and shall contain an agreement of the insurer to give not less than thirty (30) days' advance written notice to the City in the event of cancellation of such policy or change affecting the coverage thereunder and shall name the City as an additional named insured or loss payee, as appropriate.

(d) The Developer agrees to notify the City promptly in the case of damage exceeding $25,000 in amount to, or destruction of, the Minimum Improvements or any portion thereof resulting from fire or other casualty. In the event of any such damage, the Developer will forthwith repair, reconstruct and restore the Minimum Improvements to substantially the same or an improved condition or value as existed prior to the event causing such damage and, to the extent necessary to accomplish such repair, reconstruction and restoration, the Developer will apply the proceeds of any insurance relating to such damage received by the Developer to the payment or reimbursement of the costs thereof. Any insurance proceeds remaining after completion of such repairs, construction and restoration shall be remitted to the Developer.

(e) The City agrees that any interest on its part by virtue of this Agreement in the application or receipt of any proceeds of insurance under the policies required by subsections (a)(i) or (b)(i) above shall be subordinate to the interest of the Developer's lenders of financing for the construction of the Minimum Improvements.

Section 7.2. Condemnation. In the event that title to and possession of the Minimum Improvements or any material part thereof shall be taken in condemnation or by the exercise of the power of eminent domain by any governmental body or other person, the Developer shall, with reasonable promptness after such taking, notify the City as to the nature and extent of such taking. Upon receipt of any condemnation award, the Developer shall use the entire condemnation award to reconstruct the Minimum Improvements (or, in the event only a part of Minimum Improvements have been taken, then to reconstruct such part within the City of Isanti).

ARTICLE VIII.
BUSINESS SUBSIDY AGREEMENT

Section 8.1. Assistance.

(a) It is the intention of the Parties that, as a necessary inducement to Developer to commence and complete the construction of the Minimum Improvements, the City shall contribute not more than $1,215,548 as the business subsidy. The form of the business subsidy which shall be provided for Developer by the City is as follows:

Land Value Reduction	$ 98,000
Cash	$ 850,000
Tax Abatement	$ 182,549
Waiver of SAC and WAC Fees	$ 85,000
Total	$1,215,549

(b) The City shall provide the $850,000 of City funds to the Developer upon compliance with the conditions precedent to conveyance of the Property set forth in Section 3.2. The $850,000 shall be deposited with a title insurance company acceptable to the City and bank providing the construction financing for the Minimum Improvements (the "Bank"). A Disbursing Agreement shall be entered into between the title company, City and Bank which shall provide that the City funds shall be disbursed after the equity deposited with the title company as required by the Bank has been spent on cost of construction of the Minimum Improvements.

Section 8.2 Business Subsidies Act.

(a) In order to satisfy the provisions of Minnesota Statutes, Sections 116J.993 to 116J.995 (the "Business Subsidies Act"), the Developer acknowledges and agrees that the amount of the "Business Subsidy" granted to the Developer under this Agreement is $1,215,548 as set forth in Section 8.1 and that the Business Subsidy is needed because the Project is not sufficiently feasible for the Developer to undertake without the Business Subsidy. The Project is located within Economic Development District No. 1 and is part of the the Redevelopment Area and Plan adopted

by the City of Isanti and City of Isanti Economic Development Authority. The public purpose of the Business Subsidy is to create new jobs in the City of Isanti, Minnesota, to enhance the tax base and encourage the construction of a hotel in the City. The Developer agrees that it will meet the following goals (the "Goals") in connection with the development of the Development Property. It will create at least four (4) full time jobs at an hourly wage and benefits totaling of at least $11.00 per hour and eight (8) part time jobs at an hourly benefit of $10.00 per hour within two years from the "Benefit Date", which is the earlier of the date the Developer completes or occupies the Project.

(b) If no Goals are met, the Developer agrees to repay all of the Business Subsidy to the City, plus interest ("Interest") set at the implicit price deflator defined in Minnesota Statutes, Section 275.70, Subdivision 2, accruing from and after the Benefit Date, compounded semiannually. If the Goals are met in part, the Developer will repay a portion of the Business Subsidy (plus Interest) determined by multiplying the Business Subsidy by a fraction, the numerator of which is the number of jobs in the Goals which were not created at the wage level set forth above and the denominator of which is twelve (12) (i.e. number of jobs set forth in the Goals).

(c) The Developer agrees to (i) report its progress on achieving the Goals to the City until the later of the date the Goals are met or two years from the Benefit Date, or, if the Goals are not met, until the date the Business Subsidy is repaid, (ii) include in the report the information required in Minnesota Statutes, Section 116J.994, Subdivision 7 on forms developed by the Minnesota Department of Employment and Economic Development, and (iii) send completed reports to the City. The Developer agrees to file these reports no later than March 1 of each year commencing March 1, 2018, and within 30 days after the deadline for meeting the Goals. The City agrees that if it does not receive the reports, it will mail the Developer a warning within one week of the required filing date. If within 14 days of the post marked date of the warning the reports are not made, the Developer agrees to pay to the City a penalty of $100 for each subsequent day until the report is filed up to a maximum of $1,000.

(d) The Developer agrees to continue operations within the City for at least five (5) years after the Benefit Date.

(e) There are no other state or local government agencies providing financial assistance for the Project other than the City.

(f) There is no parent corporation of the Developer.

(g) The Developer certifies that it does not appear on the Minnesota Department of Employment and Economic Development's list of recipients that have failed to meet the terms of a business subsidy agreement.

ARTICLE IX.
Events of Default

Section 9.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement or to pay when due ad valorem taxes on the Property and other City charges.

(b) Failure by the Developer to commence, diligently pursue and complete construction of the Minimum Improvements, or portions thereof, pursuant to the terms, conditions and limitations of this Agreement.

(c) Failure by Developer to observe or perform any other covenant, condition, obligation or agreement on its part to be observed or performed hereunder.

(d) The Developer does any of the following: (i) files any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar federal or state laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

(e) If any warranty or representation by the Developer in this Agreement is untrue in any material respect.

(f) The holder of any mortgage of the Property or any improvements thereon, or any portion thereof, commences foreclosure proceedings as a result of any default under the applicable mortgage documents.

Section 9.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 9.1 of this Agreement occurs, the City may take any one or more of the following actions and unless otherwise provided such actions may be taken only after providing thirty (30) days written notice to the Developer of the Event of Default and the Event of Default has not been cured within said thirty (30) days or, if the Event of Default is by its nature incurable within thirty (30) days, the Developer does not provide assurances to the City reasonably satisfactory to the City that the Event of Default will be cured and will be cured as soon as reasonably possible:

(a) Suspend its performance under the Agreement until it receives assurances from the Developer, deemed adequate by the City, that the Developer will cure its default and continue its performance under the Agreement.

(b) Terminate this Agreement;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due or damages arising under this Agreement or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including but not limited to the right, but not the obligation to assume operation and management of the Project.

Section 9.3. Revesting Title in City Upon Happening of Event Subsequent to Conveyance to Developer. In the Event that subsequent to the execution and delivery of the Deed the Developer shall fail to complete construction of the Minimum Improvements in conformity with this Agreement and obtain a Certificate of Completion, or fail to operate the Project following completion of said construction, for a period of at least 5 years and such failure shall not be cured within thirty (30) days after written notice to do so, or within a reasonable amount of time thereafter if Developer is diligently proceeding with the construction of the Minimum Improvements, then the City shall have the right to immediately re-enter and take possession of the Property and to terminate (and revest in the City) the estate conveyed by the Deed to the Developer subject to the lien of a first mortgage, it being the intent of this provision, together with other provisions of the Agreement, that the conveyance of the Property to the Developer shall be made upon, and that the Deed shall contain a condition subsequent to the effect that in the event of any default on the part of the Developer and failure on the part of the Developer to remedy, end, or abrogate such default within the period and in the manner stated in such subdivisions, the City at its option may declare a termination in favor the City of the title, and all of the rights and interests in and to the Property conveyed to the Developer, and that such title and all rights and interests of the Developer and any assigns or successors in interest to and in the Property, including but not limited to all rights to manage and operate the Project, shall revert to the City.

Section 9.4. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.

Section 9.5. Attorneys' Fees. Whenever any Event of Default occurs and either the City shall employ attorneys or incur expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

ARTICLE X.
ADDITIONAL PROVISIONS

Section 10.1. Restrictions on Use. The Developer agrees for itself and its successors and assigns and every successor in interest to the Property, or any part thereof, that the Developer and such successors and assigns shall devote the Property to a hotel use as provided in this Agreement.

Section 10.2. Equal Employment Opportunity. The Developer, for itself and its successors and assigns, agrees that during the construction of the Minimum Improvements provided for in this Agreement it will comply with all applicable federal, state and local equal employment and nondiscrimination laws and regulations.

Section 10.3. Conflicts of Interest. No member of the governing body or other official of the City shall have any financial interest, direct or indirect, in this Agreement, the Project or any contract, agreement or other transaction contemplated to occur or be undertaken thereunder or with respect thereto, nor shall any such member of the governing body or other official participate in any decision relating to the Agreement which affects his personal interest or the interest of any corporation, partnership or association in which he is, directly or indirectly, interested. No member, official or employee of the City shall be personally liable to the Developer or any successors in interest, in the event of any default or breach by the City or for any amount which may become due to the Developer or successor or on any obligations under the terms of the Agreement.

Section 10.4. Waiver and Release by Developer. The Developer hereby waives, releases and forever discharges the City from any claim for costs incurred in preliminary plans, specifications, site testing improvements, professional fees or legal fees in connection with the Project.

Section 10.5. Titles of Articles and Sections. Any titles of the several parts, Articles and Sections of this Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 10.6. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested or delivered personally; and

(a) In the case of the Developer, is addressed or delivered personally to:

Isanti Hotel Partners, LLC
United Development Solutions, LLC
921 1st Street North Suite 202
St. Cloud, MN 56303

(b) In the case of the City, is addressed or delivered personally to:

City of Isanti
PO Box 428
110 First Avenue NW
Isanti, MN 55040

With a copy to:

Clark A. Joslin
Isanti City Attorney
Joslin & Moore Law Offices, P.A.
221 2nd Ave. NW
Cambridge, MN 55008
(763) 689-4101 • Fax: (763) 689-9794

(c) Either Party may, upon written notice to the other Party, change the address to which such notices and demands are made.

Section 10.7. Disclaimer of Relationship. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner or joint venture between the City and the Developer.

Section 10.8. Covenants Running with the Land. The terms and provisions of this Agreement shall be deemed to be covenants running with the Property, shall not merge with the Deed to the Property, and shall be binding upon any successors or assigns of the Developer and any future owners or encumbrancers of the Property.

Section 10.9. Counterparts. This Agreement is executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 10.10. Law Governing. This Agreement will be governed and construed in accordance with the laws of Minnesota.

Section 10.11. Facsimile Signature. The parties hereto acknowledge and agree that in order to expedite the signing of this Agreement and the processing, and review and compliance with the terms hereof, the parties may utilize facsimile or electronic equipment to transmit and convey signatures hereto and such other information as may be necessary. With respect to any such transmission bearing a signature for any party hereto and on which the receiver is or may be reasonably expected to rely, than if such a facsimile or electronic transmission is corroborated by printout showing the telephone number or email address from which transmitted together with a date and time of transmission, it shall be binding on the sending party and may be relied upon by the party receiving the same. The sending party hereby acknowledges such reliance and weighs any defenses to the use of such documents or signatures.

Section 10.12. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 10.13. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 10.14. Prohibition against Sale and Assignment. Developer agrees that Developer will not, for a period of at least five (5) years after the date of or sell or assign any of Developer's interest or rights in the Project to any third party without the expressed written consent of the City.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf, and the Developer has caused this Agreement to be duly executed in its name and behalf, on or as of the date first above written.

CITY OF ISANTI

By: _____
Its Mayor

By: _____
Its City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by George A. Wimmer and Donald C. Lorsung, respectively the Mayor and City Administrator of the City of Isanti, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

_____
Notary Public

Isanti Hotel Partners, LLC

By: _____
Troy J. Hoekstra, Chief Manager

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by Troy J. Hoekstra the Chief Manager of Isanti Hotel Partners, LLC, a Minnesota limited liability company, on behalf of the company.

_____
Notary Public

DRAFTED BY:
Clark A. Joslin
Isanti City Attorney
Joslin & Moore Law Offices P.A.
221 2nd Ave. NW
Cambridge, MN 55008
(763) 689-4101 • Fax: (763) 689-9794

EXHIBIT "A"
TO CONTRACT FOR PRIVATE DEVELOPMENT

LEGAL DESCRIPTION

Lot 1, Block 1, Isanti Hotel Addition, Isanti County, Minnesota

RESOLUTION 2017-XXX

AWARDING BUSINESS SUBSIDY TO AND AUTHORIZATION TO EXECUTE DEVELOPEMT AGREEMENT WITH ISANTI HOTEL PARTNERS, LLC

WHEREAS, the City is actively negotiating a deal that would bring a 60 unit Hotel to the City of Isanti, MN to be located on parcel identified as TAX ID Number 16.029.0101 to be platted as Lo1 1, Block 1, Isanti Hotel Addition (The "Property"); and;

WHEREAS, the City of Isanti and the City of Isanti Economic Development Authority propose to provide the Isanti Hotel Partners, LLC (The "Developer") the following business subsidy in the forms and amounts listed below:

1. Land owned by the City of Isanti identified as tax identification number 16.029.0101 to be platted as Lot 1, Block 1, Isanti Hotel Addition, valued at $98,000 to be sold for $1.00.
2. $850,000 cash from City of Isanti to Isanti Hotel Partners, LLC as a Grant.
3. $182,549 in Tax Abatement from the City of Isanti.
4. Waiver of $85,000 of sewer and water access and from City of Isanti.

WHEREAS, the City Attorney, City Staff and Bond Counsel have worked together to draft a Development Agreement in the form submitted to the City Council which identifies the terms and conditions of the provision of financial assistance to be provided to the Developer by the City of Isanti.

WHEREAS, without provision of the above business subsidy the project would not be economically feasible and it would not happen in the City of Isanti. Minnesota; and

WHEREAS, the City of Isanti previously approved an agreement with Isanti Hotel Partners, LLC defined in Resolution 2012-137 and the above referenced proposed business subsidy and Development Agreement replaces and supercedes any previous subsidies, assistance and agreements with Isanti Hotel Partners, LLC including the subsidy and assistance referenced in Resolution 2012-137. The Development Agreement by and between the City of Isanti and Isanti Hotel Partners, LLC dated June 20, 2012 is null and void.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, authorize the following:

1) Awarding of the following business subsidy to Isanti Hotel Partners, LLC:
   a. Land owned by the City of Isanti identified as tax identification number 16.029.0101 to be platted as Lot 1, Block 1, Isanti Hotel Addition, valued at $98,000 to be to be sold to Developer for $1.00.
   b. $850,000 cash from City of Isanti provided to Isanti Hotel Partners, LLC as a Grant.
   c. $182,549 in Tax Abatement from the City of Isanti.
   d. Waiver of $85,000 of sewer and water access and from City of Isanti.

2) The sale of real property identified as 16.029.0101 to be platted as Lot 1, Block 1, Isanti Hotel Addition for $1.00 to the Developer and to authorize the Mayor and City Administrator to execute instruments required to complete transaction.

3) Authorization for the City of Isanti to enter into the Development Agreement with the Developer and to authorize the Mayor and City Administrator to execute said agreement.

4) The foregoing business subsidy is contingent upon approval of the Development Agreement by the City Attorney.

5) The award of business subsidy and development agreement referenced above hereby replaces and supercedes any previous subsidies, assistance and agreements between the City of Isanti and Isanti Hotel Partners, LLC including the subsidy, assistance referenced in Resolution 2012-137. The Development Agreement by and between the City of Isanti and Isanti Hotel Partners, LLC dated June 20, 2012 is null and void.

This Resolution is hereby approved by the Isanti City Council this 17th day of October, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

J.2.

A Community For Generations

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: October 17, 2017

SUBJECT: PUBLIC HEARING FOR ANNEXATION OF LAND PURSUANT TO MN STATUTES § 414.033 SUBD. 2(2)

Background

As part of the 2017 City Council Goals, the City identified annexation of properties completely surrounded by the corporate limits of the City for annexation. These properties have been identified as receiving some amount of City services (directly or indirectly), without paying City taxes.

An area identified for annexation is portions of the Sandbrook Golf Course. The area of the golf course subject to annexation is completely surrounded by the City of Isanti. As such, the City may choose to annex the property by ordinance through Minnesota Statute § 414.033 SUBD. 2(2). A map of the area proposed to be annexed through ordinance is within this packet.

Minnesota Statute § 414.033

Minnesota Statute § 414.033 provides municipalities the ability to annex unincorporated property by ordinance if they meet one of the four conditions in the Statute. The proposed annexation by ordinance meets Subdivision 2, Paragraph 2 which states *"A municipal council may by ordinance declare land annexed to the municipality and any such land is deemed to be urban or suburban in character or about to become so if: (2) the land is completely surrounded by land within the municipal limits."*

Because the subject parcels are completely surrounded by the City of Isanti, they are subject to annexation by ordinance through Minnesota Statute § 414.033 SUBD. 2(2). Per the statute, a notice of public hearing was provided to the property owner, the township, and the property owners contiguous with the area proposed for annexation. That notification included a notification letter, a notice of public hearing, a location map, and a draft ordinance.

If the City Council chooses to approve the proposed Ordinance, it will be sent to the Office of Administrative Hearings (OAH) – Municipal Boundary Adjustment Unit, Isanti Township Clerk,

County Auditor, and the Secretary of State. Once the OAH receives the ordinance and applicable fees, they will open a case file and the Administrative Law Judge will review the annexation.

Minnesota Statute § 414.036

Minnesota Statute § 414.036 requires that the City reimburses the Township their portion of taxes lost because of the annexation. This needs to be done over a period of two to eight years. The City is proposing a three-year payback at a cost of $846.87 per year, which complies with § 414.036.

Public Hearing

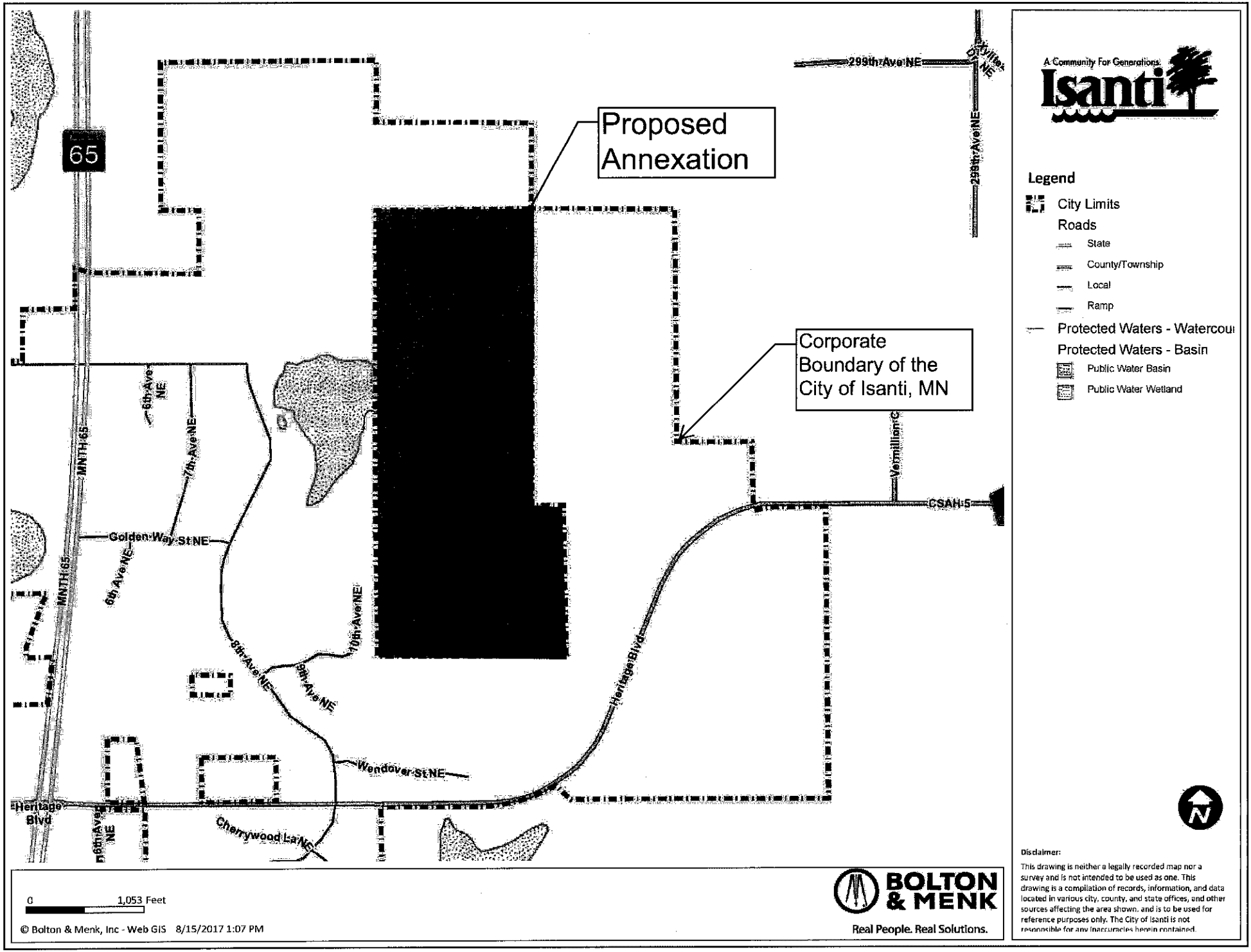
The City is required to hold a public hearing. Notice of the public hearing was provided consistent with the requirements of the State.

Staff Request

There is no required action at this meeting, only a public hearing. Formal action will be taken at the November 7th regularly scheduled City Council meeting.

Attachments

- Ordinance No. XXX ANNEXING LAND LOCATED IN ISANTI TOWNSHIP, ISANTI COUNTY, MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.033 SUBD. 2 (2), PERMITTING ANNEXATION BY ORDINANCE
- Location Map


Proposed Annexation
Corporate Boundary of the City of Isanti, MN
65
MNTH 65
299th Ave NE
295th Ave NE
6th Ave NE
7th Ave NE
Golden Way St NE
6th Ave NE
8th Ave NE
9th Ave NE
10th Ave NE
Heritage Blvd
CSAH 5
Vermillion C
Wendover St NE
Heritage Blvd
6th Ave NE
Cherrywood La NE
A Community For Generations
Isanti
Legend
City Limits
Roads
State
County/Township
Local
Ramp
Protected Waters - Watercou
Protected Waters - Basin
Public Water Basin
Public Water Wetland
N
0
1,053 Feet
© Bolton & Menk, Inc - Web GIS 8/15/2017 1:07 PM
BOLTON & MENK
Real People. Real Solutions.
Disclaimer:
This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.

A Community For Generations.
Isanti

Public Hearing

To: The Honorable Mayor Wimmer
Members of the City Council

From: Matt Lindholm, Code Enforcement and Zoning Technician
Ryan Kernosky, Community Development Director

Date: October 17, 2017

Subject: Public Hearing for Abatement of the property located at 310 1st Ave SW due to outside storage unlicensed, inoperable vehicles City Code 216-2 public affecting health and safety.

Background

On September 12, 2017, Matt Lindholm, Code Enforcement and Zoning Technician (CEZT) issued a notification letter citing "Outdoor storage of vehicles without current registration and (possibly) not in street operable condition." The letter indicated that the vehicles must have current license tabs, be stored in a garage or removed from the property. Additionally, if the vehicles were to be stored outside, they needed to be in street operable condition (along with current license tabs) to comply with City Code. At this time, the City requested that these issues be taken care of by September 26, 2017. If the property owner(s) were unable to make the corrections in the required time, they were invited to contact the City. In the meantime, the City received no correspondence or contact from the property owner(s).

After an inspection on September 28, 2017 it was concluded that the property owner(s) failed to remedy the code compliance issue. Rather than adding additional Administrative Citation fines and ultimately removing the issues through abatement, the CEZT initiated the abatement procedures. On September 29, 2017 the CEZT posted a public hearing notice on the front door with a public hearing date of October 17, 2017. Notice was also published in the Isanti County News on October 4, 2017.

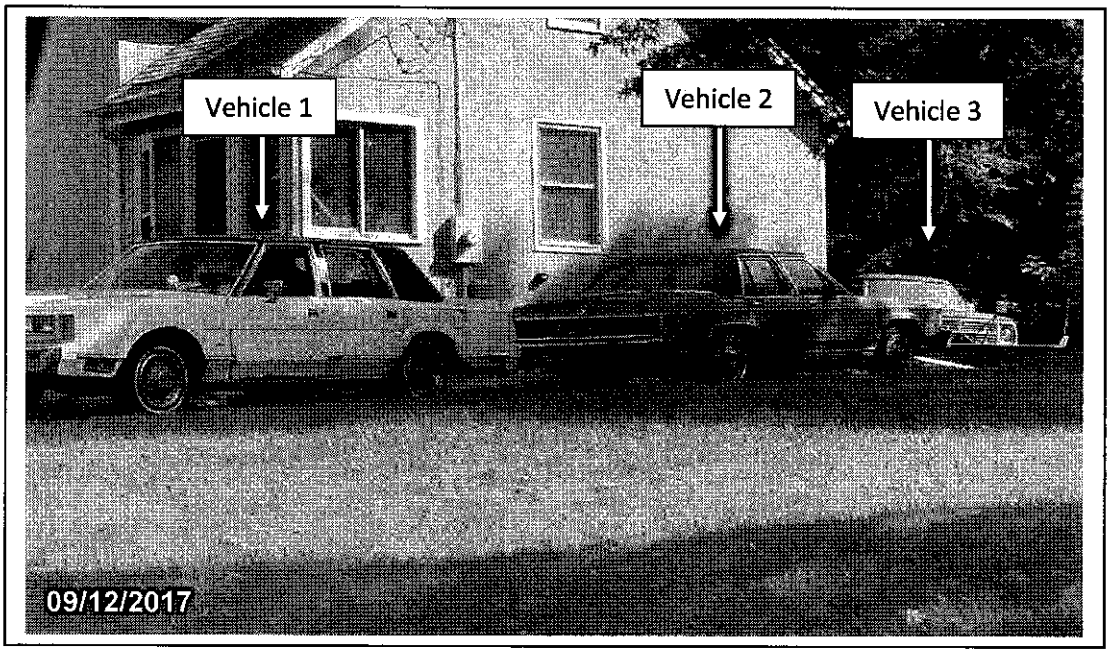
On the day this memo was completed for the Council packet the property remained in violation with no apparent progress being made. The property will be reinspected on October 17, 2017 just prior to the City Council meeting and an update will be provided to the City Council.

Staff Request

City staff is requesting action on this item.

Attachments

- Photos of property
- Public notice newspaper ad
- Citation issued
- Copies of correspondence to date regarding the City Code Violations



Vehicle 1, held up by jack

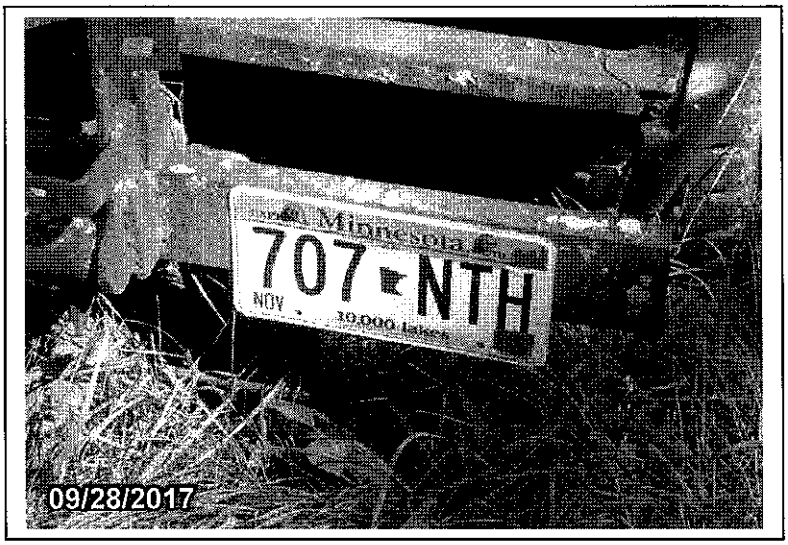
Vehicle 2, expired license plate tabs, "July 2017"

Vehicle 3, expired license plate tabs, "November 2016"

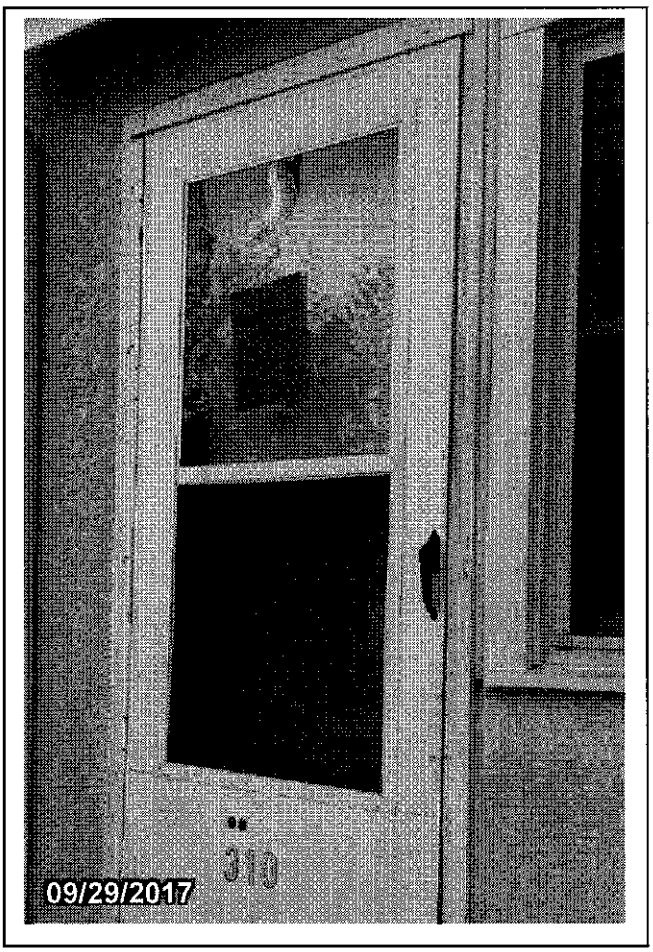
Vehicle 1, still held up by jack

Vehicle 1, held back by cinderblock

Vehicle 2, expired license plate tabs, "July 2017".



Vehicle 3, expired license plate tabs, "November 2016".



Notice of public hearing posted to front door.

CITY OF ISANTI
MINNESOTA
PUBLIC NOTICE
PUBLIC NUISANCE
ABATEMENT
PUBLIC HEARING ON
OCTOBER 17, 2017

Notice is hereby given that on Tuesday, October 17, 2017, at 7:00 P.M., at the Isanti City Hall located at 110 First Avenue NW, Isanti, Minnesota; the City Council will hold a Public Hearing on the following item(s):

PUBLIC NUISANCE ABATEMENT AT 310 1st AVE SW IN THE CITY OF ISANTI

Ryan Kernosky
Community Development Director

Published in the
Isanti County News
October 4, 2017
740897

Public hearing newspaper ad

RESOLUTION NO. 2017-XXX

RESOLUTION TO AUTHORIZE NUISANCE ABATEMENT FOR PROPERTY LOCATED AT 310 1st Ave SW

WHEREAS, the property owner of 310 1st Ave SW is in violation of City Code 216-2 affecting health and safety; and,

WHEREAS, the process was followed under City Code §216-6 (Abatement) whereas the City served notice to the property owners regarding the violation; and

WHEREAS, City Code §216-6 provides for calling a public hearing to hear on the matter and notice shall be provided to the property owner of the hearing date; and

WHEREAS, City Code §216-6 after subject hearing the Council may abate the property and direct the City provide the services to allow compliance of the Nuisance Code

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The property owner and/or occupant shall be given until Tuesday, October 24, 2017 to come into compliance.
2. The Code Enforcement/Zoning Technician shall inspect the property on Tuesday, July 25, 2017 and if the property is found not to be in compliance, the property located at 310 1st Ave SW shall be hereby abated.
3. Upon provision of City Code §216-6. Staff is hereby directed to submit to Council a list of the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minnesota Statutes, Section 429.I01.

This Resolution hereby approved by the Isanti City Council this 17th day of October, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/ City Clerk

K.1.

TO: Mayor Wimmer and City Council

FROM: Don Lorsung, City Administrator

DATE: October 6, 2017

RE: Commercial Insurance Agency Proposals

The City received two proposals from firms that desire to serve as the City's Commercial Insurance Agency (Agent of Record). The proposals were evaluated based on specifications that were sent to interested agencies. Attached is a review grid that compares the firm's proposals for: compliancy to the RFP, fees, LMCIT cities served, fees additional services included in the fee and other services.

Of the four compliant proposals, they can be classed into two groups, those that provide the basic agent of record services and those that have "value added" or additional services. Both proposals have fees less than what the LMCIT distributes to the City. Staff also believes it is important to have a proactive agent/agency that works with staff to review costs and facilities and provide additional services as a part of management of the city's commercial insurance lines.

The Finance Committee reviewed the proposals and interviewed representatives of the two agencies at their October 5, 2017 meeting. Based on information received at the interviews and review of the proposals, the Finance Committee is recommending acceptance of the proposal from the Associated Benefits and Risks Consulting. They are our current provider and this would be a new contract for a five year term. Upon, acceptance of the proposal, staff will prepare contract documents and if needed, a change of agency from for the LMCIT.

City of Isanti

Commercial Insurance Agency/Agent Proposals – 2017

Firm	Proposal Compliant To RFP	Fee	LMCIT Cities Served	Additional Services In Fee	Other Services
NCI Group	Yes	$5,000 L/P/WC	11	Legal Serv. Hotline	N/A
Associated Group	Yes	$6,500 L/P/WC	3	Safety/Risk*	HR Solutions

Fee for 5 years (LMCIT insurance only – Switch to other Insurance Provider may increase fee), No charge for Legal Services Hotline (Kennedy & Graven)

*Safety and Risk Publications and Webinars, HR Hotline, Fees for 5 years, optional HR Solutions service for $6,503 per year total fee.

RESOLUTION NO. 2017-XXX

A RESOLUTION AUTHORIZING APPROVAL OF ASSOCIATED BENEFITS AND RISK CONSULTING FOR COMMERCIAL LIABILITY INSURANCE SERVICES AND FOR STAFF TO PREPARE A CONTRACT FOR SERVICES

WHEREAS, the City of Isanti has determined that it is in the City's best interest to seek proposals from insurance agents/agencies to provide the highest quality professional commercial liability services for the City and its staff; and

WHEREAS, Request for Proposals for Commercial Liability Insurance were received and reviewed by the Finance Committee; and

WHEREAS, the Finance Committee recommended interviewing two insurance agencies; and

WHEREAS, interviews took place on October 5, 2017; and

WHEREAS, the Finance Committee agreed upon Associated Benefits and Risk Consulting as the best fit for the needs of the City and recommends their firm to be the City's commercial insurance agency.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. The City Council accepts the proposal from Associate Benefits and Risk Consulting for Agent/Agency of Record for the City of Isanti, effective upon approval of a contract for services.

2. The City Council hereby authorizes staff to prepare a contract with Associated Benefits and Risk Consulting for commercial liability insurance services.

This resolution was duly adopted by the Isanti City Council this 17th day of October 2017.

Attested:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

K.2.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Wimmer and Members of City Council**

From: Josi Wood, Public Services Director/Asst. City Admin.

Date: October 17th, 2017

Subject: Consider Resolution for 2017/18-2019/20 Ancillary Snow Removal – Liquor Store, Isanti Community Center and Isanti Indoor Arena parking lot

---

As authorized, staff advertised for ancillary snow removal for the Isanti Liquor Store, Isanti Community Center and Isanti Indoor Arena primary parking lot for the 2017/18-2019/20 snow seasons. Two quotes were received and are attached. The lowest bidder was Triple JJJ Services LLC out of North Branch. Staff contacted the owner, Mr. Josh Jacobsen, to verify that he has adequate equipment, understood the terms of the agreement and to obtain references. Staff contacted his references, which are both current clients of his snow removal services, and both stated that he was reliable, responsive and good to work with.

Request:

It is requested that City Council review and take action on this item to award the Ancillary Snow Plowing contract for the 2017/18-2019/20 snow seasons to Triple JJJ Services LLC.

Attachment:

- Resolution 2017-XXX – Resolution Accepting Quote from Triple JJJ Services LLC for Ancillary Snow Removal
- Bid from Triple JJJ Services LLC
- Bid from Bjorklund Companies

'Exhibit A"

SPECIFICATIONS FOR ANCILLARY PARKING LOT SNOW REMOVAL ISANTI COMMUNITY CENTER, MUNICIPAL LIQUOR STORE, AND PRIMARY BLUEBIRD PARK PARKING LOT FOR THE ISANTI INDOOR ARENA

The City is interested in a quotation for this work, as further described.

Provision of Services:

It is intended that these services are supplemental only, and do not replace regular snow removal activity by the City of Isanti. The intent is the removal of snow from the three facility parking lots in early evening hours or on weekends when the facilities are open or in times of continuing snowfall and City equipment is not available. The vendor will provide a contact phone number to the City (that is monitored on a 24-hour basis). The vendor shall give the caller a time when they can expect the vendor to be on-site to remove snow. The contracted service shall be a 3-year term for the 2017-18 through 2019-20 winter Seasons.

Isanti Community Center Procedures:

a. Service requests will be made on an "on-call" basis by the Public Services Director, Community Events & Parks Coordinator or in their absence, the City Administrator. Removal requests for snowfall amounts shall be greater than 2 inches.

b. Removal of snowfall at the Community Center includes the parking lot, shoveling of the exterior front entryway of the building and salting of the exterior front entryway.

c. The service provider must discuss with the Public Services Director on where to store snow prior to providing service.

d. Billing shall be made for each removal at a set fee for snow removal of the entire parking area for a 2 inch or greater snowfall.

Municipal Liquor Store Procedures:

a. Service Requests will be made on an "on-call" basis, upon contact by the Liquor Store Manager (or Managing Clerk). Removal requests for snowfall amounts shall be greater than 2 inches.

b. The vendor must stop and verify with the Liquor Store Manager (or Managing Clerk) that they are on-site and ready to remove snow prior to beginning any work.

c. The service provider must discuss with the Public Services Director on where to store snow prior to providing service.

d. Billing shall be made for each removal at a set fee for snow removal of the entire parking area for a 2 inch or greater snowfall.

Primary Parking Lot for the Isanti Indoor Arena in Bluebird Park Procedures:

a. Removal of snowfall refers to only the parking lot located directly west of the Isanti Indoor Arena - BMX facility.

b. Service requests will be made on an "on-call" basis by the Public Services Director, Community Events & Parks Coordinator or in their absence, the City Administrator. Removal requests for snowfall amounts shall be greater than 2 inches.

c. The service provider must discuss with the Public Services Director on where to store snow prior to providing service.

d. Billing shall be made for each removal at a set fee for snow removal of the entire parking area for a 2 inch or greater snowfall.

The service provider selected by the City Council shall provide liability insurance ($1,000,000), with the City listed as an additional insured, and workers compensation insurance, as required.

Please provide a quotation for the cost of snow removal for each facility per snowfall event. Please use the attached form.

SNOW REMOVAL QUOTE FOR THE 2017/18 – 2019/20 SEASONS FOR THREE (3) PARKING LOTS ISANTI COMMUNITY CENTER, MUNICIPAL LIQUOR STORE AND PRIMARY BLUEBIRD PARK PARKING LOT FOR ISANTI INDOOR ARENA - BMX

Please print or type:

Vendor Name: Triple JJJ Services LLC.

Primary Contact Person: Josh Jacobsen

Address: [redacted]

Phone Number: [redacted]

Cost Per Time For Snow Removal Service for Isanti Community Center:

$ 137.50

Cost Per Time For Snow Removal Service for Municipal Liquor Store:

$ 72.50

Cost Per Time For Snow Removal Service for Isanti Indoor Arena Primary BMX Lot in Bluebird Park:

$ 65.00

Contractor Request(s):

Please allow for sufficient Lead time when calling for services. Thank You Josh Jacobsen

Annual Increase (if any) ~ %

Retainer (if any) $ —

Authorized Signature: [signature]

Date: 9-25-2017

SNOW REMOVAL QUOTE FOR THE 2017/18 – 2019/20 SEASONS FOR THREE (3) PARKING LOTS ISANTI COMMUNITY CENTER, MUNICIPAL LIQUOR STORE AND PRIMARY BLUEBIRD PARK PARKING LOT FOR ISANTI INDOOR ARENA - BMX

Please print or type:

Vendor Name: Bjoerklund Companies

Primary Contact Person: Craig or Blake

Address: ____

Phone Number: ____

Cost Per Time For Snow Removal Service for Isanti Community Center:

$ 200.00 Less than 6"

Cost Per Time For Snow Removal Service for Municipal Liquor Store:

$ 175.00 Less than 6"

Cost Per Time For Snow Removal Service for Isanti Indoor Arena Primary BMX Lot in Bluebird Park:

$ 250.00 Less than 6"

Contractor Request(s):

Note If you would Rather we Normally Plow by the Hour

Truck Plows 85.00 / Hr

Loaders 125.00 / Hr

Annual Increase (if any) ____ %

Retainer (if any) $ 1000.00 / year to be on call

Authorized Signature: [signature]

Date: 10-6-17

RESOLUTION NO. 2017-XXX

A RESOLUTION ACCEPTING QUOTE FROM TRIPLE JJJ SERVICES LLC FOR ANCILLARY SNOW REMOVAL

WHEREAS, the City of Isanti has determined it is in the City's best interest to receive quotes for ancillary snow removal for the Community Center, Liquor Store and Isanti Indoor Arena parking lots; and,

WHEREAS, an ad was placed in the official newspaper requesting quotes for ancillary snow removal services; and,

WHEREAS, two quotes were received; and,

WHEREAS, Triple JJJ Services LLC was the lowest bidder who also has adequate equipment and positive references; and,

WHEREAS, the specifications for parking lot snow removal is 'Exhibit A';

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, to hereby accept the quotation and award the contract to Triple JJJ Services LLC for ancillary snow removal services for the 2017/18-2019/20 snow seasons upon them submitting the Certificate of Liability Insurance listing the City as the additional insured

This resolution was duly adopted by the Isanti City Council this 17th day of October, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Wimmer and Members of City Council**

From: **Josi Wood, Public Services Director/Asst. City Admin.**

Date: October 17th, 2017

Subject: Consider Resolution Approving Amended Snow Plowing Policy 2017-XXX

At the October 3rd Public Works Committee meeting, there was discussion about clearing the sidewalk outside of the Arts and Science Middle School off of 7th Ave NE once the school opens. It is their recommendation to add that section of sidewalk to the current Snow Plowing Policy under "Sidewalk Routes to Schools"

7th Ave NE – North of Cajima Street

Request:
It is requested that City Council review and take action on this item.

Attachment:

- Resolution 2017-XXX – Resolution Approving Amended City of Isanti Snow Plowing Policy

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING AMENDED SNOW PLOWING POLICY AND OPERATIONAL GUIDELINES

I. PERSONNEL

All Department of Public Works personnel shall be available for all snow plowing operations, unless on approved leave or unable to respond due to a medical condition.

II. PROCEDURES

A. Alert and Call Out

During normal working hours, the Public Services Director or designee shall be responsible for monitoring street and weather conditions and initiation of snow and ice control procedures. After hours, on weekends, and during holidays the Police Department shall notify the Public Works On-Call or designee when snow and ice conditions warrant crew alert. Snowplows will not be sent out in situations that may be hazardous due to severely restricted visibility.

B. Salting and Sanding

The City shall consider in order the following factors when establishing application rates and locations for application of salt and/or sand. The City shall use salt as the primary treatment. Sand may be used if there is a traction issue or if weather conditions deem it effective either combined with salt or as a separate treatment.

1) Safety of the Motoring Public
2) Environmental impact of salt usage
3) Cost

Salt or sand shall be applied to the street surface in such quantities so as to provide a level of skid resistance that is consistent with standards normally experienced on city streets throughout the State of Minnesota. It is recognized that a bare pavement policy is not possible at all times during winter.

Streets shall be spot salted (or sanded) to provide skid resistance and traction consistent with area standards in accordance with the following priorities:

1) All controlled intersections along Main Street, Heritage Blvd, County Road 23 and all curves.
2) School zones
3) Commercial and industrial streets
4) Residential – blanket sanding of general snow pack on residential streets will not be done.
5) In rare instances, when ice accumulation renders the streets unsafe to drive, the Public Services Director may authorize blanket sanding of city streets to restore vehicle traction.

C. Snow Plowing

The City will plow all storms of over 2 inches. During the season, snowfall of less than 2 inches may be removed depending on road conditions. Snow plowing shall normally begin when accumulation reaches a point where functional traffic flow is inhibited. Typical plow start time is 3:00 a.m. Plowing may start earlier in the prior evening, or delayed after 3:00 a.m., or may start during the daytime if conditions warrant. Plowing shall begin as close as practicable to the time snowfall ceases and will continue as visibility and operator safety permit. Work periods shall not exceed safe limits that operators can continue without rest.

Snow removal operations shall proceed as rapidly as possible in accordance with the following priorities:

1) Fire Hall Access Area

2) Police Department Access Area
3) Snow Emergency Routes - These routes (listed in this resolution) are typically first plowed. In extreme snowfalls, these routes shall be plowed to maintain the driving lanes in a passable condition until normal snow plowing activities resume.
4) 2" or more snow event, Downtown sidewalks from the Railroad Tracks on the east and traveling west to the intersection of Main and 2nd Avenue.
5) Sidewalk Routes to Schools – First day sidewalks listed in this resolution.
6) Residential Streets
7) City Downtown Parking Lot, City Hall Parking lot and Isanti Community Center Lot
8) Municipal Liquor Store Parking Lot
9) Alleys
10) Eagle Park Parking Lot
11) Isanti Indoor Arena
12) All Other Sidewalks – Second day sidewalks (except exempt sidewalks)
13) River Bluff Preserve and Bluebird Park Parking Lots
14) Ice Skating Rink

For a storm of roughly 6 to 10 inches, it shall be the goal of the City to have all streets plowed curb-to-curb within 12 hours after snowfall stops. Storms of larger magnitude or extremely wet snow will take longer depending on severity. Extreme snowfalls may warrant the opening of two lanes in the middle of the street initially with full width plowing to follow at a later time.

It shall be the policy of the City that the opening of driveways will not be the responsibility of the City. Property owners shall be responsible for clearing driveways, and walkways. For a 2"or more snow event, the City shall clean all sidewalks and trails that provide direct access to the Primary, Intermediate and Middle Schools.

D. Snow Hauling

Snow will be hauled from the following streets:

1) Main Street between 3rd Avenue and Elim Lane.

Late spring and early fall snowfalls may be left on roadways if melting is determined to be imminent or if substantial damage will be caused to the pavement structure. Clearing of intersection snow banks will be accomplished when needed on collector streets and near schools.
Snow hauling could begin as early as 3:00 a.m. or 1 hour following the beginning of snow removal operations. Hauling will continue for as many nights as is necessary.
Snow pickup shall be accomplished using such personnel, equipment and methods appropriate to maintaining a reasonable and safe passage of vehicles and pedestrians at all times. Traffic may be restricted by the Police Chief or his designee as emergency conditions may dictate.

E. Snow Plowing Alleys

Alleys will be opened in the aforementioned priority to provide functional traffic movement.

F. Wingbacks

During planned City-wide wingbacks, resident notification will be made on the City Website and by News Blasts. The Public Services Director, Designee or route driver will determine that areas may need wingbacks more often due to drifting snow or other conditions at the time, in these instances notice may not be given.

The Public Works Department will try to minimize impact to driveways and sidewalks but some snow removal may be required by the homeowner.

G. Complaints

Complaints concerning snow and ice removal will be handled in the following manner:

1) All complaints shall be referred to the Public Services Director or designee.
2) Slippery Street and sidewalk complaints shall be listed and given to Public Works for investigation and possible action.
3) All other complaints shall be given to Administration for investigation and possible action.

H. Property Damage

It is recognized by the City that on occasion private property is damaged during snow and ice control operations. Where this happens, it shall be the policy of the City to handle damages in the following manner:

1) **Mailboxes** – Where mailboxes are placed adjacent to the street it shall be the policy of the City that snow shall be plowed to the curb to allow for passage of traffic and mail delivery. It shall be the responsibility of the property owner to keep piled snow away from mailboxes so mail can be delivered.
Where damage to the mailbox occurs, such damage shall be investigated by the Public Services Director or Designee. If it is determined that the weight of the snow movement caused the damage, the City will not assume responsibility for repair of the mailbox. If the mailbox was built according to Isanti County specifications, and was struck directly by the plow, the City will repair or replace the mailbox in kind, not to exceed $100.00.

2) **Boulevard Damage** – The City will repair physical damage to boulevard areas and may replace sod in extreme cases as determined by the Public Services Director. Typical repairs will be with dirt and seed. The City will not repair winter kill or salt damaged lawn areas. The City will not replace or repair sprinkler systems, landscaping or other structures in the boulevard.

3) **Curbs** – Concrete curbs will not be replaced unless the curb back is broken.

4) **Driveway Ramps** – Damage caused to driveway ramps or fillets where mountable curb is in place will not be repaired by the City unless authorized by the Public Services Director.

5) **Garbage Receptacles** – Garbage receptacles are not to be placed in the street section. The City is not responsible for damage of receptacles or clean-up of waste.

I. Snow Emergency Routes

The following routes are designated as Snow Emergency Routes and shall be marked by signage:

Cajima Street - T.H. 65 to 8th Ave NE

8th Ave NE - Cajima Street to Heritage Blvd

8th Ave SE Boulevard - Heritage Blvd to CSAH 55

Main Street East - Railroad Tracks to T.H. 65

Dahlin Avenue - Broadway to Heritage Blvd

Main Street West - Whiskey Road to Railroad Tracks

First Avenue NW. - Main Street to Heritage Blvd

Centennial Drive - Oakwood Street to Heritage Blvd

Oakwood Street - Whiskey Road to Centennial Drive

Whiskey Road - Heritage Blvd to Isanti Parkway West

Hillock Street NW - Whiskey Road to 11th Avenue NW

11th Avenue NW - Hillock Street NW to Blossom Boulevard

Blossom Boulevard - 11th Avenue NW to Isanti Parkway West

Isanti Parkway West - Blossom Boulevard to 3rd Avenue N.

3rd Avenue N - Heritage Blvd to Isanti Parkway

Isanti Parkway East - 3rd Avenue N to East Dual Boulevard

East Dual Boulevard - Heritage Blvd to Cajima

Cajima Street - East Dual Blvd. to T.H. 65

Railroad Avenue - Main St to South Passage

Palomino Road - Railroad Avenue to T.H. 65

Townsedge Road - Railroad Avenue to T.H. 65

South Passage - Railroad Avenue to Whiskey Rd

Sixth Avenue SW - South Passage to S Brookview Lane

Dogwood Street SW - Whiskey Rd to 3rd Avenue SW

South Passage - Whiskey Rd to Rum River Drive SW

Rum River Drive SW - South Passage to Birch Street SW

Birch Street SW - Rum River Drive SW to Whiskey Rd

J. **<u>Sidewalk Routes to Schools</u>**

Broadway Street - Railroad Avenue to Candy Avenue

Dahlin Avenue - Broadway Street to Main Street

Main Street West - Whiskey Rd to Dahlin Avenue

Oakwood Street - Whiskey Rd to Centennial Drive

Heritage Blvd - Whiskey Rd to 65

First Avenue N - Main Street to Heritage Blvd

Second Avenue N - Main Street to Heritage Blvd

Third Avenue N - Main Street to Heritage Blvd

Fourth Avenue N - Main Street to Heritage Blvd

Fifth Avenue N - Main Street to Heritage Blvd

Fifth Avenue S – Main Street to S Brookview Lane SW

Whiskey Road - South Passage to Heritage Blvd

Whiskey Road - Heritage Blvd to Isanti Parkway West

Wendover Street NW - Whiskey Road to Rum River Drive NW

Rum River Drive NW - Wendover Street NW to Hillock Street NW

Eleventh Ave – Winsome Way to Wendover St NW

Nemo – Broadway St SE to Main St E

Isanti Parkway NW – 3rd Ave NW to 701 Isanti Parkway NW

First Ave NW – Broadway St to Heritage Blvd

8th Ave SE – Marion St SE to Heritage

9th Ave SE – Marion St SE to 8th Ave SE

Marion St SE – 8th Ave SE to 9th Ave SE

7th Ave NE – North of Cajima Street

III. POST PLOWING OPERATIONS

Once plowing is completed from curb to curb, post plowing operations will begin in the following priority:

A. Fire Hydrants

Fire hydrants on public streets serving commercial/industrial areas, high density residential units and school facilities shall be plowed or shoveled out so as to be readily accessible for use.

B. Intersections

If in the discretion of staff, snow piles at busy intersections are of such height as to create unsafe conditions, the piles will be pushed back at those intersections on the following streets:

1) County Road 5
2) Main Street
3) County Road 23

IV. EMERGENCY ASSISTANCE

At the discretion of the City Administrator, the Public Works Department can hire either additional equipment or drivers for assistance with snow removal.

V. ADMINISTRATION

A. Council Review

The City Council's Public Works Committee shall annually review the City's Snow Removal Policy and Operational Guidelines, prior to the next year's snow season and make any recommendations for amendments to the City Council.

VI. REPEAL

This resolution repeals all previous snow plow policies.

This Resolution was duly adopted by the Isanti City Council this 17th day of October, 2017.

_____

Mayor George A. Wimmer

Attest:

_____

Katie Brooks
Human Resources/City Clerk

K.4.

A Community For Generations.

Isanti

Request for City Council Direction

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: October 17, 2017

Subject: **Consider Resolution for Submittal of 2017 Comprehensive Economic Development Strategy (CEDS) to East Central Regional Development Commission (ECRDC)**

Background:

Please find the 2017 CEDS Survey Update completed by City Staff and reviewed by the EDA. Updates were made to the demographic information and narratives. The projects identified for the 2017 CEDS include: 1) Rail Served Industrial Park, 2) Downtown Redevelopment, 3) Mechanized Sewer Treatment Plant Upgrade and 4) Hotel / Redevelopment Plan. The purpose of the CEDS Survey is to identify Economic Development priorities that could qualify for EDA funding and it serves as an internal planning document. If there are additional projects that the City Council feels should be added it should be conveyed to Staff before submittal to the ECRDC. The survey needs to be returned to the ECRDC by October 20, 2017.

City of Isanti EDA Recommendation:

Motion to recommend to the City Council the submittal of attached 2017 CEDS was made by EDA on October 3, 2017.

Staff Request for Action:

Staff is looking for a motion to approve, deny or amend the Resolution 2017-_____ Authorizing Submittal of 2017 Comprehensive Economic Development Strategy (CEDS) Survey to East Central Regional Development Commission (ECRDC).

Attachments:

1) Resolution 2017-_____ Authorizing Submittal of 2017 Comprehensive Economic Development Strategy (CEDS) Survey to East Central Regional Development Commission (ECRDC).

East Central Regional Development Commission
100 Park Street South
Mora, MN 55051

Comprehensive Economic Development Strategy (CEDS) Survey

Name of agency or unit of government: City of Isanti

Address: 110 First Avenue NW, PO Box 428, Isanti, MN 55040-0428

Telephone: 763.444.5512

Fax: 763.444.5560

Contact person: Sean Sullivan, Economic Development Director

Email: ssullivan@cityofisanti.us

Website: www.cityofisanti.us

Person completing survey: Sean Sullivan, Economic Development Director

I. Project Description:

Please provide a description of each of your projects prioritized below, with Project 1 being the highest priority project, and Project 5 being lowest. Please be as specific as you can with your description, including how projects will benefit your community, the region, labor force, etc. Please also include who the major beneficiaries of the project are, the estimated cost, where you are at in the planning process, and any other information you would deem beneficial when advocating for the project.

Project 1:

City of Isanti Rail Served Industrial Park/Rail Siding/Spur

The City of Isanti began its work on developing a rail served industrial park in 2006. The City of Isanti and the City of Cambridge discussed a joint rail park between the two communities and funded a consultant to advise the communities on rail locations. The study was completed and passed on to Isanti County. Isanti County contracted consultants Janna King and Michelle Keller to assist with identifying locations of a potential rail park within Isanti County. Based on initial consultations with King and Keller, it was determined that an industry expert be hired to conduct a formal feasibility / market study. The City of Isanti site was one of the three sites identified. Charles McSwain Consulting was contracted by Isanti County to further research the feasibility of rail sites within Isanti County. The results of the research identified the site in the City of Isanti

as the most financially feasible site in Isanti County. Current market conditions don't warrant the construction of the site in preparation of imminent development; however, the improving economic conditions may eventually drive its construction. In the event a catalyst project was to come forth, incremental development of the park would be economically viable. The main costs associated with the Rail Industrial Park are the switches, siding, and spurs necessary.

Ever Cat Fuels constructed a bio-diesel manufacturing plant within Isanti and desires to have the ability to receive and ship its products by rail in the future. This project was opened in 2008 and serves as a model for bio-diesel fuel production in the country. Ever Cat Fuels would be a beneficiary of the rail served industrial park and may contribute financially to its development. A regional industrial rail park has the potential to bring in new businesses, industry, and well-paying jobs to the City of Isanti, which would benefit the entire region.

A rail served industrial park will assist businesses with costs associated with shipping and receiving via rail. The impact of a rail served industrial park is believed to extend beyond the Region 7E boundaries as businesses in adjoining counties use the spur to decrease their shipping costs.

The City of Isanti owns the 137 acre parcel proposed for the rail served industrial park. There is the potential for acquisition of adjacent land to expand the proposed rail served industrial park site. BNSF has confirmed that the proposed site in the City of Isanti is large enough for a rail siding and the preliminary design has been approved by BNSF. The City Engineer has developed preliminary design concepts for the park and associated infrastructure. More work needs to be completed and these concepts need to be further refined and developed to achieve maximum efficiency. The City is seeking funding for engineering and environmental studies of the park, spur, rail switches, rail lines and interior roads to access the park.

Isanti City and County residents have long commute times to their jobs outside of the community. According to the US Census, the average Isanti commute is 33.2 minutes, which is 10 minutes longer than the average commute in Minnesota. Many workers from Isanti are commuting farther in order to find well-paying jobs to support their families. The time and cost of the commute takes away from the family and the community. Reducing commute times and creating well-paying jobs within the City of Isanti and Isanti County is important to the strength of the region. The rails served industrial park would greatly assist with job development in the City of Isanti and Isanti County.

Project 2:

City of Isanti Downtown Redevelopment.

A successful historic downtown is important to the success of the entire City of Isanti. The City has upgraded Main Street with new pavement, infrastructure, lighting and banners. The Isanti City Hall was constructed in Historic Downtown Isanti as a way to energize the area and to provide some connectivity to other commercial development on Heritage Boulevard (CSAH 5). There is still redevelopment work to be done including the revitalization of existing buildings, and redevelopment of underutilized properties.

Main Street was the signature place to shop and have a business. The intent is to keep this area viable as a successful business district. The City has explored senior housing, market rate housing, and business expansions and relocations to spur downtown growth and redevelopment. In 2012, the City of Isanti partnered with the private sector to construct a downtown directional sign to help generate commerce and the sign has been updated in 2016 to reflect changes businesses downtown. In 2016, there was only one vacant buildings (Former Chamber office), on historic Main Street. The City acquired 100 Dahlin Avenue NE, razed the structure, prepped the lot and is marketing that property for development.

The City has incorporated a Transit Multi-Modal Facility into the comprehensive plan and is noted as an important tool for the growth of the downtown and to assist our citizens in their daily long commutes to their jobs. Passenger rail, light rail, commuter rail and park & ride facilities have been a focus of discussion in Isanti County. The City of Isanti supports a rail stop within our community but understands that station locations are limited. It was determined that Isanti could support a commuter bus. To begin bus service the annual cost would be approximately $50,000 based on estimated ridership.

In 2013, the City of Isanti re-established a number of events and meetings to get more focus and involvement in historical downtown Isanti and they continue to be successful. The City EDA opened and operated a successful Farmer's Market at Eagle Park in downtown Isanti in 2013 and hosted two street dances. The City now has three street dances annually as they have proven to be very popular and great community building events. A full time Park and Events Coordinator position was created in 2014 to manage these events and to staff the Park and Recreation and Culture Board activities. Area businesses and City Officials plan to meet to discuss issues pertinent to downtown Isanti and the community as a whole. The Isanti and Cambridge Area Chambers of Commerce have merged and the organization now is called the North 65 Chamber of Commerce. The office is located at 2 Enterprise Avenue NE in the City of Isanti.

The City, East Central Regional Library System, and the Friends of the Library have combined resources and opened a "Library Outreach Stop" at Isanti City Hall, as a step to providing local library services. This serves as another key draw to the downtown and City Hall.

Project 3:

Mechanized Sewer Treatment Plant Upgrade

The City of Isanti is a young and vibrant community with a 2017 population estimated to be 5,873 according to State Demographer information from 2017 and recent housing permits pulled. Over the past 3 years the City has seen 184 single family housing permits pulled. The average age of City of Isanti residents is 30.8 years and the median household income is $58,431. Isanti is also home to over 177 businesses and 1,857 employees. The City owns 24 Minnesota Shovel Ready Certified acres (4 lots) in the Isanti Industrial Complex Industrial Park and has an additional 137 acres of land set aside for more industrial development (Rail Served Industrial Park) and 32 developable acres just north of the existing industrial park. Prior to the Great Recession, Isanti County was the second fastest growing county in the nation based on growth percentage and the

increase of housing starts is promising. Single family housing starts for the following years 2015-41, 2016-63 and 2017-80 (as of end of September 2017) show this positive trend. Currently there are 162 platted single family residential lots and 107 multi-family residential lots ready for development.

Although it cannot be assumed Isanti will grow at the levels it did during the mid-2000's it a fairly safe assumption that it will continue to grow at a fairly rapid rate. As of September 26, 2017 there were 269 platted lots (162-SFR, 107 Multi-Family) with infrastructure in place ready for immediate development. In order to keep up with future capacity and more stringent state environmental standards relating to water quality and additional nutrient removal, the City plans to make facility upgrades to make the current sewer treatment plant a fully mechanical facility within seven years. The capacity of the current system is 657,000 gallons per day. The estimated capacity of the new system is 850,000 plus gallons per day and will be constructed with a projected growth period of 20 years. Although the need is not immediate, it is imminent. Planning for the construction and identifying potential funding for this structure that will not overburden the taxpayer is important. Preliminary project estimates for the new plant are $15 million dollars, which includes reuse equipment the City already owns. In order to continue to grow smartly, maintain its place as a center of commerce, serve as a regional center for events, and be a great place for people to live, a new Mechanical Sewer Treatment Plant will need to be constructed.

Project 4:

Hotel / Redevelopment Plan.

The City of Isanti is home to many annual events and sport teams. Isanti Jubilee / PRCA Pro Rodeo, Isanti Indoor Arena – Home of Rum River BMX, David C Johnson Civic Arena, the Isanti Soccer Complex, and the Minnesota State Soccer Cup have brought several people to the City of Isanti in past years. A 75,000 square foot indoor BMX Arena, name Isanti Indoor Arena – Home of Rum River BMX was constructed in 2015 and has been hugely successful bringing 80,000 participants/spectators to the City of Isanti annually. The indoor BMX arena is the only project of its kind in the nation and is a bona-fide draw regionally and nationally. Financing for this project was done through City issued Tax Abatement bonds and participation by the Initiative Foundation. The City has entered into a 40 year lease with the Rum River BMX Association to operate the number one rated track in the United States. Based on these demand generators, their impact, and the fact that the closest, hotel to Isanti is located in Cambridge, a regional hotel market study was warranted and completed in 2016.

The conclusions of the feasibility/market study conducted by IDM in 2016 indicated a strong market demand for 80 hotel rooms in this market area. City Officials have been working on a 60 unit Best Western Hotel hotel with an indoor pool concept that would allow visitors to city attractions/events to stay and shop in Isanti and provide a venue for city residents to utilize. Estimated project costs for the 60 unit building are $6.2 Million dollars. This would also allow for the Civic Ice Irena, Isanti Soccer Complex, Isanti Indoor Arena – Home of Rum River BMX and other athletic facilities to hold more tournaments and events which would also increase commerce within the region.

Isanti is home to Evercat Fuels which is a cutting edge biodiesel pilot plant used to demonstrate the environmentally friendly process used to manufacture biodiesel. This facility employs nearly thirty employees and provides living wage jobs. Many out of town visitors come to see this pilot plant to learn about the processes involved with a new renewable energy source. Currently these visitors are forced to stay out of town or make a "day-trip" to Minnesota to visit Evercat. There are many other flourishing businesses including Advanced Telemetry Systems, ISD 911, SnoBear USA, Coborn's, Allina Health and Metal Coatings and Manufacturing that also help generate local demand for a hotel. Locating a hotel in Isanti, or this region, would help bring more jobs, commerce, investment, and modern amenities to Isanti County.

The City is considering the Hotel as a catalyst economic development/redevelopment project that will result in spin-off development opportunities in the immediate area. The acquisition of tax identification number 16.029.0101, the vacation of Penny Lane, the future construction of Richard Street from Broadway to Main Street and the extension of 5th Avenue NE to Main Street is all part of the Redevelopment Plan adopted by the EDA and the City Council in September of 2017. Reconfiguration of the existing street grid is necessary to facilitate development and redevelopment in this targeted area. The redevelopment of this area will build synergy with the existing historic downtown highlighted in Project two above.

II. Based on the projects you listed, please answer the following project benefits: (place a check for primary project benefits)

Project No.	**#1**	**#2**	**#3**	**#4**
Job Creation	X	X	X	X
Job Retention		X		
Livable Wages	X	X		X
Public Facilities	X		X	
Housing		X	X	
Social / Recreational		X	X	X
Downtown Revitalization / Renovation		X		
Other	X	X		X

If other, please explain:

Rail: Diversification of industrial businesses.

Transportation alternative for industrial businesses to transport materials and goods to and from their location.

Downtown: Redevelopment of our downtown to bring additional business and services to our community.

Economic Growth Corridor for possible commuter rail / light rail / passenger rail / park & ride depot location.

Hotel: Synergy between sporting venues and the Isanti Indoor Arena – Home of Rum River BMX will increase exposure for the City of Isanti and increase commerce.

III. Population to Benefit:

Project No.	#1	#2	#3	#4
City	5,614	5,614[b]	5,614[b]	5,614[b]
County	39,009	39,009[b]	5,614[b]	39,009[b]
Region 7E	164,343[a]	39,009[b]	5,614[b]	39,009[b]

a: MN DEED Census 2016 Luke Greiner https://apps.deed.state.mn.us/lmi/rws/Results.aspx
b: Population - Source Minnesota State Demographer July 2017, City of Isanti Population – 5,614, City of Cambridge – 8,749 and township populations for Athens – 2,168; Bradford – 3,403; Braham – 1,799; Dalbo TWP – 767, Maple Ridge TWP – 779; Cambridge TWP – 2,381; Isanti TWP – 2,234; North Branch TWP – 1,830; Oxford – 911; Spencer Brook – 1,609; Springvale – 1,487; Stanford – 2,281 and Wyanett – 1734, Isanti County population 39,009

IV. Characteristics of Population to Benefit:

Project No.	#1	#2	#3	#4
Unemployment	4.1% [a]	4.0%[a]	4.0%[a]	4.0%[a]
Low/Mod Income (family)	28,099[c]	3,727[c]	3,727[c]	3,737[c]
Elderly (60 plus yrs)	8,508[d]	8,508[d]	8,508[d]	8,508[d]
Youth (0-24 yrs)	12,276[d]	12,276[d]	12,276[d]	12,276[d]
Entire Community	164,343[c]	39,009[b]	5,614[b]	39,009[b]
Other	_____	_____	_____	

If other, please explain: _____

a: MN DEED Isanti County August 2017 https://mn.gov/deed/data/data-tools/laus/
b: Population - Source Minnesota State Demographer July 2017, City of Isanti Population – 5,614, City of Cambridge – 8,749 and township populations for Athens – 2,168; Bradford – 3,403; Braham – 1,799; Dalbo TWP – 767, Maple Ridge TWP – 779; Cambridge TWP – 2,381; Isanti TWP – 2,234; North Branch TWP – 1,830; Oxford – 911; Spencer Brook – 1,609; Springvale – 1,487; Stanford – 2,281 and Wyanett – 1734, Isanti County population 39,009
c: MN DEED 2014-16 Census– Low/Mod 80% median fam.
d: 2016 American Community Survey - US Census Fact Finder Isanti County http://factfinder.census.gov/faces/tableservices/jsf/pages/productview.xhtml?src=CF

V. Job Retention:

Project No.	#1	#2	#3	#4
1-5 jobs			X	

6-10 jobs				X
11-20 jobs		X		
More than 20 jobs				

VI. Job Creation:

Project No.	**#1**	**#3**	**#4**	**#5**
1-5 jobs			X	
6-10 jobs				
11-20 jobs		X		X
21-49 jobs				
More than 50 jobs	X			

VII. Project Readiness (planned start date):

Project No.	**#1**	**#2**	**#3**	**#4**
Within 1 year		X		X
Within 2 years				
Within 3 years (or more)	X		X	

Note: That with a rail industrial park, actual construction could not begin until all applicable environmental studies have been completed. The above schedule assumes that an EIS would be needed in order to begin. If a catalyst project committed to the City of Isanti the project could commence in shortly over 1 year.

Anticipated timing for the need to upgrade to fully mechanized sewer treatment facility is 7 years but capacity issues could move that up sooner.

VIII. Anticipated Financing Sources (check all that apply)

Project No.	**#1**	**#2**	**#3**	**#4**
Economic Development Administration (EDA)	X	X	X	X
Essential Function Bonds				
General Obligation Infrastructure Bonds			X	

Revenue Bonds	X				
MN Housing Finance Agency		X			
Housing		X			
Pollution Control Agency	X				
State Public Facilities Authority			X		
Tax Increment Financing	X	X			
USDA/Rural Development	X	X	X	X	
None Considered					
Other	X	X	X	X	X

If other, please explain:

Rail: County of Isanti, Tax Abatement, Department of Transportation, BDPI

Downtown: Tax Abatement, City of Isanti Revolving Loan Fund

Hotel: Tax Abatement, City Financing

IX. Community Tools

Who are your community's go-to persons for economic development/business rapid response?

1) Economic Development Director Sean Sullivan
   Phone: 763.444.5512 Ext. 111, ssullivan@cityofisanti.us

2) Don Lorsung, City Administrator
   Phone: 763.444.5512 Ext. 117, dlorsung@cityofisanti.us

3) Development Advisory Committee (Current Members – Annual Appointment)

   Mayor George Wimmer
   Phone: 763.442.8749, George@GeorgeWimmer.com

   Councilmember Ross Lorinser
   Phone: 763.587.3841, ross.lorinser@gmail.com

Industrial Parks

Name of industrial park and location:

Centennial Industrial Park. North side of the City of Isanti. East of the BNSF railroad tracks. West of TH 65. South of Cajima St (road in Isanti).

Size of industrial park: 62.00 acres approximate buildable

Acres available in industrial park: 24.00 acres approximate buildable

Asking price for industrial park land (per acre): $1 (if they meet City requirements)

Infrastructure in place at industrial park (please check all that apply):

Roads:	X	Water:	X	Sewer:	X
Storm Sewer:	X	Telecom.	X	Fiber Optics:	X

Are there any plans for expansion of the existing industrial park or create a new industrial park?

Yes: X No:

Please explain: A rail served industrial park, which would expand our current industrial park, is the City's number one CEDS request and the parcel is 137 acres north of City Public Services Campus. In addition, there are 32 acres adjacent and to the north of the existing industrial park that could serve for expansion of the existing park. There is no timetable for either project.

Total daily water capacity: 1,584,000 gallons. Available daily water capacity: 1,584,000 gallons

Total daily sewer capacity: 576,000 gallons. Available daily sewer capacity: 576,000 gallons

Loan Funds

City Revolving Loan Fund – Yes

Asset Base - $89,017 Available October 2017

Source – City Funds and State MIF Loan Repayment (20%)

Average Loan Size - $22,000

X. Other Information Requested:

What do you believe is the greatest obstacle to the Economic Development of the community or area served by your organization?

Rank from 1 to 5 with 1 being the greatest obstacle.

Adequate housing	____
Inadequate Infrastructure	____
Inadequately trained labor force	2
Inadequacy of broadband internet	____

Lack of agency staff	____
Lack of capital	1
Lack of equity funding resources	____
Lack of development plan	____
Lack of labor force	4
Lack of sites for development	____
Lack of transportation	3
Other	5

If other, please explain: The foreclosure crisis and uncertainty for costs for transportation, energy and goods and services. Isanti has fully recovered from the foreclosure crisis of 2009-2013. However, there are still some reservations as to re-investing in Isanti as many past investors were hurt financially by the sudden decline in economic activity in Isanti due to the Great Recession. Fuel costs have been trending lower, but historically they have been rather volatile. Gas prices are averaging $2.39 in the area now but the days of $4.00 gas are not out of recent memories for people and businesses looking to move to Isanti. Until we have some stability for an extended period of time there will be reservations by potential investors in Isanti. In addition, the cost of construction of new buildings far exceeds the price of acquiring exiting buildings. Vacant Building inventory continues to decline in Isanti and regionally but this serves as a barrier to new building construction in the industrial sector.

RESOLUTION 2017-XXX

AUTHORIZING SUBMITTAL OF 2017 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) TO EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION (ECRDC)

WHEREAS, CEDS is a survey submitted to cities in the region to identify priority projects; and

WHEREAS, projects not identified in the CEDS survey are not eligible to apply for federal EDA funds; and

WHEREAS, a 1) Rail Served Industrial Park, 2) Downtown Redevelopment, 3) Mechanized Sewer Treatment Plant Upgrade and 4) Hotel / Redevelopment Plan have been identified as economic development priorities by the City Council and Isanti EDA; and

WHEREAS, the deadline for submittal of the 2017 CEDS survey is October 20, 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, authorize City staff to submit the 2017 CEDS survey attached hereto to the ECRDC.

This Resolution hereby approved by the Isanti City Council this 17th day of October 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 10/6/2017 - 10/6/2017 | Oct 06, 2017 10:57AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/17	10/06/2017	47326	1503	7-UP BOTTLING	609-20200	336.54
10/17	10/06/2017	47327	794	AWWA - MINNESOTA SECTION	601-20200	90.00
10/17	10/06/2017	47328	2335	BCBSM	101-20200	21.60
10/17	10/06/2017	47329	53	BELLBOY CORPORATION	609-20200	2,383.82
10/17	10/06/2017	47330	9	BERNICKS PEPSI-COLA	609-20200	920.70
10/17	10/06/2017	47331	1387	BJORKLUND COMPANIES	602-20200	1,063.20
10/17	10/06/2017	47332	1500	BOLTON & MENK INC	441-20200	44,001.00
10/17	10/06/2017	47333	2319	BREAKTHRU BEVERAGE	609-20200	4,967.90
10/17	10/06/2017	47334	2448	CAMPBELL KNUTSON	108-20200	2,518.75
10/17	10/06/2017	47335	851	CASH	101-20200	31.34
10/17	10/06/2017	47336	1736	COMM OF MMB, TREAS DIV	101-20200	680.00
10/17	10/06/2017	47337	2541	COPPERHEAD INNOVATIONS	603-20200	1,030.00
10/17	10/06/2017	47338	918	CRYSTAL SPRINGS ICE	609-20200	253.36
10/17	10/06/2017	47339	1067	CUMMINS NPOWER, LLC	602-20200	1,504.04
10/17	10/06/2017	47340	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,263.35
10/17	10/06/2017	47341	1646	DAVIS EQUIPMENT CORPORATION	603-20200	82.37
10/17	10/06/2017	47342	1941	DELTA DENTAL	861-20200	3,337.90
10/17	10/06/2017	47343	257	EARL F. ANDERSEN	101-20200	311.00
10/17	10/06/2017	47344	966	EAST CENTRAL SOLID	603-20200	1,443.05
10/17	10/06/2017	47345	55	ECM PUBLISHERS INC	101-20200	102.51
10/17	10/06/2017	47346	912	FASTENAL COMPANY	602-20200	26.90
10/17	10/06/2017	47347	134	GOPHER STATE ONE-CALL INC	601-20200	174.15
10/17	10/06/2017	47348	2433	GRIDOR CONSTR INC	439-20200	56,671.00
10/17	10/06/2017	47349	2542	HARTUNG XOATINGS	601-20200	3,900.00
10/17	10/06/2017	47350	160	HAWKINS INC	601-20200	1,362.98
10/17	10/06/2017	47351	1048	HENRYS WATERWORKS,INC.	601-20200	2,076.84
10/17	10/06/2017	47352	2543	INNOVATIVE CONCRETE	440-20200	39,156.80
10/17	10/06/2017	47353	1891	ISANTI AREA JOINT	101-20200	52,260.70
10/17	10/06/2017	47354	1684	ISANTI COUNTY AUDITOR-	108-20200	280.00
10/17	10/06/2017	47355	114	ISANTI COUNTY RECORDER	108-20200	102.00
10/17	10/06/2017	47356	1563	ISANTI ELECTRIC INC	101-20200	541.56
10/17	10/06/2017	47357	252	ISANTI REDBIRDS	104-20200	88.60
10/17	10/06/2017	47358	162	ISANTI RENTAL	101-20200	129.95
10/17	10/06/2017	47359	1534	J. J. TAYLOR	609-20200	1,057.15
10/17	10/06/2017	47360	7	JOHNSON BROTHERS LIQUOR CO	609-20200	6,018.90
10/17	10/06/2017	47361	5	KAWALEK TRUCKING	609-20200	240.40
10/17	10/06/2017	47362	1338	KNIFE RIVER	101-20200	279.30
10/17	10/06/2017	47363	17	MCDONALD DISTRIBUTING CO	609-20200	3,626.80
10/17	10/06/2017	47364	2364	METERING & TECHNOLOGY	601-20200	128.35
10/17	10/06/2017	47365	1536	MINNESOTA DEED	219-20200	8,333.30
10/17	10/06/2017	47366	2080	MVTL LABORATORIES INC	602-20200	111.20
10/17	10/06/2017	47367	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,754.23
10/17	10/06/2017	47368	1884	REICHMANN, WADE	104-20200	26.90
10/17	10/06/2017	47369	2028	SELECTACCOUNT	861-20200	2,281.81
10/17	10/06/2017	47370	1361	STAPLES ADVANTAGE	601-20200	384.07
10/17	10/06/2017	47371	2172	TOSHIBA BUSINESS	108-20200	52.41
10/17	10/06/2017	47372	1510	TRI-COUNTY LAW ENFORCEMENT	101-20200	75.00
10/17	10/06/2017	47373	1820	URBANS HARDWARE	101-20200	68.76
10/17	10/06/2017	47374	42	VIKING COCA-COLA BOTTLING CO	609-20200	233.58
10/17	10/06/2017	47375	874	WASTE MANAGEMENT -	101-20200	386.98
10/17	10/06/2017	47376	4	WATSON CO INC	609-20200	1,206.17
10/17	10/06/2017	47377	2475	White Bear IT Solutions, LLC	101-20200	3,973.99
10/17	10/06/2017	47378	2009	WOOD, JOSEPHINE	603-20200	18.88

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						267,372.09

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount	
10/17	10/12/2017	47291	2538	CAMBRIDGE LAUNDERERS & CLEANERS	101-20200	13.18-	V
10/17	10/12/2017	47379	53	BELLBOY CORPORATION	609-20200	3,652.06	
10/17	10/12/2017	47380	9	BERNICKS PEPSI-COLA	609-20200	1,096.35	
10/17	10/12/2017	47381	368	BILLS QUALITY CLEANING	101-20200	821.00	
10/17	10/12/2017	47382	1198	CENTER POINT ENERGY	439-20200	214.40	
10/17	10/12/2017	47383	1969	CITY OF SAINT PAUL	101-20200	336.90	
10/17	10/12/2017	47384	918	CRYSTAL SPRINGS ICE	609-20200	78.64	
10/17	10/12/2017	47385	8	DAHLHEIMER DISTRIBUTING CO	609-20200	3,665.38	
10/17	10/12/2017	47386	257	EARL F. ANDERSEN	101-20200	551.64	
10/17	10/12/2017	47387	55	ECM PUBLISHERS INC	101-20200	44.85	
10/17	10/12/2017	47388	385	FEDERATED CO-OPS INC	101-20200	69.99	
10/17	10/12/2017	47389	2189	FORSTER, SHAYNA	101-20200	234.18	
10/17	10/12/2017	47390	526	GENERAL REPAIR SERVICE	602-20200	89.32	
10/17	10/12/2017	47391	739	HACH COMPANY	601-20200	457.35	
10/17	10/12/2017	47392	160	HAWKINS INC	601-20200	3,292.78	
10/17	10/12/2017	47393	1063	HAYFORD FORD	101-20200	19.99	
10/17	10/12/2017	47394	2209	INNOVATIVE OFFICE	101-20200	83.37	
10/17	10/12/2017	47395	113	ISANTI TIRE & AUTO CARE	101-20200	655.57	
10/17	10/12/2017	47396	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,146.72	
10/17	10/12/2017	47397	1857	JOSLIN & MOORE	101-20200	6,463.00	
10/17	10/12/2017	47398	5	KAWALEK TRUCKING	609-20200	130.00	
10/17	10/12/2017	47399	1338	KNIFE RIVER	101-20200	108.32	
10/17	10/12/2017	47400	131	MACQUEEN EQUIPMENT INC	602-20200	468.18	
10/17	10/12/2017	47401	1353	MARVS AUTO REPAIR	101-20200	627.69	
10/17	10/12/2017	47402	17	MCDONALD DISTRIBUTING CO	609-20200	10,925.30	
10/17	10/12/2017	47403	616	MENARDS - CAMBRIDGE	602-20200	206.10	
10/17	10/12/2017	47404	1044	MINNEAPOLIS FINANCE	101-20200	183.60	
10/17	10/12/2017	47405	1945	MN DEPT OF LABOR	101-20200	2,844.32	
10/17	10/12/2017	47406	176	MN DEPT OF REVENUE	101-20200	23,706.00	
10/17	10/12/2017	47407	2080	MVTL LABORATORIES INC	601-20200	315.60	
10/17	10/12/2017	47408	1290	NAPA AUTO PARTS	101-20200	264.62	
10/17	10/12/2017	47409	2498	PARK SEAL, LLC	101-20200	700.00	
10/17	10/12/2017	47410	617	PAUSTIS & SONS	609-20200	729.77	
10/17	10/12/2017	47411	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,488.58	
10/17	10/12/2017	47412	12	POSTMASTER	101-20200	116.00	
10/17	10/12/2017	47413	2073	PUDLICK, JACOB	101-20200	159.99	
10/17	10/12/2017	47414	2031	RESOURCE TRAINING	861-20200	31,896.00	
10/17	10/12/2017	47415	1113	RJM DISTRIBUTING INC	609-20200	329.70	
10/17	10/12/2017	47416	2028	SELECTACCOUNT	861-20200	1,257.02	
10/17	10/12/2017	47417	1160	SIMPLEX GRINNELL	101-20200	578.40	
10/17	10/12/2017	47418	315	ST.PAUL STAMP WORKS	101-20200	17.01	
10/17	10/12/2017	47419	96	STREICHERS	101-20200	788.00	
10/17	10/12/2017	47420	2544	TIERNEY	614-20200	3,600.00	
10/17	10/12/2017	47421	2485	ULINE	101-20200	91.11	
10/17	10/12/2017	47422	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00	
10/17	10/12/2017	47423	2027	US INTERNET	603-20200	57.80	
10/17	10/12/2017	47424	686	VERIZON WIRELESS	101-20200	468.62	
10/17	10/12/2017	47425	686	VERIZON WIRELESS	101-20200	660.60	
10/17	10/12/2017	47426	42	VIKING COCA-COLA BOTTLING CO	609-20200	214.88	
10/17	10/12/2017	47427	361	VINTAGE LOCK	101-20200	166.00	
10/17	10/12/2017	47428	4	WATSON CO INC	609-20200	2,079.47	
10/17	10/12/2017	47429	1129	ZARNOTH BRUSH WORKS INC	603-20200	976.00	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						114,177.99

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	85,548.02
Social Security & Medicare	4,725.22
Public Employees Retirement	8,252.02
Total City Expense	98,525.26

Pay Date 10/6/2017

Pay Period 20 (9/17-30/17)

Lump Sum Contract

Contractor's Application for Payment No. 13

Project:	Wastewater Treatment Plant Improvements	From (Contractor):	Gridor Construction, Inc.	Application Date:	9/25/2017
To (Owner):	City of Isanti, MN	Owner's Project No.:		Period From:	8/1/2017
Via (Engineer):	Bolton & Menk, Inc.	Engineer's Proj. No.:	R13.109638	Period To:	9/30/2017

Approved Change Order Summary:

No.	Date Approved	Additions	Deductions
	TOTALS	$0.00	$0.00
	NET CHANGE BY CHANGE ORDERS		$0.00

1.	**ORIGINAL CONTRACT PRICE**		$	2,942,400.00
2.	**Net change by Change Orders**		$	0.00
3.	**Current Contract Price (Line 1 + 2)**		$	2,942,400.00
4.	**TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate)**		$	2,917,752.00
5.	**RETAINAGE:**			
	a. 5% X $0.00 **Work Completed**		$	0.00
	b. 5% X $0.00 **Stored Material**		$	0.00
	c. **Less Total Retainage Released Early**		$	0.00
	d. **Total Retainage (Line 5a + Line 5b - Line 5c)**		$	0.00
6.	**AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c)**		$	2,917,752.00
7.	**LESS PREVIOUS PAYMENTS (Line 6 from prior Application)**		$	2,861,081.00
8.	**AMOUNT DUE THIS APPLICATION**		$	56,671.00
9.	**BALANCE TO FINISH, PLUS RETAINAGE (Column G on Progress Estimate + Line 5 above)**		$	24,648.00

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: _____ Date: 9/27/17

Payment of $ 56,671.00
(Line 8 or other - attach explanation of the other amount)

is recommended by: _____ 10/2/17
(Engineer) (Date)

Payment of $ _____
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ _____
(Owner) (Date)

Endorsed by the Construction Specifications Institute.

L.2.

Item No.	B Description of Work	C Scheduled Value	D Work Completed: From Previous Application	D Work Completed: This Period Percent	D Work Completed: This Period Amount	E Material Presently Stored (Not in D or E)	F Total Completed and Stored To Date (D+E+F)	G Percent Completed (G/C)	H Balance To Finish (C-G)
Division 1									
1.001	Mobilization Insurance and Bonds	$240,000	$215,931	0%	-$579		$215,352	89.7%	$24,648
Subtotal for	Division 1	$240,000	$215,931		-$579		$215,352	89.7%	$24,648
			$215,931			check	$215,352		
Division 2									
2.001	Erosion Control / Silt Fence	$5,000	$5,000				$5,000	100.0%	$0
2.002	Clear and Grub Site	$10,000	$10,000				$10,000	100.0%	$0
2.003	Fine Grade and Restore Site	$10,000	$8,500	15.00%	$1,500		$10,000	100.0%	$0
2.004	Demo Labor and Material	$80,000	$68,000	15.00%	$12,000		$80,000	100.0%	$0
2.005	Excavation and Fill	$80,000	$80,000				$80,000	100.0%	$0
2.006	Backfill of Structure	$50,000	$50,000				$50,000	100.0%	$0
2.007	Manholes and Precast	$35,000	$35,000				$35,000	100.0%	$0
2.008	Exerior Pipe - Labor and Equipment	$85,000	$85,000				$85,000	100.0%	$0
2.009	Exterior Pipe - Materials	$65,000	$65,000				$65,000	100.0%	$0
2.010	Paving	$40,000		100.00%	$40,000		$40,000	100.0%	$0
2.011	Landscape and Seedings	$7,500	$5,250	30.00%	$2,250		$7,500	100.0%	$0
2.012	Pond Cleaning / Transfer	$40,000	$40,000				$40,000	100.0%	$0
Subtotal for	Division 2	$507,500	$451,750.00		$55,750	$0	$507,500	100.00%	$0
		check	$451,750			Check	$507,500		
Division 3									
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000	$325,000				$325,000	100.0%	$0
3.002	Rebar Material	$80,000	$80,000				$80,000	100.0%	$0
3.003	Rebar Labor	$65,000	$65,000				$65,000	100.0%	$0
3.004	Precast Concrete - Hollow Core	$45,000	$45,000				$45,000	100.0%	$0
Subtotal for	Division 3	$515,000	$515,000.00		$0	$0	$515,000	100.00%	$0
		check	$515,000			Check	$515,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	E This Period Percent	E This Period Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 4									
4.001	Masonry	$200,000	$200,000				$200,000	100.0%	$0
Subtotal for	**Division 4**	**$200,000**	**$200,000.00**		**$0**	**$0**	**$200,000**	**100.00%**	**$0**
		check	$200,000			Check	$200,000		
Division 5									
5.001	Misc Metals - Materials	$55,000	$55,000				$55,000	100.0%	$0
5.002	Misc Metals - Labor	$15,000	$15,000				$15,000	100.0%	$0
Subtotal for	**Division 5**	**$70,000**	**$70,000.00**		**$0**	**$0**	**$70,000**	**100.00%**	**$0**
		check	$70,000			Check	$70,000		
Division 6									
6.001	Rough Carpentry	$2,500	$2,500				$2,500	100.0%	$0
Subtotal for	**Division 6**	**$2,500**	**$2,500.00**		**$0**	**$0**	**$2,500**	**100.00%**	**$0**
		check	$2,500			Check	$2,500		
Division 7									
7.001	Waterproofing / Insulation	$10,000	$10,000				$10,000	100.0%	$0
7.002	Roofing	$40,000	$40,000				$40,000	100.0%	$0
7.003	Sealants / Caulking	$5,000	$5,000				$5,000	100.0%	$0
Subtotal for	**Division 7**	**$55,000**	**$55,000.00**		**$0**	**$0**	**$55,000**	**100.00%**	**$0**
		check	$55,000			Check	$55,000		
Division 8									
8.001	HM Doors, Frames and Hardware	$15,000	$15,000				$15,000	100.0%	$0
Subtotal for	**Division 8**	**$15,000**	**$15,000.00**		**$0**	**$0**	**$15,000**	**100.00%**	**$0**
		check	$15,000			Check	$15,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed: From Previous Application	E This Period: Percent	E This Period: Amount	F Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 9									
9.001	Painting	$140,000	$140,000				$140,000	100.0%	$0
Subtotal for	**Division 9**	**$140,000**	**$140,000.00**		**$0**	**$0**	**$140,000**	**100.00%**	**$0**
		check	$140,000			Check	$140,000		
Division 10									
10.001	Signs	$2,500	$2,500				$2,500	100.0%	$0
10.002	Fire Extinguishers	$400	$0,400				$400	100.0%	$0
10.003	Safety Equipment	$500	$0,500				$500	100.0%	$0
Subtotal for	**Division 10**	**$3,400**	**$3,400.00**		**$0**	**$0**	**$3,400**	**100.00%**	**$0**
		check	$3,400			Check	$3,400		
Division 11									
11.001	Hydraulic Gates	$20,000	$20,000				$20,000	100.0%	$0
11.002	Submersible Pumps	$45,000	$45,000				$45,000	100.0%	$0
11.003	Vortex Pumps	$20,000	$20,000				$20,000	100.0%	$0
11.004	Grit Removal	$40,000	$40,000				$40,000	100.0%	$0
11.005	Grit Seperation	$30,000	$30,000				$30,000	100.0%	$0
11.006	Fine Screen	$160,000	$160,000				$160,000	100.0%	$0
11.007	Blowers	$125,000	$125,000				$125,000	100.0%	$0
11.008	Coarse Bubble Aeration	$20,000	$20,000				$20,000	100.0%	$0
11.009	Automatic Sampler	$15,000	$15,000				$15,000	100.0%	$0
Subtotal for	**Division 11**	**$475,000**	**$475,000.00**		**$0**	**$0**	**$475,000**	**100.00%**	**$0**
		check	$475,000						
Division 12									
	NONE						$0	0.0%	$0
Subtotal for	**Division 12**	**$0**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$0**
		check				Check	$0		
Division 13									
13.001	Steel Filter Modifications	$100,000	$100,000				$100,000	100.0%	$0
Subtotal for	**Division 13**	**$100,000**	**$100,000.00**		**$0**	**$0**	**$100,000**	**100.00%**	**$0**
		check	$100,000			Check	$100,000		

Item No.	B Description of Work	C Scheduled Value	D Work Completed From Previous Application	D Work Completed This Period Percent	D Work Completed This Period Amount	E Material Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H Percent Completed (G/C)	I Balance To Finish (C-G)
Division 14									
	NONE	$0					$0	0.0%	$0
Subtotal for	**Division 14**	**$0**	**$0.00**		**$0**	**$0**	**$0**	**0.00%**	**$0**
		check				Check	$0		
Division 15									
15.001	Interior Process Piping - Material	$65,000	$65,000				$65,000	100.0%	$0
15.002	Interior Process Piping - Labor & Equipment	$20,000	$20,000				$20,000	100.0%	$0
15.003	Process Valves - Material	$15,000	$15,000				$15,000	100.0%	$0
15.004	Mechanical Insulation	$34,000	$34,000				$34,000	100.0%	$0
15.005	Plumbing	$50,000	$50,000				$50,000	100.0%	$0
15.006	HVAC	$125,000	$125,000				$125,000	100.0%	$0
Subtotal for	**Division 15**	**$309,000**	**$309,000.00**		**$0**	**$0**	**$309,000**	**100.00%**	**$0**
		check	$309,000			Check	$309,000		
Division 16									
16.001	Electrical GC's	$30,000	$30,000				$30,000	100.0%	$0
16.002	Branch Wiring	$35,000	$35,000				$35,000	100.0%	$0
16.003	Lighting and Heaters	$35,000	$35,000				$35,000	100.0%	$0
16.004	Service / Distribution Equipment	$20,000	$20,000				$20,000	100.0%	$0
16.005	Motor Control Equipment	$15,000	$15,000				$15,000	100.0%	$0
16.006	Motor Control Wiring	$50,000	$50,000				$50,000	100.0%	$0
16.007	Control Panels	$65,000	$65,000				$65,000	100.0%	$0
16.008	Instruments	$30,000	$30,000				$30,000	100.0%	$0
16.009	Engineering and Start up	$30,000	$28,500	5.00%	$1,500		$30,000	100.0%	$0
Subtotal for	**Division 16**	**$310,000**	**$308,500.00**		**$1,500**	**$0**	**$310,000**	**100.00%**	**$0**
		check	$308,500			Check	$310,000		
	Grand Total	**$2,942,400**	**$2,861,081**		**$56,671**	**$0**	**2,917,752**	**99.16%**	**$24,648**

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 13
Period Ending: 9/30/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total installed to date	Amount Remaining in Storage
	Grand Totals	**$2,942,400**								
1.001	Mobilization Insurance and Bonds	$240,000								
Subtotal for	**Division 1**	**$240,000**								
Division 2										
2.001	Erosion Control / Silt Fence	$5,000								
2.002	Clear and Grub Site	$10,000								
2.003	Fine Grade and Restore Site	$10,000								
2.004	Demo Labor and Material	$80,000								
2.005	Excavation and Fill	$80,000								
2.006	Backfill of Structure	$50,000								
2.007	Manholes and Precast	$35,000								
2.008	Exterior Pipe - Labor and Equipment	$85,000								
2.009	Exterior Pipe - Materials	$65,000	$59,305			$59,305	$59,305		$59,305	
2.010	Paving	$40,000								
2.011	Landscape and Seedings	$7,500								
2.012	Pond Cleaning / Transfer	$40,000								
Subtotal for	**Division 2**	**$507,500**	**$59,305**	**$0**		**$59,305**	**$59,305**	**$0**	**$59,305**	**$0**
Division 3										
3.001	F/P/I Concrete 650 cy @$500 yrd	$325,000								
3.002	Rebar Material	$80,000	$17,715			$17,715	$17,715		$17,715	
3.003	Rebar Labor	$65,000								
3.004	Precast Concrete - Hollow Core	$45,000								
Subtotal for	**Division 3**	**$515,000**	**$17,715**	**$0**		**$17,715**	**$17,715**	**$0**	**$17,715**	**$0**
Division 4										
4.001	Masonry	$200,000								
Subtotal for	**Division 4**	**$200,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 5										
5.001	Misc Metals - Materials	$55,000	$40,000			$40,000	$40,000		$40,000	
5.002	Misc Metals - Labor	$15,000								
Subtotal for	**Division 5**	**$70,000**	**$40,000**	**$0**		**$40,000**	**$40,000**	**$0**	**$40,000**	**$0**

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gridor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 13
Period Ending: 9/30/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 6										
6.001	Rough Carpentry	$2,500								
Subtotal for	**Division 6**	**$2,500**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 7										
7.001	Waterproofing / Insulation	$10,000								
7.002	Roofing	$40,000								
7.003	Sealants / Caulking	$5,000								
Subtotal for	**Division 7**	**$55,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 8										
8.001	HM Doors, Frames and Hardware	$15,000	$10,544			$10,544	$10,544		$10,544	
Subtotal for	**Division 8**	**$15,000**	**$10,544**	**$0**		**$10,544**	**$10,544**	**$0**	**$10,544**	**$0**
Division 9										
9.001	Painting	$140,000								
Subtotal for	**Division 9**	**$140,000**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 10										
10.001	Signs	$2,500								
10.002	Fire Extinguishers	$400								
10.003	Safety Equipment	$500								
Subtotal for	**Division 10**	**$3,400**	**$0**	**$0**		**$0**	**$0**	**$0**	**$0**	**$0**
Division 11										
11.001	Hydraulic Gates	$20,000								
11.002	Submersible Pumps	$45,000	$40,463			$40,463	$40,463		$40,463	($0)
11.003	Vortex Pumps	$20,000								
11.004	Grit Removal	$40,000	$40,000			$40,000	$40,000		$40,000	
11.005	Grit Seperation	$30,000	$30,000			$30,000	$30,000		$30,000	
11.006	Fine Screen	$160,000	$136,560			$136,560	$136,560		$136,560	
11.007	Blowers	$125,000	$106,132			$106,132	$106,132		$106,132	
11.008	Coarse Bubble Aeration	$20,000	$16,712			$16,712	$16,712		$16,712	
11.009	Automatic Sampler	$15,000	$13,450			$13,450	$13,450		$13,450	
Subtotal for	**Division 11**	**$475,000**	**$383,316**	**$0**		**$383,316**	**$383,317**	**$0**	**$383,317**	**($0)**

Isanti, MN Wastewater Treatment Improvements

Stored Materials & Equipment Summary

Gildor Constr., Inc.
3990 27th Street SE
Buffalo, MN 55313

Pay Req. No. 13
Period Ending: 9/30/2017

Pay Item No.	Pay Application Work Item	Scheduled Value	Previous Stored To Date	New Storage This Month	Vendor/Description for New Storage	Total Stored to Date	Previous Installed to date	Installed this month	Total Installed to date	Amount Remaining in Storage
Division 12										
	NONE									
Subtotal for	Division 12	$0	$0	$0		$0	$0	$0	$0	$0
Division 13										
13.001	Steel Filter Modifications	$100,000	$63,950			$63,950	$63,950		$63,950	
Subtotal for	Division 13	$100,000	$63,950	$0		$63,950	$63,950	$0	$63,950	$0
Division 14										
	NONE									
Subtotal for	Division 14	$0	$0	$0		$0	$0	$0	$0	$0
Division 15										
15.001	Interior Process Piping - Material	$65,000	$13,185			$13,185	$13,185		$13,185	
15.002	Interior Process Piping - Labor & Equipment	$20,000								
15.003	Process Valves - Material	$15,000	$7,690			$7,690	$7,690		$7,690	
15.004	Mechanical Insulation	$34,000								
15.005	Plumbing	$50,000								
15.006	HVAC	$125,000	$22,415			$22,415	$22,415		$22,415	
Subtotal for	Division 15	$309,000	$43,290	$0		$43,290	$43,290	$0	$43,290	$0
Division 16										
16.001	Electrical GC's	$30,000								
16.002	Branch Wiring	$35,000								
16.003	Lighting and Heaters	$35,000	$27,572			$27,572	$27,572		$27,572	
16.004	Service / Distribution Equipment	$20,000								
16.005	Motor Control Equipment	$15,000								
16.006	Motor Control Wiring	$50,000								
16.007	Control Panels	$65,000								
16.008	Instruments	$30,000								
16.009	Engineering and Start up	$30,000								
Subtotal for	Division 16	$310,000	$27,572	$0		$27,572	$27,572	$0	$27,572	$0
	Grand Totals	$2,942,400	$645,692	$0		$645,692	$645,693	$0	$645,693	$0

CONTRACTOR'S PAY REQUEST NO. 1 **2017 PALOMINO ROAD IMPROVEMENTS** **SAP 245-108-001** **CITY OF ISANTI, MINNESOTA** **BMI PROJECT NO. R13.112450**	**DISTRIBUTION:** CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$591,312.55
TOTAL, COMPLETED WORK TO DATE	$249,401.30
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$249,401.30
RETAINED PERCENTAGE (5%)	$12,470.07
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$236,931.24
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$0.00
PAY CONTRACTOR AS ESTIMATE NO. 1	$236,931.24

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: C & L Excavating
7939 Ridgewood Road
PO BOX 99
St. Joseph, MN 56374

By _____
Name Title

Date 10-9-17

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303

By _____, CITY ENGINEER

Date 10/6/2017

APPROVED FOR PAYMENT:
OWNER: City of Isanti, Minnesota

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: 1

2017 PALOMINO ROAD IMPROVEMENTS
SAP 245-108-001
CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.112450
WORK COMPLETED THROUGH 9/30/2017

ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
			ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	2021.501 MOBILIZATION	$50,000.00	1 LUMP SUM	$50,000.00	LUMP SUM	$0.00	0.50 LUMP SUM	$25,000.00
2	2101.511 CLEARING & GRUBBING	$1,000.00	1 LUMP SUM	$1,000.00	LUMP SUM	$0.00	1.00 LUMP SUM	$1,000.00
3	2102.501 PAVEMENT MARKING REMOVAL	$2.00	166 SQ FT	$332.00	SQ FT	$0.00	0.00 SQ FT	$0.00
4	2104.501 REMOVE CURB & GUTTER	$1.60	4424 LIN FT	$7,078.40	LIN FT	$0.00	3,878.00 LIN FT	$6,204.80
5	2104.501 REMOVE SEWER PIPE (STORM)	$10.00	66 LIN FT	$660.00	LIN FT	$0.00	66.00 LIN FT	$660.00
6	2104.503 REMOVE BITUMINOUS WALK	$1.85	860 SQ FT	$1,591.00	SQ FT	$0.00	0.00 SQ FT	$0.00
7	2104.505 REMOVE CONCRETE DRIVEWAY PAVEMENT	$3.00	185 SQ YD	$555.00	SQ YD	$0.00	128.00 SQ YD	$384.00
8	2104.505 REMOVE BITUMINOUS DRIVEWAY PAVEMENT	$1.00	136 SQ YD	$136.00	SQ YD	$0.00	191.40 SQ YD	$191.40
9	2104.509 REMOVE MANHOLE OR CATCH BASIN	$350.00	1 EACH	$350.00	EACH	$0.00	1.00 EACH	$350.00
10	2104.509 REMOVE SIGN	$25.00	2 EACH	$50.00	EACH	$0.00	0.00 EACH	$0.00
11	2104.511 SAWING CONCRETE PAVEMENT (FULL DEPTH)	$3.00	102 LIN FT	$306.00	LIN FT	$0.00	48.00 LIN FT	$144.00
12	2104.513 SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	$3.00	317 LIN FT	$951.00	LIN FT	$0.00	45.00 LIN FT	$135.00
13	2104.602 SALVAGE & REINSTALL SIGN	$125.00	11 EACH	$1,375.00	EACH	$0.00	1.00 EACH	$125.00
14	2104.603 SAND FILL & ABANDON WATERMAIN	$6.50	480 LIN FT	$3,120.00	LIN FT	$0.00	0.00 LIN FT	$0.00
15	2104.618 SALVAGE & REINSTALL BRICK PAVERS	$15.00	214 SQ FT	$3,210.00	SQ FT	$0.00	0.00 SQ FT	$0.00
16	2105.501 COMMON EXCAVATION (EV) (P)	$15.00	354 CU YD	$5,310.00	CU YD	$0.00	0.00 CU YD	$0.00
17	2105.507 SUBGRADE EXCAVATION (EV)	$15.00	250 CU YD	$3,750.00	CU YD	$0.00	0.00 CU YD	$0.00
18	2105.607 HAUL & STOCKPILE BIT MATERIAL (LV)	$4.00	3575 CU YD	$14,300.00	CU YD	$0.00	3,575.00 CU YD	$14,300.00
19	2105.607 SALVAGED AGGREGATE FROM STOCKPILE (SV)	$6.00	1694 CU YD	$10,164.00	CU YD	$0.00	0.00 CU YD	$0.00
20	2118.607 AGGREGATE SURFACING (CV) CLASS 2	$50.00	20 CU YD	$1,000.00	CU YD	$0.00	0.00 CU YD	$0.00
21	2215.501 FULL DEPTH RECLAMATION	$0.65	7685 SQ YD	$4,995.25	SQ YD	$0.00	6,818.00 SQ YD	$4,431.70
22	2231.604 BITUMINOUS PATCH SPECIAL	$24.50	70 SQ YD	$1,715.00	SQ YD	$0.00	0.00 SQ YD	$0.00
23	2360.503 TYPE SP 9.5 WEAR COURSE MIX (2,B), 1.5" THICK	$5.35	7620 SQ YD	$40,767.00	SQ YD	$0.00	0.00 SQ YD	$0.00
24	2360.503 TYPE SP 12.5 NON WEAR COURSE MIX (2,B), 2.5" THICK	$8.00	7620 SQ YD	$60,960.00	SQ YD	$0.00	0.00 SQ YD	$0.00
25	2411.618 MODULAR BLOCK RETAINING WALL	$28.00	70 SQ FT	$1,960.00	SQ FT	$0.00	0.00 SQ FT	$0.00
26	2503.511 12" RC PIPE SEWER CLASS V	$45.00	86 LIN FT	$3,870.00	LIN FT	$0.00	86.00 LIN FT	$3,870.00
27	2504.602 CONNECT TO EXISTING WATERMAIN	$950.00	7 EACH	$6,650.00	EACH	$0.00	7.00 EACH	$6,650.00
28	2504.602 ADJUST GATE VALVE & BOX	$200.00	8 EACH	$1,600.00	EACH	$0.00	0.00 EACH	$0.00
29	2504.602 6" GATE VALVE & BOX	$1,230.00	7 EACH	$8,610.00	EACH	$0.00	7.00 EACH	$8,610.00
30	2504.602 8" GATE VALVE & BOX	$1,600.00	3 EACH	$4,800.00	EACH	$0.00	3.00 EACH	$4,800.00
31	2504.602 10" GATE VALVE & BOX	$2,210.00	4 EACH	$8,840.00	EACH	$0.00	4.00 EACH	$8,840.00
32	2504.602 HYDRANT	$3,700.00	6 EACH	$22,200.00	EACH	$0.00	6.00 EACH	$22,200.00
33	2504.602 1" CORPORATION STOP	$560.00	22 EACH	$12,320.00	EACH	$0.00	23.00 EACH	$12,880.00
34	2504.602 1" CURB STOP & BOX	$245.00	22 EACH	$5,390.00	EACH	$0.00	23.00 EACH	$5,635.00
35	2504.603 1" TYPE K COPPER PIPE	$18.40	760 LIN FT	$13,984.00	LIN FT	$0.00	726.00 LIN FT	$13,358.40
36	2504.603 6" WATERMAIN DUCTILE IRON CLASS 52	$35.00	97 LIN FT	$3,395.00	LIN FT	$0.00	90.00 LIN FT	$3,150.00
37	2504.603 8" WATERMAIN DUCTILE IRON CLASS 52	$36.00	126 LIN FT	$4,536.00	LIN FT	$0.00	120.00 LIN FT	$4,320.00
38	2504.603 10" WATERMAIN DUCTILE IRON CLASS 52	$42.00	2008 LIN FT	$84,336.00	LIN FT	$0.00	2,006.00 LIN FT	$84,252.00
39	2504.608 WATERMAIN FITTINGS	$6.50	1836 POUNDS	$11,934.00	POUNDS	$0.00	1,653.00 POUNDS	$10,744.50
40	2506.501 CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (2'X3') (R-1)	$545.00	4 LIN FT	$2,180.00	LIN FT	$0.00	4.00 LIN FT	$2,180.00
41	2506.516 CASTING ASSEMBLY	$700.00	1 EACH	$700.00	EACH	$0.00	0.00 EACH	$0.00
42	2506.522 ADJUST FRAME AND RING CASTING	$400.00	22 EACH	$8,800.00	EACH	$0.00	0.00 EACH	$0.00
43	2506.602 CONNECT TO EXISTING STRUCTURE	$850.00	1 EACH	$850.00	EACH	$0.00	1.00 EACH	$850.00
44	2521.501 4" CONCRETE WALK	$4.00	10875 SQ FT	$43,500.00	SQ FT	$0.00	0.00 SQ FT	$0.00
45	2531.501 CONCRETE CURB & GUTTER DESIGN B618	$20.00	140 LIN FT	$2,800.00	LIN FT	$0.00	0.00 LIN FT	$0.00
46	2531.501 CONCRETE CURB & GUTTER DESIGN D418	$15.00	4274 LIN FT	$64,110.00	LIN FT	$0.00	0.00 LIN FT	$0.00
47	2531.507 6" CONCRETE DRIVEWAY PAVEMENT	$58.00	275 SQ YD	$15,950.00	SQ YD	$0.00	0.00 SQ YD	$0.00
48	2531.604 8" CONCRETE VALLEY GUTTER	$70.00	65 SQ YD	$4,550.00	SQ YD	$0.00	0.00 SQ YD	$0.00
49	2531.618 TRUNCATED DOMES	$45.00	100 SQ FT	$4,500.00	SQ FT	$0.00	0.00 SQ FT	$0.00
50	2540.602 RELOCATE MAILBOX	$125.00	9 EACH	$1,125.00	EACH	$0.00	0.00 EACH	$0.00
51	2563.601 TRAFFIC CONTROL	$4,500.00	1 LUMP SUM	$4,500.00	LUMP SUM	$0.00	0.50 LUMP SUM	$2,250.00

Partial Pay Estimate No.: *1*

2017 PALOMINO ROAD IMPROVEMENTS
SAP 245-108-001
CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.112450
WORK COMPLETED THROUGH 9/30/2017

ITEM NO.		ITEM	UNIT PRICE	AS BID ESTIMATED QUANTITY		AS BID ESTIMATED AMOUNT	PREVIOUS ESTIMATE ESTIMATED QUANTITY		PREVIOUS ESTIMATE ESTIMATED AMOUNT	COMPLETED TO DATE ESTIMATED QUANTITY		COMPLETED TO DATE ESTIMATED AMOUNT
52	2564.536	INSTALL SIGN PANEL TYPE C	$125.00	7	EACH	$875.00	EACH		$0.00	0.00	EACH	$0.00
53	2573.502	SILT FENCE, TYPE MS	$2.75	515	LIN FT	$1,416.25	LIN FT		$0.00	122.00	LIN FT	$335.50
54	2573.530	STORM DRAIN INLET PROTECTION	$200.00	13	EACH	$2,600.00	EACH		$0.00	6.00	EACH	$1,200.00
55	2573.535	STABILIZED CONSTRUCTION EXIT	$700.00	1	LUMP SUM	$700.00	LUMP SUM		$0.00	0.50	LUMP SUM	$350.00
56	2574.525	LOAM TOPSOIL BORROW (LV)	$18.00	159	CU YD	$2,862.00	CU YD		$0.00	0.00	CU YD	$0.00
57	2575.505	SODDING TYPE LAWN	$5.15	3516	SQ YD	$18,107.40	SQ YD		$0.00	0.00	SQ YD	$0.00
58	2582.502	4" SOLID LINE EPOXY	$1.00	120	LIN FT	$120.00	LIN FT		$0.00	0.00	LIN FT	$0.00
59	2582.502	24" SOLID LINE EPOXY	$8.75	115	LIN FT	$1,006.25	LIN FT		$0.00	0.00	LIN FT	$0.00
60	2582.502	4" BROKEN LINE EPOXY	$1.00	430	LIN FT	$430.00	LIN FT		$0.00	0.00	LIN FT	$0.00
61	2582.503	CROSSWALK EPOXY	$5.00	306	SQ FT	$1,530.00	SQ FT		$0.00	0.00	SQ FT	$0.00
		TOTAL AMOUNT:				**$591,312.55**			**$0.00**			**$249,401.30**

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
September 5, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by President Wimmer at 7:35 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer, Tara Hallberg and Steve Lundeen
Commissioners Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

Motion by Collison, Second by Lorinser to add Item 7. Authorization to Direct City Attorney to Make Formal Written Information Request to Isanti County for all Documents Relating to Gas Station Abatement at Corner of State Hwy 65 and Main St in Cambridge, MN (Main and 65 LLC). Other Business/ Updates / Communication to be renumbered 8. And Adjournment to be renumbered as 9 and adopt the amended Agenda. Motion passed unanimously.

2. Approve Minutes of August 2, 2017 Regular Economic Development Meeting

Motion by Bergley second by Lundeen to approve the minutes as presented for August 2, 2017. Motion carried unanimously.

3. Public Hearing: Consider Resolution Establishing Economic Development District No. 1

Economic Development Director Sullivan highlighted the staff memo highlighting the reasons for establishing an Economic Development District in the City of Isanti. This action is part of a legal process to allow the EDA to use full power under both the EDA ad HRA Statutes. The 60 unit Best Western Plus Hotel project will be located within the proposed Economic Development District No. 1 as outlined within the attached resolution. This action is a required step to allow the use of Revenue Bonds if needed for project financing. It also identifies a specific geographic area for the project area.

President Wimmer opened the public hearing.

No public comment was received.

President Wimmer closed the public hearing

Motion by Lundeen, second by Bergley to Adopt EDA Resolution 2017-3 Establishing Economic Development District No. 1. Motion passed unanimously.

4. Public Hearing: Consider Granting of a Business Subsidy to Isanti Hotel Partners, LLC

Economic Development Director Sullivan highlighted the staff memo highlighting President Wimmer and Economic Development Director Sullivan work with the Developer, Legal Counsel, Financial Advisors and a Financial Institution to put together a hotel deal in Isanti. One method of financing for the project involves the issuance of Revenue Bonds by the EDA. The EDA is proposing to issue revenue bonds in an amount not to exceed $2,100,000 and loan the net proceeds of the bonds to Isanti Hotel Partners, LLC for the construction of a hotel. This proposed action is considered a business subsidy and requires a public hearing.

President Wimmer noted that if this financing is utilized it would simply be a pass through loan that would result in the Developer making payment directly to the bank. He said the payment structure was similar to the Industrial Revenue Bond that were issued for the Ice Arena in Isanti.

President Wimmer opened the public hearing.

Garen Engquist, 16 Nina Court SW, Isanti MN 55040 provided public comment. Mr. Engquist asked for clarification on the Tax Abatement and proposed issuance of Revenue Bonds.

President Wimmer explained that the City would be reimbursing City of Isanti taxes paid by the developer according the following schedule: 2020-50%, 2021-50%, 2022-50%, 2023- 50%, 2024-50%, 2025-40%, 2026-30%, 2027-20%, 2028-10%. If the EDA utilize Revenue Bonds the Developer is essentially borrowing the money in the name of the EDA/City. The Developer is responsible for guaranteeing that the debt gets paid and makes the payment to the bank. The EDA/City is not giving this money to the developer, it's a pass through loan.

Mr. Enquist thanked President Wimmer for the explanation

President Wimmer asked if there was any additional public comment.

No additional public comment was received.

President Wimmer closed the public hearing.

No action was taken on this item at this time.

5. Consider Adoption of EDA Resolution 2017-4 Approving Redevelopment Project Area and Redevelopment Plan

Economic Development Director Sullivan highlighted the staff memo. The City Development Team has been actively negotiating with Isanti Hotel Partners, LLC to bring a 60 unit Best Western Plus Hotel

to the City of Isanti. Part of this process involves defining a planned area of redevelopment centered around the Hotel project. This project is critical for the growth of Isanti and the redevelopment of parcels in this immediate area. The attached Redevelopment Plan and Area attached to the resolution that is required to be adopted by the City of Isanti EDA.

Motion by Lorinser, second by Collison to Adopt EDA Resolution 2017-4 Approving Redevelopment Project Area and Redevelopment Plan. Motion passed unanimously.

6. Consider Adoption of Resolution 2017-5 Authorizing the Funding and Execution of the Municipal Advisory Service Agreement between the City of Isanti EDA and Northland Securities, Inc.

Motion by Lorinser, second by Bergley to Adopt EDA Resolution 2017-5 Authorizing the Funding and Execution of the Municipal Advisory Service Agreement between the City of Isanti EDA and Northland Securities, Inc. Motion passed unanimously.

7. Authorization to City Attorney to Make Formal Written Information Request to Isanti County for all Documents Relating to Gas Station Abatement at Corner of State Hwy 65 and Main St in Cambridge, MN (Main and 65 LLC)

President Wimmer asked the EDA for action to direct City Attorney Joslin to formally make written request for all documents and public information in regards to the Cambridge.

Motion by Bergley, second by Collison to Authorize City Attorney to Make Formal Written Information Request to Isanti County for all Documents Relating to Gas Station Abatement at Corner of State Hwy 65 and Main St in Cambridge, MN (Main and 65 LLC). Motion carried unanimously.

8. Other Business / Updates

Economic Development Director Sullivan thanked Economic Development Intern Gilyard for his efforts during his internship.

President Wimmer also expressed the fact the he did whatever asked of him and the work product was great.

Sullivan stated 67 single housing permits have been pulled and 1 more is waiting to be picked up. This is well ahead of the pace set last year.

Commissioner Lorinser asked where we were at this time last year.

Sullivan didn't know of hand but stated he would forward that information out to the EDA.

a. Business Prospects
b. City Promotional Bag Update
c. Marketing Materials
d. EDAM – Summer Conference
e. GPS 45:93

f. Housing Starts in 2017
g. Business Arrivals and Departures in Isanti 2017

9. Adjournment

Lundeen motioned, seconded by Bergley to adjourn at 7:47pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 5th day of September, 2017.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

L.5.

A Community For Generations.

Isanti

APPLICATION FOR LOCAL GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Knights of Columbus Council # 10238

Address of Organization: 207 Whiskey Road NW, Isanti, Mn. 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Name _____ Address _____ Phone No. _____

Name _____ Address _____ Phone No. _____

Name _____ Address _____ Phone No. _____

Type of Event: Turkey Bingo Date of event: 11/12/17

Use of Proceeds: Knights of Columbus Activities

Location and address of event:

207 City Rd 23 NW, Isanti, St Elizabeth Ann Seton Church

Estimated value of prizes to be awarded: Less than $1500 -

Name of applicant: Dem Carpenter Applicant's phone number: _____

Signature of applicant: Dem Carpenter

Date: 9/29/17

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR KNIGHTS OF COLUMBUS COUNCIL #10238

WHEREAS, the City has received an application for an exempt gambling permit from the Knights of Columbus Council #10238 to hold a fundraiser event on November 12, 2017 at the St. Elizabeth Ann Seton Church, 207 Whiskey Road, Isanti, MN; and

WHEREAS, the applicant estimates the value of prizes to be awarded is less than $1,500; and

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the Knights of Columbus Council #10238 application for an exempt gambling permit is approved for the following date:

Sunday, November 12, 2017
At the St. Elizabeth Ann Seton Church; and

BE IT FURTHER RESOLVED, that approval is subject to:

a. A successful background check has been revived from the Police Department.
b. The approval for such permits under the laws of the State of Minnesota and their compliance with all laws.

This Resolution is hereby approved by the Isanti City Council this 17th day of October 2017.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**

From: Chief Gene C. Hill
Date: October 10, 2017
Subject: Letter of Separation – Officer Rodrick Barrows

Background:

Officer Rodrick Barrows has put in his letter of separation / resignation from the police department dated October 7th, 2017 that is attached. His last day of employment would be October 29th, 2017 as stated in the letter.

Action:

I am requesting the City Council to review and consider accepting the letter of separation / resignation that was submitted by Officer Barrows.

Thank you for your time and consideration,

Chief Gene C. Hill

October 7, 2017

City of Isanti Police Department
401 1st Avenue North
Isanti, MN 55040

RE: Separation from employment

Chief of Police Gene C. Hill:

As you may be aware, I have been recently approved for PERA Duty Disability Benefits as a result of my work-related medical condition. While I am honored to have had the opportunity to serve the community, I must end my employment with the City of Isanti effective October 29, 2017 as a result of my medical condition.

I request that you make full payment of all of the benefits owed to me under my employment contact and collective bargaining agreement, including sick, vacation, holiday, comp. time, etc.

I appreciate your time and attention to this matter.

Sincerely,

5814

Rodrick Barrows

Cc: LT. T. Muyres
City Administrator Don Lorsung
Human Resources/City Clerk Katie Brooks

RESOLUTION 2017-XXX

RESOLUTION ACCEPTING THE LETTER OF SEPARATION / RESIGNATION OF OFFICER RODRICK BARROWS

WHEREAS, Officer Barrows has been an employee of the City of Isanti Police Department since January 28th, 2002; and

WHEREAS, Officer Barrows has submitted a letter of separation / resignation to the City of Isanti on October 7, 2017; and

WHEREAS, Officer Barrows is entitled to all unpaid time that he has accrued; and

WHEREAS, to post and advertise to replace this vacant fulltime peace officers position; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the following:

1. To accept the separation / resignation letter of Officer Rodrick Barrows to wit his last day of employment will be October 29th, 2017.
2. To Pay Officer Barrows for all accrued time on the record.
3. To post / advertise immediately to replace this full-time peace officers position.

This Resolution is hereby approved by the Isanti City Council this 17th day of October, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council**

From: Don Lorsung, City Administrator

Date: October 6, 2017

Subject: Resolution Authorizing Improvements in the Fire Station

---

Fire Chief Al Jankovich, on behalf of the Isanti Area Joint Operating Fire District, is requesting approval to proceed of the following improvements at the Fire Station. The Fire Station will be paying the costs for the improvements.

Proposed Improvements:

a. Replacement of 1 casement window and 1 glider window in the Fire Department Office.
b. Replacement of 2 casement windows in the main level training room.
c. Replacement of the furnace that serves the serves the Fire Department Office and main level training area, and replacement of the furnace and installation of air conditioning for the second floor meeting/training area.
d. Re-painting of the exterior of their portion of the building. Colors are to match City facilities. (* Please note that this work will be coordinated with consideration of painting of the entire building).

Attached are letters from the Fire Chief regarding these proposed improvements. This matter was reviewed by the Finance Committee. Attached is a Resolution for your consideration that authorizes improvements in the Fire Station

September 21, 2017

City of Isanti
Attn: Don Lorsung
P.O. Box 428
Isanti, MN 55040

received
9/23/17

RE: Fire Station Improvements

Mr. Lorsung and Whom It Applies,

This letter is to inform the City of Isanti of our wishes to perform building maintenance to areas of the 401 1st Ave NW building that is leased to the Fire District for use.

1 casement window and 1 glider window within the Fire Department office, and 2 casement windows in the main level training room are of interest to replace. Our goal would be to replicate the other buildings windows as much as possible. We have obtained one bid so far for budgetary purposes which totals $4,282.

Also, the furnace that supplies forced air to the down stairs office and training area, and another furnace upstairs that provides forced air to the upstairs training room are due to be replaced. We would also like to upgrade the upstairs unit to include air conditioning. We have obtained one proposal to complete the work totaling $11,550.

Would you please consider us making these improvements and advise on considerations we should include moving forward.

Thank you.

Alan Jankovich
Fire Chief
Isanti Fire District

RESOLUTION NO. 2017-XXX

A RESOLUTION AUTHORIZING IMPROVEMENTS IN THE FIRE STATION

WHEREAS, The Isanti Area Joint Operating Fire District (IAJOFD) desires to perform improvements in the Fire Station; and

WHEREAS, the IAJOFD desires approval of the improvements made in accordance iwh the lease; and

WHEREAS, the IAJOFD will be paying all costs of the proposed improvements;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that approval is given for the IAJOFD to perform the following improvements at their cost.

a. Replacement of 1 casement window and 1 glider window in the Fire Department Office.
b. Replacement of 2 casement windows in the main level training room.
c. Replacement of the furnace that serves the serves the Fire Department Office and main level training area, and replacement of the furnace and installation of air conditioning for the second floor meeting/training area.
d. Re-painting of the exterior of their portion of the building. Colors are to match City facilities.

Adopted by the Isanti City Council this 17th day of October 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

A Community For Generations.

Isanti

MEMO

To: **Mayor Wimmer and City Council**

From: Don Lorsung, City Administrator

Date: October 5, 2017

Subject: Resolution Designating Polling Places in City of Isanti

---

The 2017 Minnesota Legislature amended State Law to require that Cities designate their election polling places each year. The polling places designated by the City are then the polling places for the following calendar year. It is the City's intent to use the existing polling places for Election Precincts 1 and 2, as previously established by the City Council.

Attached is a Resolution for your consideration that designates our polling places.

RESOLUTION NO. 2017-XXX

A RESOLUTION DESIGNATING POLLING PLACES IN CITY OF ISANTI

WHEREAS, Minnesota Statues 204B.16 was amended this year by the Legislature to require the governing body of each municipality to designate by ordinance or resolution a polling place for each election precinct by December 31st of each year. These polling places are designated for the following calendar year; and,

WHEREAS, the City Council of the City of Isanti has created Precinct 1 and Precinct 2 with Official Polling Places, as adopted and designated in Resolution 2015-288; and,

WHEREAS, due to State law the City Council finds it necessary to re-designate a polling place location for each precinct;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF ISANTI, ISANTI COUNTY, MINNESOTA HEREBY DESIGNATES THE POLLING PLACES FOR EACH PRECINCT AS FOLLOWS:

1. The official Polling Place location for Election Precinct 1 is Isanti City Hall, 110 First Avenue NW, Isanti, Minnesota.

2. The official Polling Place location for Election Precinct 2 is Isanti Community Center, 208.5 First Avenue NW, Isanti, Minnesota.

This resolution was duly adopted by the Isanti City Council this 17th day of October, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

MEMO

To: **Mayor and Council Members**
From: Katie Brooks, Human Resources/City Clerk
Date: October 13, 2017
Subject: Social Media Policy- Adoption

Background:

The City of Isanti wishes to establish a Social Media Policy for a positive and informative social media presence. Adding this policy to our Personnel Policy will give the staff permission to manage all social media sites and the content exposed to the community. The City of Isanti will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document

Attachments:

- Exhibit A- Social Media Policy
- Resolution 2017-XXX.

City of Isanti, Minnesota
Social Media Policy

Purpose

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information which is distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's customers. Since social media is used for social networking, this policy seeks to ensure proper use of the City of Isanti's social media sites by its representatives.

The City of Isanti wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical and lawful manner pursuant to all existing City and departmental policies. This policy also provides guidelines and standards for city representatives regarding the use of social media for communication with residents, colleagues and all other followers.

Policy

The City of Isanti will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communication and information sharing strategy. City social media sites may be modified or removed by the City at any time and without notice, as described in this document.

City of Isanti social media accounts are considered a City asset and administrator access to these accounts must be securely administered in accordance with the City's Computer Use policy. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media web sites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Isanti, including a link to the City's official web site.

Scope

This policy applies to any existing or proposed social media web sites sponsored, established, registered or authorized by the City of Isanti. This policy also covers the private use of the City's social media accounts by all City representatives, including its employees and agents, Council members, appointed board or commission members and all public safety volunteers to the extent it affects the City. Questions regarding the scope of this policy should be directed to the Human Resources / City Clerk.

Definition

Social media are internet and mobile-based applications, websites and functions, other than email, for sharing and discussing information, where users can post photos, video, comments and

links to other information to create content on any imaginable topic. This may be referred to as "user-generated content" or "consumer-generated media."

Social media includes, but is not limited to:

- Social networking sites such as Facebook, LinkedIn, Twitter, and online dating services/mobile apps
- Blogs
- Social news sites such as Reddit and Buzzfeed
- Video and photo sharing sites such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias such as Wikipedia
- An ever emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, "employees and agents" means all City representatives, including its employees and other agents of the city, such as independent contractors or Council members.

Rules of Use

City employees, as assigned in their respective City Departments, or designated Agents with administrator access are responsible for managing social media websites. Facilities or departments wishing to have a new social media presence must initially submit a request to Personnel Committee in order to ensure social media accounts are kept to a sustainable number and policies are followed. All social media sites/use must be approved by Resolution of the City Council. All approved sites will be clearly marked as the City of Isanti site and will be linked with the official City website (www.cityofisanti.us). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy

Administration of all social media web sites must comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts accessed and utilized during the course and scope of an employee's performance of his/her job duties may not be used for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No social media website may be used by the City or any City employee or agent to disclose private or confidential information. No social media web site should be used to disclose sensitive information; if there is any question as to whether information is private, confidential or sensitive, contact the Human Resources/City Clerk.

When using social media sites as a representative of the City, employees and agents will act in a professional manner. Examples include but are not limited to:

- Adhere to all City personnel and Computer Use policies
- Use only appropriate language

Be aware that content will not only reflect on the writer but also on the City of Isanti as a whole, including elected officials and other city employees and agents. Make sure information is accurate and free of grammatical errors.

- Not providing private or confidential information, including names, or using such material as part of any content added to a site.
- Not negatively commenting on community partners or their services, or using such material as part of any content added to a site.
- Not providing information related to pending decisions that would compromise negotiations.
- Be aware that all content added to a site is subject to open records/right to know laws and discovery in legal cases.
- Always keep in mind the appropriateness of content.
- Comply with any existing code of ethical behavior established by the City.

Where moderation of comments is an available option, comments from the public will be reviewed by City staff, with administrative rights, before posting. It is the City's discretion to allow any comments or posts on City social media sites.

City of Isanti's staff with administrative rights will not edit any posted comments. However, comments posted by members of the public may not be posted or may be removed if they are abusive, obscene, defamatory, in violation of the copyright, trademark right or other intellectual property right of any third party, or otherwise inappropriate or incorrect. The following are examples of content that may be removed by City staff before or shortly after being published:

- Potentially libelous comments
- Obscene or racist comments
- Personal attacks, insults, or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments totally unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion

Personal Social Media Use

The City of Isanti respects employees and agents' rights to post and maintain personal websites, blogs and social media pages and to use and enjoy social media on their own personal devices during non-work hours. The City requires employees and agents to act in a prudent manner with regard to website and internet postings that reference the City of Isanti, its personnel, its operation or its property. Employees and agents and others affiliated with the City may not use a city brand, logo or other city identifiers on their personal sites, nor post information that purports to be the position of the City without prior authorization

City employees and agents are discouraged from identifying themselves as city employees when responding to or commenting on blogs with personal opinions or views. If an employee chooses to identify him or herself as a City of Isanti employee, and posts a statement on a matter related to City business, a disclaimer similar to the following must be used:

"These are my own opinions and do not represent those of the City."

Occasional access to personal social media websites during work hours is permitted, but employees and agents must adhere to the guidelines outlined in the City's Acceptable Use Policy for Electronic Communications and Internet Use. Employees and agents should also review the Data Ownership section of this policy (below).

There may be times when personal use of social media (even if it is off-duty or using the employee's own equipment) may spill over into the workplace and become the basis for employee coaching or discipline. Examples of situations where this might occur include:

- Friendships, dating or romance between co-workers
- Cyber-bullying, stalking or harassment
- Release of confidential or private data; if there are questions about what constitute confidential or private data, contact Human Resources / City Clerk.
- Unlawful activities
- Misuse of city-owned social media
- Inappropriate use of the city's name, logo or the employee's position or title
- Using city-owned equipment or city-time for extensive personal social media use

Each situation will be evaluated on a case-by-case basis because the laws in this area are complex. If you have any questions about what types of activities might result in discipline, please discuss the type of usage with Human Resources/City Clerk.

Data Ownership

All social media communications or messages composed, sent, or received on city equipment in an official capacity are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. The City of Isanti also maintains the sole property rights to any image, video or audio captured while a City employee is representing the City in any capacity.

The City retains the right to monitor employee's social media use on city equipment and will exercise its right as necessary. Users should have no expectation of privacy. Social media is not a secure means of communication.

Policy Violations

Violations of the Policy will subject the employee to disciplinary action up to and including discharge from employment.

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING SOCIAL MEDIA POLICY TO BE ADDED TO PERSONNEL POLICY, SECTION 17

WHEREAS, the Personnel Committee reviewed and has determined that there is a need to add a Social Media Policy to Section 17 of the Personnel Policy; and,

WHEREAS, the new policy has been established to ensure proper use of the City of Isanti social media sites; and,

WHEREAS, the City of Isanti will determine the design, implementation of management of all social media sites; and

WHEREAS, the City will modify or remove social media sites at any time without notice as described in the policy

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA the following:

1. That the new Social Media Policy be added to the Personnel Policy to Section 17 is hereby approved.

2. The attached Social Media Policy form ('Exhibit A') shall be used by staff to manage all social media sites

This resolution was duly adopted by the Isanti City Council this 17th day of October, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/ City Clerk

L.10.

NORTH 65 CHAMBER OF COMMERCE

October 11, 2017

City of Isanti
110 1st Avenue NW
Isanti, MN 55040

Dear Mayor, Council and City Staff,

I would like to request the assistance of city public works to hang holiday wreaths on business buildings in the downtown area. Isanti's Home for the Holidays event is the weekend of November 4/5 and so the request is to have the wreaths up by November 3, 2017.

As in recent years, Isanti Rental has agreed to donate the use of their lift. We appreciate the partnership with the city to beautify the downtown area for the holiday shopping season.

Please contact me if you have any questions regarding this request. My direct email is melisa@north65chamber.com.

Best regards,

Melissa Bettendorf

Melissa Bettendorf
Executive Director

2 Enterprise Ave NE, Suite C4, Isanti, MN 55040
763-689-2505 or info@north65chamber.com
www.north65chamber.com

RESOLUTION 2017-XXX

RESOLUTION OFERING CITY ASSISTANCE TO NORTH 65 CHAMBER OF COMMERCE FOR HANGING AND REMOVAL OF WREATHS FOR THE HOLIDAY SEASON

WHEREAS, the North 65 Chamber of Commerce asked the City of Isanti to assist in the hanging and removal of eight wreaths in Historic Downtown Isanti for the holiday season; and,

WHEREAS, the equipment and materials necessary for the installation of the wreaths will be provided at no cost to City Staff; and,

WHEREAS, the North 65 Chamber of Commerce will be responsible for the maintenance and upkeep of the wreaths after installation; and,

WHEREAS, the wreaths will be hung from existing hooks on area businesses that have given consent; and,

WHEREAS, Public Services Director will coordinate with the North 65 Chamber of Commerce to install wreaths the week of October 30, 2017; and,

WHEREAS, the wreaths will be removed no later than January 31, 2018;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve Public Works assistance in the hanging and removal of wreaths for the holiday season utilizing equipment and materials provided by the North 65 Chamber of Commerce.

This Resolution is hereby approved by the Isanti City Council this 17th day of October, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
October 3, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by President Wimmer at 7:11 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer and Steve Lundeen
Commissioners Absent:	Tara Hallberg
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

Motion by Lundeen, Second by Collison approve the Agenda as presented. Motion passed unanimously.

2. Approve Minutes of September 5, 2017 Regular Economic Development Meeting

Motion by Lorinser second by Lundeen to approve the minutes as presented for September 5, 2017. Motion carried unanimously.

3. Isanti Hotel Update

Economic Development Director outlined the remaining processes/steps involved in the 60 Unit Best Western Plus Hotel Project. He indicated that there would be a public hearing on October 17, 2017 at the City Council Meeting to finalize the complete assistance package and to approve the form and content of the Development Agreement.

No action was taken on this item.

4. Consider Recommendation for Submittal of 2017 Comprehensive Economic Development Strategy (CEDS) Resolution to East Central Regional Development Commission (ECRDC)

Economic Development Director Sullivan highlighted the changes from the 2016 to 2017 CEDS document. The changes involved updated impacted populations and to better define the hotel project and related redevelopment plan. He stressed that it enabled the project to be eligible for Federal EDA funds although it was unlikely funds would be received.

Motion by Lundeen, second by Lorinser to recommend approval and submittal to ECRDC of 2017 CEDS. Motion carried unanimously

5. Other Business / Updates

Sullivan stated 75 single housing permits have been pulled and 5 more is waiting to be picked up. This is well ahead of the pace set last year as there were 55 at this point last year. Meeting have been taking place and more are scheduled for this week for MN Manufacturing Week.

Sullivan stated O'Reilly Auto Parts, Rockstad Relics, and KAS Bodyworks were recently opened or would be opening soon.

Commissioner Lorinser asked on the status of the Pub and Grub project. Lorinser indicated that there was a restaurant was opening in Fridley.

Sullivan indicated the he was unaware of any change of plans for the Isanti location.

Commissioner Collison stated that RR BMX did not receive 2018 National Event. One reason was the lack of Hotel in community.

President Wimmer stated that the Hotel was looking at a December 2017 because it had been delayed by the County. We also stated that the level of involvement by the city has changed through this process. The City will not be a partner nor a source of financing for the project as previously contemplated.

President Wimmer mentioned that the City had met with representatives of Quik Trip and Riverside Market to discuss a possible project.

a. Business Prospects
b. Marketing Materials
c. EDAM
d. GPS 45:93
e. Financial Resource Summit – ECRDC
f. 2017 Minnesota Manufacturing Week
g. Housing Starts in 2017
h. Business Arrivals and Departures in Isanti 2017

6. Adjournment

Lundeen motioned, seconded by Bergley to adjourn at 7:27 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 5th day of October, 2017.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

A Community For Generations.

Isanti

Isanti Police Department Monthly Report

September 2017

Reported Crime	Month to Date	Year to Date
Theft	14	104
Assault	3	29
Vandalism/Damage to Property	2	45
Narcotics	4	31
Burglary	1	10
Domestics	6	58
Crim Sex	1	5
Robbery	0	0
Loud Party/Disturbance	18	127
Medical	20	238
Permit to Purchase (Eff 3/1/2016)	9	71

Traffic Offenses	Month to Date	Year to Date
No Insurance	8	71
DUI	2	12
Accidents	6	55
Hit & Run	1	8
Warrant P/U	2	44
Speed	20	175
DAR/DAS	0	45
Administrative Citations (Including Speed)	16	108

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	51,951	1,243	12,997
Dodge 222	124,447	1,473	13,228
Ford Explorer 224	28,660	877	11,604
Dodge 225 - Out of Service	157,293		409
Chevy Silverado 220	106,067	312	4,843
Chevy Impala 223	84,762	383	4,089
Ford F150 225	3,059	550	3,059

CEZT REPORT

September 2017

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**646**	**561**	**474**	**373**	**256**	**162**	**121**
TOTAL OPEN CASES	**59**	**73**	**88**	**71**	**53**	**37**	**34**
VIOLATIONS CLOSED THIS PERIOD	**85**	**97**	**80**	**79**	**75**	**32**	**40**
NEW ISSUES THIS PERIOD	**85**	**87**	**101**	**117**	**94**	**41**	**43**
CAN-Proh Animals	1	1					
CCV-Comm Vehicle Storage							
CDO--Dogs							
CPA-Park & Store	15	14	9	22	9	17	13
CSN-Snow Removal							
CSP-Solicitors/Peddlers		5					
CST--Fish Houses, PODS, Rolloffs							
GAR - Garage Sales		1					
H2O-Water restrictions			4				
NEX-Exterior Structure, Paint/Repair					1	1	
NGA-Garbage Service & Storage							
NGR--Grass Length	56	50	81	74	62		
NJU--Junk/Brush	5	7		2	11	5	7
NOX-Noxious Weeds				1	3		
NUV-Unlicensed vehicle or missing plates	2	1		1	1	6	14
RNT-Unlicensed rental	1	1	2	10	3		
SGN-Signs	2	5	5	6	4	13	6
ZAC-Accessory Building	1	2					
ZFE-Fence	2			1			3
ZTD--Temporary Dwelling							
Compliance Letters Mailed this period	142	98				44	48
Administrative Citations Issues/period	0	3	1			1	1
Criminal Citations Issued/period							
Abated Properties/Period	10	17	1				
Admin Hearings Requested							
Admin Hearings Held w positive judgement							
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**12**	**11**	**15**	**18**	**10**	**19**	**15**

M.3.

CITY OF ISANTI MONTHLY REPORT

September 2017

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	8	74	$0.00	$0.00	$8.00	$18.00	$642.50	$6,002.50		
Decks	1	24	$3,500.00	$76,588.00	$1.75	$10.85	$178.20	$3,924.70		
Basement Finish	1	19	$7,500.00	$177,118.00	$3.75	$14.75	$277.20	$6,413.50		
Addtns. Remodel	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Garages	0	2	$0.00	$70,000.00	$0.00	$10.00	$0.00	$1,729.20		
Miscellaneous	20	117	$0.00	$20,000.00	$20.00	$47.00	$2,510.00	$14,957.00		
Single dwellings	9	74	$1,608,484.00	$12,436,797.50	$804.20	$2,733.42	$21,885.37	$173,548.52		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	12	91			$12.00	$39.00	$879.00	$6,954.00		
Plumbing	11	101			$10.00	$35.00	$1,190.00	$8,648.00		
									$65,776.00	
Resid. Totals	**62**	**503**	**$1,619,484.00**	**$12,780,503.50**	**$859.70**	**$2,908.02**	**$27,562.27**	**$222,257.42**	**$65,776.00**	**$550,874.00**
Commercial										
New Buildings	1	2	$0.00	$849,642.00	$1.00	$1.00	$132.00	$5,338.75		
Addtns./Remodel	2	4	$13,000.00	$60,000.00	$7.50	$31.00	$532.95	$1,713.50		
Plumbing	0	1	$0.00	$12,000.00	$0.00	$0.00	$0.00	$180.00		
Mechanical	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$75.00		
Roofing	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Tenant Change/Fill	3	31	$0.00	$0.00	$3.00	$11.00	$312.00	$3,514.00	**$0.00**	**$12,772.80**
Comm. Totals	**6**	**40**	**$13,000.00**	**$921,642.00**	**$11.50**	**$43.00**	**$976.95**	**$10,901.25**		
Resid. Plus Comm. Totals	**68**	**543**	**$1,632,484.00**	**$13,702,145.50**	**$871.20**	**$2,951.02**	**$28,539.22**	**$233,158.67**	**$65,776.00**	**$563,646.80**

YEARLY BUILDING PERMIT COMPARISONS

YTD September 2017

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	212	8	0	1	$2,348,805.36	$43,941.89	$74,347.00
2014	387	29	0	2	$13,786,410.00	$156,729.66	$237,723.17
2015	358	31	0	0	$7,057,395.06	$128,358.63	$231,507.00
2016	457	55	0	4	$19,529,839.23	$268,814.04	$649,496.88
2017	543	71	0	2	$13,702,145.50	$233,158.67	$563,646.80

Total permit fees do not include Sac / Wac or State Surcharge fees

COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$716,154.00	$13,362.40
February	31	$1,014,368.00	$17,395.55
March	46	$1,098,291.50	$20,525.25
April	78	$2,738,163.00	$37,233.45
May	77	$1,016,972.00	$21,615.02
June	74	$1,567,000.50	$28,351.37
July	67	$2,012,736.50	$35,480.17
August	64	$1,905,976.00	$30,656.24
September	68	$1,632,484.00	$28,539.22
October	0	$0.00	$0.00
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	543	$13,702,145.50	$233,158.67

M.5.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: October 11, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: Project Status Report
Isanti, MN
Project No.: R13.113062

Please find listed below a status report of the current projects in the City of Isanti:

1) **2017 Palomino Road Improvements**

The Contractor plans to complete all work this month including the first lift of pavement. The final pavement lift and striping will occur next spring.

2) **2017 Pavement Maintenance Project**

Final punch list items will be completed this month.

3) **Arts & Science Addition & Park**

Sodding and final project closeout is scheduled to be completed this month.

4) **MS4 Phase 2 & 3 Implementation**

We will continue to assemble documents to assist the City in meeting the requirements of the MS4 permit for Phase 2 and Phase 3 of the implementation schedule.

5) **Wastewater Treatment Improvements**

Final punchlist items are scheduled to be completed this month.

6) **Cajima Street/TH 65 Signal Study**

We have completed the Intersection Control Evaluation (ICE) report and will make any City requested revisions this month.

In addition to the current projects listed above we have completed and accepted 44 private developments and 48 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 7, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Final Minutes
1. October 17, 2017 - Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. CITY OFFICES CLOSED	Friday, November 10, 2017 *(In observance of the Veteran's Day)*
2. City Council Meeting	Tuesday, November 21, 2017 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, November 21, 2017 at 7:00 p.m. *(Immediately following City Council Meeting)*
4. Parks, Recreation and Culture Board Meeting	Tuesday, November 28, 2017 at 6:00 p.m.
5. CITY OFFICES CLOSED	Thursday & Friday, November 23 & 24, 2017 *(In observance of the Thanksgiving holiday)*

I. Council Committee Reports

J. Public Hearings
1. Resolution 2017-XXX Adopting the Assessments for the 2017 Palomino Road Street and Utility Improvement Project (*Brad DeWolf*)

K. Business Items
1. Resolution 2017- XXX Approval for Boxes of Coats for Kids-Donation to Police Department (*Rick Dassigner*)

<u>City Administrator Don Lorsung</u>
2. Ordinance No. XXX Annexation of Land Pursuant to MN Statute §414.033 SUBD. 2(2)

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $1,159,337.43 and Payroll in the amount of $193,602.45
2. Consider Contractor Pay Request No. 1 2017 Pavement Management Project to Astech Corp. in the amount of $150,832.33
3. Final Meeting Minutes for the September 19, 2017 Planning Commission Meeting
4. Final Meeting Minutes for the September 26, 2017 Parks, Recreation and Culture Meeting
5. Resolution 2017-XXX Petitioning the Minnesota Office of Administrative Hearings for Annexation of Certain Portions of Isanti Township to the City of Isanti Pursuant to MN Statutes §414.0325

6. Resolution 2017-XXX Cancelling Debt Levy Requirements for General Obligation Bonds; 2008A
7. Resolution 2017-XXX Reducing Debt Levy Requirements for General Obligation Improvement Bonds; 2011A
8. Resolution 2017-XXX Approving Certification of Delinquent Charges for City Services and Unpaid Nuisance Abatement Charges Collectible in 2018
9. Resolution 2017-XXX Accepting $1,388.43 Department of Justice - Bulletproof Vest Partnership Grant
10. Resolution 2017-XXX Authorizing Offering Three Isanti Police Department Volunteer Reserve Unit Positions to Qualified Candidates
11. Resolution 2017-XXX Approving a Service Contract and Appointing an Agent of Record for Commercial Liability Insurance Services
12. Resolution 2017-XXX Approving a Check be Written to Girl Scouts for Volunteering at the Community Movie Night
13. Resolution 2017-XXX Approving the Resignation of Liquor Store Clerk II Carla Golden
14. Resolution 2017-XXX Accepting Flat Filing Cabinet Donation from Advanced Telemetry Systems Inc.
15. Resolution 2017-XXX Approving Repair on 2006 CEZT Dodge Charger
16. Resolution 2017-XXX Approving Emergency Repair of a Storm Water Pipe Along East Dual Blvd.

M. Other Communications

1. Draft Meeting Minutes for the October 24, 2017 Parks, Recreation and Culture Meeting
2. Draft Meeting Minutes for the October 17, 2017 Planning Commission Meeting

Adjournment

F.1.

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, OCTOBER 17, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Steve Lundeen, and Ross Lorinser

Members Absent: None

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, City Attorney Clark Joslin, Economic Development Director Sean Sullivan, Community Development Director Ryan Kernosky, and Chief Gene Hill

Others Present: George Heman, Elizabeth Anderson, Julie Birkholz, Clint Metz, Denise Turner, Joe Lohse, Joni Monk, JoAnn Welcome, Lynn Swanson, Rod Barrows, M. Rask, Denise Merrell, Cory Ebeling, Luke Merrill, Ken Jelosi, and Lyle Kleven

D. Adopt Agenda

Motion by Lorinser, second by Bergley to approve the agenda. Motion carried.

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

1. October 3, 2017 - Regular Meeting of the City Council

Motion by Lorinser, second by Bergley to approve minutes as presented. Motion carried.

G. Citizens Input

George Heman said he would like to speak. Mayor Wimmer said Mr. Heman was not a City of Isanti resident at this time, but that he would be able to speak regarding the planned annexation during the Public Hearing Item on the Agenda.

Cory Ebeling said he is in disagreement with how the City was being run. He felt too much money was being spent on the hotel project and other City endeavors, such as the annexation. He was concerned that these projects would raise property taxes. Mayor Wimmer responded by saying that all City monies being spent for the hotel project would be paid back with funds generated by the hotel. The City Council had already passed the preliminary budget for 2018 that includes a 3.5% property tax rate decrease. Additionally, this year there was a 50% reduction in the base sewer fee as well as a 25% reduction in the base water fee.

Denise Merrill said she was against the hotel project. Mayor Wimmer explained that she would have an opportunity to speak during the Public Hearing Item on the Agenda.

H. Announcements

1. Parks, Recreation, and Culture Board Meeting — Monday, October 24, 2017 at 6:00 p.m.
2. City Council Meeting — Tuesday, November 7, 2017 at 7:00 p.m.
3. Economic Development Authority — Tuesday, November 7, 2017
   (Immediately following the City Council Meeting)

I. Council Committee Reports

None.

J. Public Hearings

1. **<u>Resolution 2017-256</u> Awarding Proposed Business Subsidy to Isanti Hotel Partners, LLC**

Economic Development Director Sean Sullivan explained the business subsidy is to Isanti Hotel Partners, LLC as a necessary inducement to the developer to commence and complete a 60 unit Best Western Hotel in the City of Isanti. The subsidy from the City of Isanti to the developer will not exceed $1,215,548.00 and is in the form of land contribution, cash, tax abatement, and a waiver of SAC and WAC fees. Isanti County has estimated the value of the project at $2.87 million dollars and will generate $137,000 in taxes annually.

Mayor Wimmer opened the Public Hearing at 7:12 p.m.
Denise Merrill discussed concerns with the Cambridge Isanti School District in relation to the health of the City of Isanti's economy. She wanted to know the names of every individual involved with Isanti Hotel Partners, LLC. She felt the economy of the City of Isanti could not support a $2.1 million dollar subsidy and that there were more pressing community needs, such as computers for students to study with. She also wanted to know why the location was chosen as it is in an historical part of the City rather than being on the outskirts. She said she was concerned as the planned hotel location was near her home and she did not want unknown persons walking in her neighborhood, which would mean more police officers would need to be hired.

Joe Lohse had prepared a list of questions. They were: Where is the money for the hotel project coming from? Why does the City need to invest? What is the City's plan for getting the money back if the hotel fails for any reason? If the backers back out, will the City take control of the business? Are there any financial backers in terms of Councilmembers or City residents funding this? Will there be public access or a discount for residents to use the facility? Was it needed and why does it have to be such a large facility? Will this project affect funding for the BMX track? Is other growth anticipated in the City as a result of the project, such as restaurants or public use facilities?

Mayor Wimmer closed the Public Hearing at 7:19 p.m.
Mayor Wimmer said the Cambridge-Isanti School District is responsible for the educational needs of students and there is a current initiative in the school district that supplies Chromebooks to every student in the district. The City Council has never discussed providing computers to its residents. When large projects come to the City of Isanti, such as Coborn's or Family Dollar, there are residents that don't believe the City of Isanti has a prosperous future. The City of Isanti has the highest household income in this area and the ability to support new businesses. Whenever a new business comes to the area, it also pulls more people into the area.

The proposed subsidy being voted on is not $2.1 million, that is the amount of the previously approved subsidy package. What is being voted on at this meeting is a lower subsidy amount to replace it. The previous Resolution awarding the higher amount was passed at a City Council meeting in August after a poorly attended Public Hearing. Troy Holkstra is the managing partner of Isanti Hotel Partners, LLC and it would be up to them if they wanted to provide the names of all other members.

The money is coming from inter-fund loans, the same as was made when City Hall was built. Money for that project was borrowed from the Sewer Fund and was paid back. The project is being subsidized as it would not happen without a subsidy. It is not a TIF subsidy as those are costlier to the City, County, and School District in lost tax dollars, even though TIF's are easier as TIF's require less public in-put and no Public Hearings, unlike tax abatements. If the hotel project doesn't get built, nothing is spent and the land is returned to the City. The cash portion will be put in escrow at the bank with the developer's money being used first to complete the project, so it is not like a check is being written directly to the developer. Conflict of Interest language is included in all development agreements that ensures no one on the City Council or any City employees benefit from the project in any way.

The hotel will have a public pool, which is desirable, and residents will be able to use the pool and community room for a nominal fee. Both the Cities of Cambridge and Isanti had market studies done. The City of Isanti study showed the area could support an 80 room facility; this will be a 60 room project. The BMX track has been incredibly successful on its own and for the City, but it is not in the same financial pool as the hotel project. There are other projects that are utilizing City money, but none of them take away from each other, and the more successful the BMX track is, the more successful the hotel project will be.

Councilman Lundeen said he thought it had been asked what the City would do if the project failed after being built and in business for a year. Mayor Wimmer explained the claw-back in the agreement means that if they aren't successful or fail to meet their compliance within the first five years then it all reverts back to the City. The land would come back to the City and the tax abatement would end immediately. Since the abatement is paid up front and returned to them, they would lose that entire amount. If they walked away from the deal, they would lose the money invested into it thus far, and the individuals that have personal guarantees would lose their significant personal investments in the project also. Councilmember Lorinser asked if that happened and the tax abatement went away, would the inter-fund loan be paid back quicker. Mayor Wimmer said that was correct.

Denise Merrill wanted to know what specifically an LLC was and if it was a separate entity. Mayor Wimmer said Isanti Hotel Partners LLC is a stand-alone Limited Liability Corporation and was not a subsidiary of any other corporation.

Motion by Lorinser, second by Collison to approve the request as presented. Motion carried.

2. Consider Annexation of Land Pursuant to MN Statues §414.033

Community Development Director Ryan Kernosky explained the annexation of properties surrounded by the City of Isanti was established as a 2017 City Goal. Portions of the Sanbrook Golf Course are completely surrounded by the City of Isanti and it has been identified for annexation. Per MN Statute 414.033, subdivision 2, paragraph (2), the City is permitted to annex properties through Ordinance after a required Public Hearing. The Ordinance will be voted on at the next scheduled City Council Meeting.

Mayor Wimmer opened the Public Hearing at 7:32 p.m.
Lyle Kleven, owner of Sanbrook Golf Course, said only 25% of the land is buildable and is swampland. The fees for the golf-course don't generate income like metropolitan golf courses do. He is concerned that he will be charged water run-off fees. He has ten (10) ponds on the property. He dams the water that runs off his property and impedes the water that runs through his property from all the land East of him, which is approximately 5,000 acres. It will be a financial burden to still have to pay water run-off fees. He respectfully asked the City Council that they not annex or wait a couple years before doing so unless the City would like to subsidize it, which he would appreciate.

Ken Jelosi asked if all the properties were surrounded by the City of Isanti currently, and for those that are, how many years has the City of Isanti tried to pursue this.

George Heman said he did not want to speak regarding the property in question. Rather, he wanted to clarify that the City of Isanti does not completely surround any of the properties. They annex the state highway and the road. The City only has easements and they have moved their municipal boundaries to say they surround the properties.

Mayor Wimmer closed the Public Hearing at 7:35 p.m.
Mayor Wimmer said the Council would have to look into the issue further due to the nature of the golf course and to check on the cost. One of the state mandated differences between townships and cities is that residents are responsible for water run-off in townships and the city is responsible in cities. As an MS4 City, it is one of the obligations the City of Isanti has. The water issue is something the Council needs to look at to figure out the calculations on an area like that. The properties are surrounded; per the statute the ones being annexed by ordinance only need to be 60% surrounded. This piece is completely surrounded. Mr. Kleven owns other lands that are outside of that which are not being annexed.

In 2011 the City tried to come up with a way to have fees the property owners paid, which were collected by the township, to be reverted back to the City. Discussions with the township broke down when the township wanted to charge the City for use of township roads.

Councilmember Lundeen clarified that the Council was going to estimate what the fees would be before action would be taken. Mayor Wimmer agreed as this was different than normal, and there is very little impervious surface on the property, so the fees may not be as high as is feared. This ordinance was not up for vote at this Council Meeting.

3. <u>Resolution 2017-257</u> for Abatement of the Property Located at 310 1st Ave SW

Community Development Director Ryan Kernosky explained the City of Isanti has been working on abating this property for just under a year. The current property owner has been unwilling to work with the City and the property is now going into foreclosure. Several notices have been sent as part of the abatement process. Recently, several inoperable non-registered vehicles have been stored on the property, which violates City Code. Part of the process to abate those vehicles calls for a Public Hearing. This resolution will allow time for the property owner to comply with the abatement; after that the City would be authorized to abate as necessary.
Mayor Wimmer opened the Public Hearing at 7: 40 p.m.
There were no comments.
Mayor Wimmer closed the Public Hearing at 7:41 p.m.

Motion by Lorinser, second by Collison to approve the request as presented. Motion carried.

Councilmember Lorinser asked how long the current property owner will have to comply. Mr. Kernosky said the deadline was October 25th.

K. Business Items

City Administrator Don Lorsung

1. **Resolution 2017-258 Authorizing Approval of Associated Benefits and Risk Consulting for Commercial Liability Insurance Services and for Staff to Prepare a Contract for Services**

Motion by Lorinser, second by Lundeen to approve the request as presented. Motion carried.

2. **Resolution 2017-259 Accepting Quote for Ancillary Snow Removal for the 2017/18-2019/20 Snow Seasons**

Motion by Bergley, second by Collison to approve the request as presented. Motion carried.

3. **Resolution 2017-260 Approving Amended Snow Plowing Policy and Operational Guidelines**

Motion by Collison, second by Bergley to approve the request as presented. Motion carried.

Councilmember Lorinser clarified that this just added an area to the school routes and if it would be plowed first. Mayor Wimmer said yes this was an addition to the primary route to be plowed before the secondary routes.

Julie Birkholz then approached the podium to ask how much snowfall was necessary to determine plowing. if there needed to be three inches of snow before it was plowed. Mayor Wimmer replied that the City does not have a set amount for plowing but generally waits until it is two inches. Ms. Birkholz said the plow comes through more than once when it is only half an inch and she felt the City had better things to spend money on. Councilmember Lorinser asked if the Public Works Director makes the decision to plow. Mayor Wimmer responded yes and they also come up with a snow plan if there is expected snowfall that accounts for other conditions. He encouraged Ms. Birkholz to contact himself or the City Administrator when she witnessed the plows making too many passes so they could assess the situation and intervene if necessary.

Ms. Birkholz also wanted to know why Public Works clears the snow from the sidewalks and then plow the roads which pushes the snow back up onto the sidewalk. Councilmember Lorinser said Public Works has a reason for what they do. Last week he witnessed the street sweeper pass by his house in Isanti six times so he contacted the Public Works Director. He was told that there are two dump sites for the debris and the route to them passes by his house. He continued to say if it snowed a small amount three times and the streets weren't plowed, the snow sitting there would compact and become icy. He also encouraged her to call if she felt the plows were coming through too often for the conditions.

Ms. Birkholz then questioned why the street sweepers needed to sweep so often when the leaves started to fall. She said again that there were better things the City could be spending money on and that it also put more wear and tear on the sweeping vehicles to do it so often. Mayor Wimmer said the streets are swept more often than they were a few years ago due to the storm-water system. When debris gets into the storm-water system, there is a significant cost to clean it out. As Isanti is now an MS4 City, the more debris that can be kept out of the storm-water system and holding ponds to begin with saves the huge cost of cleaning them out later. Councilmember Collison added that during the fall season it is not efficient to wait until the leaves have all dropped before sweeping as the hopper very quickly becomes full, requiring more trips to dump the debris.

Luke Merrill asked if Public Works goes over budget and asks for more money at the end of the year. He said it sounds as if Public Works was not being budgeted correctly. Mayor Wimmer responded by saying that additional money is not given to Public Works, nor are budget amendments made. Aside from Public Safety, all City departments are funded at a lesser rate than the City of Isanti's peer group of cities.

Councilmember Collison said that since the City has started using a hundred percent salt, sweeping has decreased. Councilmember Lundeen added that spring and summer sweeping has also almost gone away due to that. He continued by saying the run-off and storm pond situation is EPA controlled and not the City's choice. Prior to this, property owners were responsible whereas now the City must take care of it. If debris gets into the system the cost for cleanup is closer to 20-30 times the cost of prevention. He has told Public Works that they do a fabulous job. While he also doesn't agree with plowing when it is unnecessary, if it isn't done it turns icy and then becomes a public safety problem.

Economic Development Director Sean Sullivan

5. **Resolution 2017-261 Authorizing Submittal of 2017 Comprehensive Economic Development Strategy to East Central Regional Development Commission**

Economic Development Director Sean Sullivan said the CEDS was reviewed by the EDA at the last meeting and is typically updated annually. Projects identified in the document include rail-served industrial park, downtown redevelopment plan, mechanized sewer treatment plant upgrade, and the hotel redevelopment plan. The document has been updated with current information and the EDA recommend approval. If approved, it will be submitted to the ECRDC. Mayor Wimmer explained that submitting the document opens up State and federal funding for different projects.

Motion by Lorinser, second by Lundeen to approve the request as presented. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $381,550.08 and Payroll in the amount of $98,525.26
2. Contractor Pay Request No. 13 Wastewater Treatment Improvements to Gridor Construction in the amount of $56,671.00
3. Contractor Pay Request No. 1 2017 Palomino Road Improvements to C & L Excavating in the amount of $236,931.24
4. Final Meeting Minutes for the September 5, 2017 Economic Development Authority Meeting
5. **Resolution 2017-262 Approving Gambling Permit for Knights of Columbus Council #10238**
6. **Resolution 2017-263 Accepting the Resignation of Police Officer Rodrick Barrows**
7. **Resolution 2017-264 Authorizing Improvements in the Fire Station**
8. **Resolution 2017-265 Designating Polling Places in City of Isanti**
9. **Resolution 2017-266 Approving Adoption of City of Isanti Social Media Policy**
10. **Resolution 2017-267 Approving Assistance with Hanging Wreaths for Holiday Season**

Motion by Lorinser, second by Lundeen to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes for the October 3, 2017 Economic Development Authority Meeting
2. September Police Department Report
3. September Code Enforcement Report
4. September Building Inspector Report

5. October Engineering Report

Adjournment
Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:52 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

J.1.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: November 1, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: 2017 Palomino Road SE Improvements Project
City of Isanti, MN
Final Assessment Roll
BMI Project No. R13.112450

Attached is the final assessment roll for the 2017 Palomino Road Improvements project.

The assessments for this project are based on 25% of the assessable street cost in accordance with City code 276. The watermain was not assessed as the work was performed to complete a city wide loop by enlarging the watermain size. The sidewalk was not assessed as it was a new sidewalk not petitioned for by the residents. No work was done on the sanitary sewer.

The Preliminary Engineering Report had an estimated assessment of $3,656.77 per parcel. After adjusting the assessments based on the amount bid and quantities constructed, the final assessment is $3,298.20 per parcel. This is a reduction of $358.57/Parcel under the original reported assessment amount.

The total cost proposed to be assessed to benefiting properties is $85,753.20.

Please contact me at (612) 756-1032 if you have any questions.

Bolton & Menk is an equal opportunity employer.

Presentation
of
Final Assessment Hearing
to the City of

Isanti

for

Palomino Road Improvements

November 7, 2017

BOLTON & MENK

Real People. Real Solutions.

Project Location

- Palomino Road SE from Railroad Avenue to Highway 65

Improvements Completed

- Road Improvements
  - Reconstructed Street
- Sidewalk Improvements
  - 5' Sidewalk Added on North Side of Palomino Road
- Utility Improvements
  - Replaced Watermain with 10-inch Main
    - Completed City Wide Loop
  - Protected Existing Storm and Sanitary Sewer

Assessments – City Code 276

- Street Reconstruction:
  - Sidewalk Will Not Be Assessed
  - 25% of Street Improvement Costs Are Assessable
    - $3,656.77/Parcel - Preliminary Assessment Roll
    - $3,298.20/Parcel - Final Assessment Roll
      - $358.57/Parcel Reduction
- Watermain:
  - Watermain Will not be Assessed

QUESTIONS?

2017 Palomino Road Improvements
Final Assessment Roll
Bolton & Menk Project # R13.112450

10/02/17

	PID	Property Owner	Site Address	Notes	Assessed Street Cost Per Parcel $3,298.20 per LOT
1	50323100	KATHLEEN I (HILL) BEAMAN	313 PALOMINO RD SE		$3,298.20
2	160290700	ORDEEN O SPLITTSTOSER	316 PALOMINO RD SE		$3,298.20
3	160290900	HAROLD F LASLEY	402 PALOMINO RD SE		$3,298.20
4	160310200	EDWARD GRIMM	105 PALOMINO RD SE		$3,298.20
5	160320100	GLEN B KILPATRICK	203 PALOMINO RD SE		$3,298.20
6	160320201	ROMAN L HENDERSON	213 PALOMINO RD SE		$3,298.20
7	160320202	LEIF ERICKSON	211 PALOMINO RD SE		$3,298.20
8	160320203	TERRI L MAXWELL	209 PALOMINO RD SE		$3,298.20
9	160320204	GREGORY J ENGLER	207 PALOMINO RD SE		$3,298.20
10	160320300	LINDA C CAMERON	205 PALOMINO RD SE		$3,298.20
11	160320600	HAROLD KILPATRICK	311 PALOMINO RD SE		$3,298.20
12	160320602	DAVID R HALLIN	305 PALOMINO RD SE		$3,298.20
13	160320603	DENNIS L SIMPSON	303 PALOMINO RD SE		$3,298.20
14	160320604	ROSELLA QUICK	215 PALOMINO RD SE		$3,298.20
15	160320606	SANDRA L BEGGS	301 PALOMINO RD SE		$3,298.20
16	160400630	JOHN MOORE	312 PALOMINO RD SE		$3,298.20
17	160400660	RUM RIVER VFW POST 2735	410 RAILROAD AVENUE SE		$3,298.20
18	160520010	TERRI ARTHUR	1 PINTO LN SE		$3,298.20
19	160520290	CHRISTOPHER BROWN	2 PINTO LN SE		$3,298.20
20	160520390	SAVANNAH BOMSTAD	1 APPALOOSA LN SE		$3,298.20
21	160520400	CLINTON METZ	210 PALOMINO RD SE		$3,298.20
22	160520410	JASON MERRIFIED	208 PALOMINO RD SE		$3,298.20
23	160520420	MICHAEL CAMERON	206 PALOMINO RD SE		$3,298.20
24	160520430	TERRY L RANUA	306 PALOMINO RD SE		$3,298.20
25	160520440	AMY L BAUER	2 APPALOOSA LN SE		$3,298.20
26	50321200	GEORGE R HEMEN	323 PALOMINO RD SE	1	$3,298.20
			Totals		**$85,753.20**

NOTES:

(1) Deffered assessment when parcel is annexed into city

Estimated Annual Cost Per Parcel = $414.96
Period = 10
Interest Rate = 4.75%

Total Assessed Cost	$85,753.20
Total Street Cost	$343,013.25
Percent Assessed	25.0%

RESOLUTION NO. 2017-XXX

RESOLUTION ADOPTING ASSESSMENT FOR THE 2017 PALOMINO ROAD STREET & UTILITY IMPROVEMENT PROJECT

WHEREAS, pursuant to proper notice duly given as required by law, the City Council has met, heard and considered any and all objections to the proposed assessment for the 2017 Palomino Road Street and Utility Improvement Project, consisting of the improvement of: Palomino Road SE, from the intersection of Railroad Avenue SE to the intersection of State Highway 65. Said improvement consisted of: street reconstruction, curb and gutter, and installation of a new watermain and sidewalk. The proposed assessments are for street reconstruction, as described above.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of ten (10) years, the first of the installments to be payable on or before May 15, 2018, and shall bear interest at the rate of 4.75 percent per annum from the date of the adoption of the assessment resolution. To the first installment shall be added interest on the entire assessment from January 1, 2018 until December 31, 2018. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days and may, at any time thereafter, pay to the City Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.
4. The City Clerk shall forthwith transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

This Resolution is hereby approved by the Isanti City Council this 7th day of November, 2017.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

K.1.

RESOLUTION NO. 2017-XXX

RESOLUTION AUTHORIZING STAFF TO ACCEPT THE KNIGHTS OF COLUMBUS WINTER JACKET DONATION FOR CHILDREN OF NEED ISANTI SCHOOLS

WHEREAS, the Isanti Police Department has the opportunity to assist the Knights of Columbus of Isanti to provide winter jackets to children in need within Isanti Schools; and

WHEREAS, the Police Department takes every opportunity to provide better service to the community; and

WHEREAS, the identity of the recipients will be protected; and

WHEREAS, the City of Isanti Police Department would like to allow the local paper to be present at the Police Department when the jackets are donated.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize its Police Department to receive the donated jackets and distribute them to Isanti School children that are in need.

This resolution was duly adopted by the Isanti City Council this 7th day of November, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

CITY OF ISANTI

110 First Avenue NW, P.O. Box 428, Isanti, MN 55040-0428

AGENDA REQUEST FORM

Instructions: If you want official action on an item **not on the agenda**, please complete this form and return it to the office of the City Clerk at City Hall. **All applicable areas must be completed or the form will not be accepted.** Your completed request will be placed on a regular Council meeting agenda. Thank you.

1. Name (please print): Rick Dassinger

   Organization (Required if Applicable): Knights of Columbus

2. Address (please print): 207 Whiskey Rd

3. Telephone No.: _____

4. Agenda item subject: Approval for boxes of coats for kids - Donation To Police Dept.

5. Action requested: Approval

6. Reasons for requested action: Approve donation

7. Signature (Required): Richard Dassinger

CITY USE ONLY:

Date/Time Received: _____ / _____ am / pm

Received by: _____

K.2.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: November 7, 2017

SUBJECT: ORDINANCE NO. XXX – ANNEXATION OF LAND PURSUANT TO MN STATUTES § 414.033 SUBD. 2(2)

Background

As part of the 2017 City Council Goals, the City identified annexation of properties completely surrounded by the corporate limits of the City for annexation. These properties have been identified as receiving some amount of City services (directly or indirectly), without paying City taxes.

An area identified for annexation is portions of the Sanbrook Golf Course. The area of the golf course subject to annexation is completely surrounded by the City of Isanti. As such, the City may choose to annex the property by ordinance through Minnesota Statute § 414.033 SUBD. 2(2). A map of the area proposed to be annexed through ordinance is within this packet.

Minnesota Statute § 414.033

Minnesota Statute § 414.033 provides municipalities the ability to annex unincorporated property by ordinance if they meet one of the four conditions in the Statute. The proposed annexation by ordinance meets Subdivision 2, Paragraph 2 which states *"A municipal council may by ordinance declare land annexed to the municipality and any such land is deemed to be urban or suburban in character or about to become so if: (2) the land is completely surrounded by land within the municipal limits."*

Because the subject parcels are completely surrounded by the City of Isanti, they are subject to annexation by ordinance through Minnesota Statute § 414.033 SUBD. 2(2). Per the statute, a notice of public hearing was provided to the property owner, the township, and the property owners contiguous with the area proposed for annexation. That notification included a notification letter, a notice of public hearing, a location map, and a draft ordinance.

If the City Council chooses to approve the proposed Ordinance, it will be sent to the Office of Administrative Hearings (OAH) – Municipal Boundary Adjustment Unit, Isanti Township Clerk,

County Auditor, and the Secretary of State. Once the OAH receives the ordinance and applicable fees, they will open a case file and the Administrative Law Judge will review the annexation.

Minnesota Statute § 414.036

Minnesota Statute § 414.036 requires that the City reimburses the Township their portion of taxes lost because of the annexation. This needs to be done over a period of two to eight years. The City is proposing a three-year payback at a cost of $846.87 per year, which complies with § 414.036.

Public Hearing

The City conducted a public hearing on October 17, 2017.

City Council Comments

During the last City Council meeting, Council Members expressed concern regarding the stormwater charges for this proposed annexation. At the Council's request, City Engineer Brad DeWolf conducted a 'Equivalent Residential Unit' (ERU) rating for the Sanbrook Golf Course parcels. Mr. DeWolf concluded that four of the five parcels have an ERU of .25 and one has a 2.05 ERU, his memo is attached to this memo.

The expected cost will be $6.43 per unit per month. A total of 3.05 ERU's puts the monthly stormwater cost at $19.61 per month, or $235.32 per year for all five parcels.

Staff Request

City staff is requesting action on this item, and recommends approval.

Attachments

- Memo to City Administrator Don Lorsung from City Engineer Brad DeWolf
- Ordinance No. XXX ANNEXING LAND LOCATED IN ISANTI TOWNSHIP, ISANTI COUNTY, MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.033 SUBD. 2 (2), PERMITTING ANNEXATION BY ORDINANCE
- Location Map

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: October 19, 2017

To: Don Lorsung, City Administrator

From: Bradley C. DeWolf, P.E.
City Engineer

Subject: Sanbrook Golf Course ERU
City of Isanti, MN
Project No.: R13.113062

As requested, we have reviewed the Equivalent Residential Unit (ERU) rating for the Sanbrook Golf Course parcels.

Sanbrook Golf Course is comprised of 5 parcels. 4 of these parcels have no impervious surface and can be considered fully developed as the entire site is being used for its intended purpose. Given this, these 4 parcels would be assigned the City minimum of 0.25 ERU each.

The 5th parcel has multiple structures on it with an impervious area of 7712 SF. Using the ERU conversion factor of 1 ERU = 3765 SF this parcel would be assigned a 2.05 ERU.

Parcel 05.021.0101 = 0.25 ERU
Parcel 16.021.0300 = 0.25 ERU
Parcel 16.028.0400 = 0.25 ERU
Parcel 16.028.0103 = 0.25 ERU
Parcel 05.028.0302 = 2.05 ERU

We recommend assigning the above ERU ratings to these 5 parcels.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

ORDINANCE NO. XXX

AN ORDINANCE OF THE CITY OF ISANTI, MINNESOTA ANNEXING LAND LOCATED IN ISANTI TOWNSHIP, ISANTI COUNTY, MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.033 SUBD. 2 (2), PERMITTING ANNEXATION BY ORDINANCE

WHEREAS, the City of Isanti has identified the following property, legally described as:

> The West Half of the Southwest Quarter of Section 21, Township 35 North, Range 23 West of the 5th Principal Meridian, Isanti County, Minnesota.
>
> AND
>
> The Northwest Quarter of the Northwest Quarter and the westerly 495 feet of the Northeast Quarter of the Northwest Quarter of Section 28, Township 35 North, Range 23 West of the 5th Principal Meridian, Isanti County, Minnesota.

For annexation pursuant to Minnesota State Statute § 414.033 Subd. 2(2); and,

WHEREAS, said property is unincorporated and is completely surrounded by the corporate boundaries of the City of Isanti, MN; and,

WHEREAS, the City of Isanti, MN gave proper prior notice to Isanti Township, property owners, and contiguous property owners, and held a public hearing pursuant to Minnesota Statutes § 414.033 subd. 2b on October 17th, 2017.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota hereby ordains as follows:

1. The City Council hereby determines that the property as hereinafter described is completely surrounded by the City of Isanti and is urban or suburban in nature.

2. None of the property is included within the limits of any city, or in any area that has already been designated for orderly annexation pursuant to Minnesota Statute § 414.0325.

3. Reimbursement to Isanti Township for lost taxes on annexed property, pursuant to Minnesota Statute § 414.036, per the following schedule:

   a. In the first year following the year in which the City of Isanti could first levy on the annexed area, an amount equal to $846.87; and

   b. In the second year, an amount equal to $846.87; and,

   c. In the third and final year, an amount equal to $846.87.

4. That the corporate limits of the City of Isanti, Minnesota, are hereby extended to include the property legally described as:

   The West Half of the Southwest Quarter of Section 21, Township 35 North, Range 23 West of the 5th Principal Meridian, Isanti County, Minnesota.

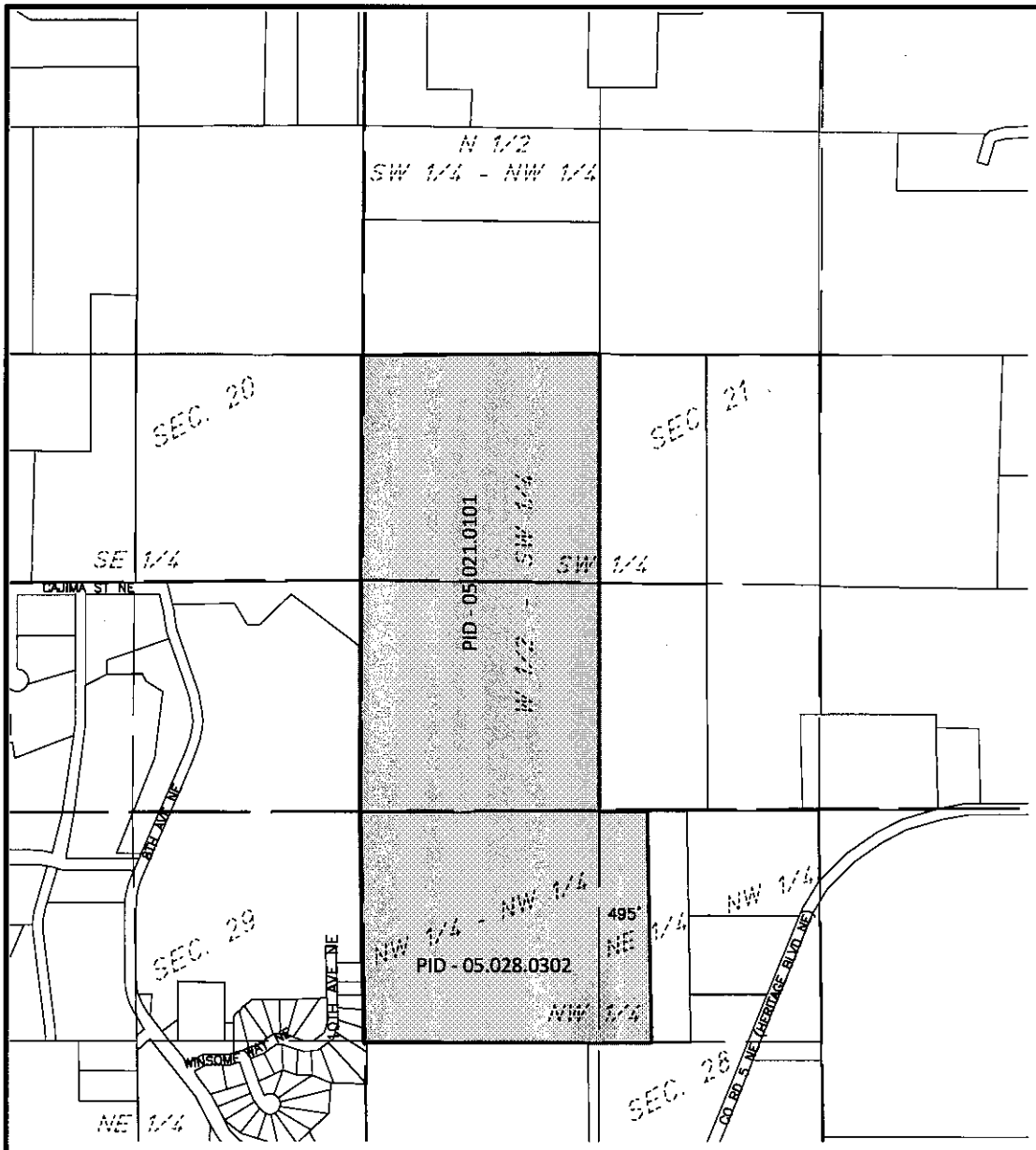
   AND

   The Northwest Quarter of the Northwest Quarter and the westerly 495 feet of the Northeast Quarter of the Northwest Quarter of Section 28, Township 35 North, Range 23 West of the 5th Principal Meridian, Isanti County, Minnesota.

This Ordinance is hereby approved by the City of Isanti City Council this 17th Day of October, 2017.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk



0 1000

SCALE IN FEET

ANNEXATION AREA:
± 155 ACRES

PROPOSED DESCRIPTION

The West Half of the Southwest Quarter of Section 21, Township 35 North, Range 23 West of the 5th Principal Meridian, Isanti County, Minnesota.

AND

The Northwest Quarter of the Northwest Quarter and the westerly 495 feet of the Northeast Quarter of the Northwest Quarter of Section 28, Township 35 North, Range 23 West of the 5th Principal Meridian, Isanti County, Minnesota.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

08/24/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

PART OF SEC. 21, TWP. 35 N, RGE . 23 W
PART OF SEC. 28, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

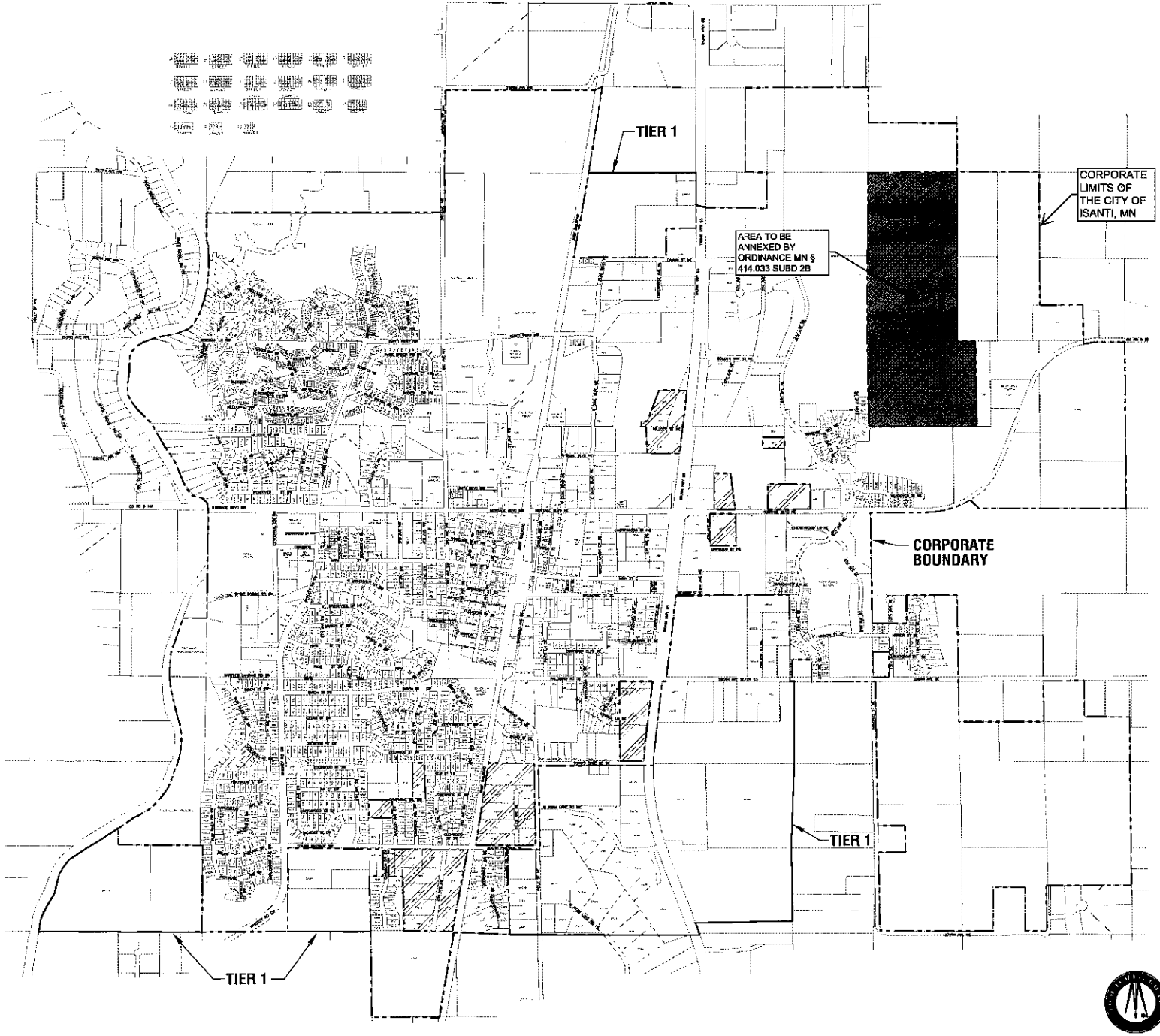
H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S21-T35-R23

CITY OF ISANTI
2016 ADDRESS MAP

ISANTI COUNTY, MINNESOTA

FEBRUARY 2016



A Community For Generations.

Isanti

LEGEND

CORPORATE BOUNDARY

TIER 1 BOUNDARY

N

0 500 1000
SCALE FEET

BOLTON & MENK, INC.
Consulting Engineers & Surveyors

City of Isanti | Check Register - Mayor/Council Approval | Page: 1

Check Issue Dates: 10/20/2017 - 10/20/2017 | Oct 20, 2017 04:03PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/17	10/20/2017	47433	915	ABLE HOSE & RUBBER, LLC	603-20200	232.07
10/17	10/20/2017	47434	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	930.00
10/17	10/20/2017	47435	29	AMERICAN WATER WORKS ASSN.	601-20200	196.00
10/17	10/20/2017	47436	2545	AQUARIUS HOME SERVICES	609-20200	140.00
10/17	10/20/2017	47437	1112	AUTO VALUE CAMBRIDGE	101-20200	65.94
10/17	10/20/2017	47438	9	BERNICKS PEPSI-COLA	609-20200	347.60
10/17	10/20/2017	47439	2020	BOYLE, EUGENE	101-20200	4,520.00
10/17	10/20/2017	47440	1544	C & L EXCAVATING	441-20200	236,931.24
10/17	10/20/2017	47441	1474	CDW GOVERNMENT INC	101-20200	442.53
10/17	10/20/2017	47442	1815	CENTURYLINK	609-20200	1,167.30
10/17	10/20/2017	47443	1822	CENTURYLINK BUSINESS SERVICES	101-20200	36.17
10/17	10/20/2017	47444	918	CRYSTAL SPRINGS ICE	609-20200	109.04
10/17	10/20/2017	47445	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,267.50
10/17	10/20/2017	47446	2478	EAST CENTRAL ENERGY	101-20200	43.85
10/17	10/20/2017	47447	55	ECM PUBLISHERS INC	101-20200	177.65
10/17	10/20/2017	47448	2042	EVERETT, KATIE	101-20200	119.88
10/17	10/20/2017	47449	2546	FILTRATION SYSTEMS INC	602-20200	219.69
10/17	10/20/2017	47450	142	G & K SERVICES	609-20200	476.36
10/17	10/20/2017	47451	1048	HENRYS WATERWORKS,INC.	101-20200	87.12
10/17	10/20/2017	47452	126	ICMA	101-20200	935.11
10/17	10/20/2017	47453	1684	ISANTI COUNTY AUDITOR-	220-20200	60.76
10/17	10/20/2017	47454	252	ISANTI REDBIRDS	104-20200	47.30
10/17	10/20/2017	47455	1534	J. J. TAYLOR	609-20200	618.85
10/17	10/20/2017	47456	7	JOHNSON BROTHERS LIQUOR CO	609-20200	4,022.93
10/17	10/20/2017	47457	5	KAWALEK TRUCKING	609-20200	206.40
10/17	10/20/2017	47458	1773	KLERSY,SCOT	603-20200	155.00
10/17	10/20/2017	47459	131	MACQUEEN EQUIPMENT INC	602-20200	205.40
10/17	10/20/2017	47460	17	MCDONALD DISTRIBUTING CO	609-20200	10,514.50
10/17	10/20/2017	47461	616	MENARDS - CAMBRIDGE	609-20200	268.10
10/17	10/20/2017	47462	281	MINNCO CREDIT UNION	609-20200	2,906.76
10/17	10/20/2017	47463	1536	MINNESOTA DEED	219-20200	2,331.95
10/17	10/20/2017	47464	2208	MINNESOTA EQUIPMENT	101-20200	37.97
10/17	10/20/2017	47465	33	MN CHIEFS OF POLICE	101-20200	525.00
10/17	10/20/2017	47466	329	MN RURAL WATER ASSN	601-20200	125.00
10/17	10/20/2017	47467	196	MN STATE TREASURER	220-20200	30.38
10/17	10/20/2017	47468	2408	MOTOROLA SOLUTIONS INC	101-20200	5,813.64
10/17	10/20/2017	47469	2080	MVTL LABORATORIES INC	602-20200	272.40
10/17	10/20/2017	47470	2016	NORTHERN INGREDIENTS CO INC.	601-20200	7,706.83
10/17	10/20/2017	47471	1165	NORTHLAND TRUST	602-20200	507,125.00
10/17	10/20/2017	47472	44	PHILLIPS WINE & SPIRITS INC	609-20200	9,618.81
10/17	10/20/2017	47473	12	POSTMASTER	603-20200	1,130.20
10/17	10/20/2017	47474	2341	RED BULL DISTRIBUTION	609-20200	369.50
10/17	10/20/2017	47475	2028	SELECTACCOUNT	603-20200	25.32
10/17	10/20/2017	47476	2028	SELECTACCOUNT	861-20200	26.48
10/17	10/20/2017	47477	2001	SHRED-N-GO INC	101-20200	77.23
10/17	10/20/2017	47478	2396	SOUTHERN GLAZERS OF MN	609-20200	4,045.28
10/17	10/20/2017	47479	1361	STAPLES ADVANTAGE	101-20200	183.54
10/17	10/20/2017	47480	2156	SUMMIT COMPANIES	101-20200	14.00
10/17	10/20/2017	47481	2441	TACTICAL SOLUTIONS	101-20200	202.00
10/17	10/20/2017	47482	626	THE WINE COMPANY	609-20200	165.00
10/17	10/20/2017	47483	919	UPS	601-20200	14.08
10/17	10/20/2017	47484	1347	V.F.W. POST 2735	101-20200	180.00
10/17	10/20/2017	47485	427	VESSCO INC	601-20200	96.55

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/17	10/20/2017	47486	42	VIKING COCA-COLA BOTTLING CO	609-20200	326.65
10/17	10/20/2017	47487	1286	VINOCOPIA INC	609-20200	424.00
10/17	10/20/2017	47488	4	WATSON CO INC	609-20200	2,717.60
10/17	10/20/2017	47489	1922	WEX BANK	101-20200	2,194.64
10/17	10/20/2017	47490	780	WINE MERCHANTS	609-20200	72.00
Grand Totals:						820,302.10

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/17	10/31/2017	47491	1503	7-UP BOTTLING	609-20200	314.06
10/17	10/31/2017	47492	2343	ADVANTAGE SIGNS	101-20200	857.50
10/17	10/31/2017	47493	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	525.28
10/17	10/31/2017	47494	53	BELLBOY CORPORATION	609-20200	3,815.20
10/17	10/31/2017	47495	9	BERNICKS PEPSI-COLA	609-20200	829.65
10/17	10/31/2017	47496	2319	BREAKTHRU BEVERAGE	609-20200	350.67
10/17	10/31/2017	47497	1108	CITY OF BRAHAM	101-20200	2,315.88
10/17	10/31/2017	47498	309	CITY OF CAMBRIDGE	101-20200	2,794.10
10/17	10/31/2017	47499	1629	CITY OF ISANTI	101-20200	766.98
10/17	10/31/2017	47500	120	CONNEXUS ENERGY	101-20200	17,437.12
10/17	10/31/2017	47501	918	CRYSTAL SPRINGS ICE	609-20200	141.62
10/17	10/31/2017	47502	8	DAHLHEIMER DISTRIBUTING CO	609-20200	12,878.99
10/17	10/31/2017	47503	1941	DELTA DENTAL	861-20200	3,337.90
10/17	10/31/2017	47504	277	DEPT. OF PUBLIC SAFETY	609-20200	20.00
10/17	10/31/2017	47505	55	ECM PUBLISHERS INC	441-20200	25.35
10/17	10/31/2017	47506	385	FEDERATED CO-OPS INC	409-20200	2,923.04
10/17	10/31/2017	47507	385	FEDERATED CO-OPS INC	101-20200	974.90
10/17	10/31/2017	47508	2118	FRANSEN, LINDA	101-20200	745.00
10/17	10/31/2017	47509	2490	GIRL SCOUTS	101-20200	67.54
10/17	10/31/2017	47510	949	GRAINGER	602-20200	55.02
10/17	10/31/2017	47511	921	GRANITE ELECTRONICS	220-20200	210.00
10/17	10/31/2017	47512	2314	GREAT NORTHERN	602-20200	1,267.10
10/17	10/31/2017	47513	739	HACH COMPANY	602-20200	145.79
10/17	10/31/2017	47514	1048	HENRYS WATERWORKS,INC.	601-20200	4,631.48
10/17	10/31/2017	47515	188	ISANTI COUNTY SHERIFF	101-20200	3,219.04
10/17	10/31/2017	47516	1534	J. J. TAYLOR	609-20200	1,016.15
10/17	10/31/2017	47517	7	JOHNSON BROTHERS LIQUOR CO	609-20200	12,659.88
10/17	10/31/2017	47518	5	KAWALEK TRUCKING	609-20200	294.00
10/17	10/31/2017	47519	1338	KNIFE RIVER	101-20200	151.50
10/17	10/31/2017	47520	131	MACQUEEN EQUIPMENT INC	602-20200	1,357.99
10/17	10/31/2017	47521	1789	MADDEN GALANTER HANSEN, LLP	101-20200	391.95
10/17	10/31/2017	47522	17	MCDONALD DISTRIBUTING CO	609-20200	31,551.25
10/17	10/31/2017	47523	616	MENARDS - CAMBRIDGE	101-20200	227.98
10/17	10/31/2017	47524	2500	METRO SALES INC.	101-20200	54.06
10/17	10/31/2017	47525	1044	MINNEAPOLIS FINANCE	101-20200	148.50
10/17	10/31/2017	47526	1846	MJL CONTRACTING	603-20200	375.00
10/17	10/31/2017	47527	870	M-R SIGN CO INC	101-20200	913.00
10/17	10/31/2017	47528	2080	MVTL LABORATORIES INC	602-20200	43.20
10/17	10/31/2017	47529	1290	NAPA AUTO PARTS	609-20200	333.16
10/17	10/31/2017	47530	2528	NASCO	602-20200	171.73
10/17	10/31/2017	47531	1780	PATS SMALL ENGINE PLUS	101-20200	2.00
10/17	10/31/2017	47532	617	PAUSTIS & SONS	609-20200	210.50
10/17	10/31/2017	47533	1447	PETERSON, KEITH E.	101-20200	1,678.66
10/17	10/31/2017	47534	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,066.25
10/17	10/31/2017	47535	1884	REICHMANN, WADE	104-20200	1,938.10
10/17	10/31/2017	47536	1354	TAPES PLUS ADVERTISING	609-20200	220.00
10/17	10/31/2017	47537	1740	TOSHIBA FINANCIAL SERVICES	108-20200	445.93
10/17	10/31/2017	47538	2375	UNITED RENTALS	101-20200	193.00
10/17	10/31/2017	47539	42	VIKING COCA-COLA BOTTLING CO	609-20200	485.72
10/17	10/31/2017	47540	1286	VINOCOPIA INC	609-20200	267.50
10/17	10/31/2017	47541	1318	WARRING PROPERTIES	101-20200	3,281.48
10/17	10/31/2017	47542	874	WASTE MANAGEMENT -	101-20200	386.98
10/17	10/31/2017	47543	4	WATSON CO INC	609-20200	1,747.63

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
10/17	10/31/2017	47544	780	WINE MERCHANTS	609-20200	120.00
10/17	10/31/2017	47545	1129	ZARNOTH BRUSH WORKS INC	603-20200	454.00
Grand Totals:						127,836.31

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/17	11/02/2017	47546	915	ABLE HOSE & RUBBER, LLC	601-20200	24.73
11/17	11/02/2017	47547	1549	ASTECH	440-20200	150,832.33
11/17	11/02/2017	47548	9	BERNICKS PEPSI-COLA	609-20200	650.90
11/17	11/02/2017	47549	1500	BOLTON & MENK INC	603-20200	22,969.50
11/17	11/02/2017	47550	2013	CASTERTON TITLE & CLOSING CO	601-20200	64.24
11/17	11/02/2017	47551	1985	CIVIC SYSTEMS, LLC	101-20200	613.68
11/17	11/02/2017	47552	918	CRYSTAL SPRINGS ICE	609-20200	108.64
11/17	11/02/2017	47553	2547	CSDCPC ASA LLC	101-20200	1.00
11/17	11/02/2017	47554	8	DAHLHEIMER DISTRIBUTING CO	609-20200	9,249.40
11/17	11/02/2017	47555	1866	EDINA REALTY TITLE	601-20200	17.35
11/17	11/02/2017	47556	1101	FIRST AMERICAN TITLE	601-20200	30.90
11/17	11/02/2017	47557	2548	FRASCONE, JAMIE	601-20200	4.90
11/17	11/02/2017	47558	1009	GAMETIME	101-20200	1,199.00
11/17	11/02/2017	47559	134	GOPHER STATE ONE-CALL INC	601-20200	172.80
11/17	11/02/2017	47560	424	H&L MESABI	101-20200	2,502.18
11/17	11/02/2017	47561	739	HACH COMPANY	601-20200	7,094.52
11/17	11/02/2017	47562	1827	HANSEN, ROSSELE	601-20200	60.90
11/17	11/02/2017	47563	2549	HOFFER, JANET	601-20200	36.14
11/17	11/02/2017	47564	1786	HOME TITLE INC	601-20200	101.25
11/17	11/02/2017	47565	2209	INNOVATIVE OFFICE	101-20200	222.19
11/17	11/02/2017	47566	496	JOHN HIRSCHS	101-20200	125.00
11/17	11/02/2017	47567	1170	LAND TITLE INC	602-20200	76.92
11/17	11/02/2017	47568	1975	LIBERTY TITLE	601-20200	19.70
11/17	11/02/2017	47569	1124	LORSUNG, DON	101-20200	240.13
11/17	11/02/2017	47570	616	MENARDS - CAMBRIDGE	101-20200	206.31
11/17	11/02/2017	47571	1180	MLB PRINTING INC	101-20200	135.00
11/17	11/02/2017	47572	2080	MVTL LABORATORIES INC	602-20200	272.40
11/17	11/02/2017	47573	1290	NAPA AUTO PARTS	101-20200	12.69
11/17	11/02/2017	47574	1821	NORTH AMERICAN TITLE COMPANY	601-20200	8.31
11/17	11/02/2017	47575	2550	OLSON, SUSAN	601-20200	96.93
11/17	11/02/2017	47576	2551	POLLARD WATER	602-20200	179.52
11/17	11/02/2017	47577	2130	PROGRESSIVE BUILDERS	601-20200	151.38
11/17	11/02/2017	47578	2341	RED BULL DISTRIBUTION	609-20200	202.50
11/17	11/02/2017	47579	2028	SELECTACCOUNT	861-20200	27.00
11/17	11/02/2017	47580	2540	SHADOW PONDS	505-20200	8,000.00
11/17	11/02/2017	47581	2105	T. H CONSTRUCTION	602-20200	79.12
11/17	11/02/2017	47582	2251	TITLE SMART INC	602-20200	68.99
11/17	11/02/2017	47583	2098	TRADEMARK TITLE SERVICES	601-20200	23.99
11/17	11/02/2017	47584	1820	URBANS HARDWARE	602-20200	359.53
11/17	11/02/2017	47585	686	VERIZON WIRELESS	101-20200	504.07
11/17	11/02/2017	47586	874	WASTE MANAGEMENT -	101-20200	386.98
11/17	11/02/2017	47587	2475	White Bear IT Solutions, LLC	101-20200	1,866.00
11/17	11/02/2017	47588	612	ZUERCHER WELL DRILLING	439-20200	2,200.00
Grand Totals:						211,199.02

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	81,493.38
Social Security & Medicare	4,599.89
Public Employees Retirement	8,114.02
Total City Expense	94,207.29

Pay Date 10/20/2017

Pay Period 21 (10/1-14/17)

City of Isanti

Gross Payroll	86,290.78
Social Security & Medicare	4,744.64
Public Employees Retirement	8,359.74
Total City Expense	99,395.16

Pay Date 11/3/2017

Pay Period 22 (10/15-28/17)

CONTRACTOR'S PAY REQUEST 2017 PAVEMENT MANAGEMENT PROJECT CITY OF ISANTI, MINNESOTA BMI PROJECT NO. R13.112449	DISTRIBUTION: CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$181,701.04
TOTAL, COMPLETED WORK TO DATE	$158,770.87
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$158,770.87
RETAINED PERCENTAGE (5%)	$7,938.54
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$150,832.33
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$0.00
PAY CONTRACTOR AS ESTIMATE NO. 1	$150,832.33

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Astech Corp.
PO Box 1025
St. Cloud, MN 56302

By Mary L Aschenbrenner Vice-President
Mary L. Aschenbrenner Name Title

Date October 30, 2017

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., ENGINEERS, 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303

By _____, CITY ENGINEER

Date 10/24/2017

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: **1**

2017 PAVEMENT MANAGEMENT PROJECT

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.112449
WORK COMPLETED THROUGH October 19, 2017

ITEM NO.		ITEM	UNIT PRICE	AS BID ESTIMATED QUANTITY		AS BID ESTIMATED AMOUNT	PREVIOUS ESTIMATE ESTIMATED QUANTITY		PREVIOUS ESTIMATE ESTIMATED AMOUNT	COMPLETED TO DATE ESTIMATED QUANTITY		COMPLETED TO DATE ESTIMATED AMOUNT
1	0	MOBILIZATION	$8,500.00	1	LS	$8,500.00	LS	$0.00		1.00	LS	$8,500.00
2	0	TRAFFIC CONTROL	$5,000.00	1	LS	$5,000.00	LS	$0.00		1.00	LS	$5,000.00
3	0	PAVEMENT MARKING REMOVAL	$8.40	156	SF	$1,310.40	SF	$0.00		171.31	SF	$1,439.00
4	0	REMOVE & REPLACE CURB & GUTTER	$60.00	100	LF	$6,000.00	LF	$0.00		0.00	LF	$0.00
5	0	BITUMINOUS PATCH	$45.00	750	SY	$33,750.00	SY	$0.00		0.00	SY	$0.00
6	0	BITUMINOUS MATERIAL FOR SEAL COAT	$0.25	27959	GAL	$6,989.75	GAL	$0.00		18,408.00	GAL	$4,602.00
7	0	SEAL COAT AGGREGATE	$1.02	69897	SY	$71,294.94	SY	$0.00		73,632.00	SY	$75,104.64
8	0	CRACK REPAIR	$1.07	34770	LBS	$37,203.90	LBS	$0.00		47,550.00	LBS	$50,876.50
9	0	PAVEMENT MESSAGE EPOXY	$150.00	8	EA	$1,200.00	EA	$0.00		10.00	EA	$1,500.00
10	0	4" SOLID LINE WHITE - EPOXY	$1.00	894	LF	$894.00	LF	$0.00		985.00	LF	$985.00
11	0	4" DOUBLE SOLID LINE YELLOW - EPOXY	$2.00	466	LF	$932.00	LF	$0.00		965.00	LF	$1,930.00
12	0	24" SOLID LINE WHITE - EPOXY	$7.35	243	LF	$1,786.05	LF	$0.00		283.50	LF	$2,083.73
13	0	CROSSWALK MARKING - EPOXY	$4.00	1710	SF	$6,840.00	SF	$0.00		1,687.00	SF	$6,748.00
		TOTAL AMOUNT:				$181,701.04			$0.00			$156,770.87

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
September 19, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:33 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Ross Lorinser, Paul Bergley, Jim Kennedy and Jeff Miller.

Members Absent: Steve Lundeen

Staff Present: Ryan Kernosky, Community Development Director

1D. Agenda Modifications.

None

Motion by Collison, second by Lorinser to approve the Meeting Agenda. Motion was unanimously approved.

2. Approval of Minutes from August 15th, 2017 Planning Commission Meeting

Motion by Bergley, second by Collison to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing

A. Request from the City of Isanti to Amend the Zoning Map (Ordinance No. 445) to Rezone PID 050313300 and PID 050313301 from R-1 Single Family Residential to RC Recreational Commercial

Mayor Wimmer opened the Public Hearing at 7:33 p.m.

Ron Bosch, 1314 4th Ave SW – Mr. Bosch stated that he has a flooding issue that is caused by the City of Isanti. He did not want any development in the neighborhood until the City addresses this issue. Mr. Bosch stated that the City has caused damage to neighbor properties.

Luke Merrill, 223 Broadway St SE – Mr. Merrill asked for clarification on the location of the subject parcel, the long-term goals of the property, and the possible other uses if the business doesn't succeed. Mr. Merrill also provided comment regarding other commercial districts and their impacts on residential property.

Mayor Wimmer closed the Public Hearing at 7:40 p.m.

Motion by Lorinser, second by Kennedy to recommend the rezoning. Motion passed unanimously.

B. Request from the City of Isanti to approve a Minor Subdivisioin Plat for the Isanti Hotel Addition

Mayor Wimmer opened the Public Hearing at 7:41 p.m.

Luke Merrill, 223 Broadway St SE – Mr. Merrill posed a question about the vacation of Penny Lane, and asked what was stopping a nearby business from vacating another street to expand their parking lot.

Denise Merrill, 223 Broadway St SE – Ms. Merrill asked who wanted the vacation of Penny Lane and the extension of Richard Street. Ms. Merrill stated that it was difficult to follow the plans and the processes of the City, and that notices are not always notified in the newspaper. Ms. Miller asked what was stopping a nearby business owner from purchasing the hotel property and using it as a parking lot, she also questioned what happens if the hotel project doesn't go through, what happens to the property and who pays for the new street.

Mayor Wimmer closed the Public Hearing at 7:52 p.m.

Motion by Collison, second by Lorinser to approve the Minor Subdivision Plat for the Isanti Hotel Addition. Motion passed unanimously.

4. Other Business.

A. None.

5. Other Communications.

A. None.

6. Adjournment

Motion by Burgley, second by to Lorinser to adjourn the September 19, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:54 p.m.

Dated at Isanti, Minnesota this 20th day of September, 2017

Respectfully submitted,

Ryan Kernosky
Community Development Director

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
September 26, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Garvey called the meeting to order at 6:02 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.

Members Present:	Jennifer Garvey, Jeff Johnson, and Mayor Wimmer
Members Absent:	James Witte, Aaron Zdon
Staff Present:	Katie Everett, Community Events and Parks Coordinator

D. Oath of Office for new Parks, Recreation, and Culture Board Member
Jeff Johnson read the Oath of Office as written.

E. Agenda Modifications.
Garvey asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Johnson to approve the September 26, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from June 27, 2017 Parks, Recreation and Culture Board Meeting.

Motion by Wimmer. Second by Johnson. Vote was unanimously approved.

3. Bike/Walk Trail Sign Redesign

Everett explained that PRC has examined the sign at the end of the trail and all decided that the 5,000 word sign is not effective. Everett printed out the pictures of what Cambridge has at their end of the trail, and she drove by and it does still look like this. She stated that after the packet went out, the Bike/Walk Committee has talked about posting the rules in the past. It's not strictly written in the agreement that both have signed that this sign needs to be posted so she asked for Mayor Wimmer's input. Wimmer stated that the trail is a little bit different, it is not under the jurisdiction of the City of Isanti or of Cambridge, it's the joint powers. The Park Board doesn't really have jurisdiction over that; basically what we're trying to have is our park board and their park board trying to decide how to make the trail better. The issue that we run into with rules, and they run into it a little bit more than we do. There is a 60-40 split he believes because 301st is where the eventual demarcation line for Cambridge and Isanti. Whatever is north of that is their responsibility and what's south of that is ours. For our newest member, we pay for 40% of the cost of the bog walk and they pay for 60% of that, and we in essence pay for the part of the trail that will eventually fully within the City of Isanti and they pay for what will fully be in Cambridge. Almost of it right now is in Isanti Township; he stated he believes they pay $500 a year. Everett stated she believes it's $1,000. Wimmer stated he thought we were paying about $7,000 or $8,000 per year; Everett said she'd have to look it up to know for sure. Wimmer stated that either way, the majority of it will be in Cambridge so they pay that majority of that annual cost. Wimmer stated that what Cambridge is running into, and you can see it in the picture, is to the right of that line is private access because there is a home back there, and the rest is the trail. What we're trying to do is have people respect the fact that we have the trail, it's an easement to the joint powers, but it was all of these property owners in essence selling us

that easement and making sure we're good neighbors to them. The biggest concern they had was that people might not be behaving themselves on the trail. It has gone remarkably well, there have been just a couple things over the years that have ever been any kind of an issue. In the discussions, and we meet per the joint powers agreement with Mayor Palmer in January and go over things, the township is also there as well, and we wanted to make sure is that people know the rules of the trail as they're getting on to it. He didn't want to say that was a request from the township, but it was one of the concerns to just make sure everyone knows what it's about. Wimmer asked Everett to confirm that she was at the last meeting; she said that she was and both agreed that it was a very brief meeting. Everett informed the board that staff are planning to meet with Cambridge, because they do the work to maintain the trail, this fall. Because the committee meets in January, we want to get an idea of any issues before it snows. There are some places where roots are coming up through the pavement again, so it will be helpful to see those things before the meeting.

Garvey stated that looking at the picture, Cambridge has three signs on the left. She asked if the third sign was the rules. Everett said that it is and it matches exactly what we have. Garvey asked if Cambridge or the committee has had any discussion about taking that one down and redoing it. Wimmer stated he didn't think so, but he thinks they seem to be happy with their signs. Everett said she hasn't heard anything from them about it either. Wimmer stated he does agree that nobody is going to look at a sign with so much on it, and we've tried to do that with some of our signs to just have the big overall things on there. He is not sure if we need to do a sign like that or if we can do a sign with just the major rules. Johnson stated that he was out on Sunday to look at it and it's ridiculous; he didn't know who would stand there and read 19 rules, but he did. He said he does like the draft sign if it would be in a little more detail. He stated Cambridge's second sign is more detailed. Wimmer stated that the issue they have is that the trail on their end doesn't go to anything, so they're trying to show that if you go across this road and along this other road, you'll get to a Cambridge trail. They're trying accomplish with that is to show it does tie into a bigger trail system within their city, but the end is still in the township. That's why they have the more detailed sign. Johnson said that this one shows Bluebird Park, but it's kind of vague as far as parking; there's more parking than that. He said the four rules that are on the sign are the most important rules. Everett stated that those were examples and that's why she included the list of rules to see if there was something else they thought should be included. Wimmer stated he likes the visual of it. Everett stated that when we go to get the sign made, the people who do that will have more image rights so they can get symbols that look better too. Everett stated that we'll also make sure this matches the style of the signs that are already out. She asked Wimmer if for now we would put up a sign like this and keep the other sign up and then talk to the bike/walk committee. He states yes, and one thing we can talk about is not having that as a requirement. He's not sure where that will go or not go, he doesn't recall why it was in there necessarily. Since the trail has gone very well, maybe the township would also be okay with it. Anytime you get this specific with what kind of sign it gets cumbersome, especially as time moves forward. Garvey stated that she can see where on the Cambridge end with where the easement is, it's more pertinent than it is on our end where it is. Everett stated that by this time of year, once we order these it will make more sense to put the sign out in the spring so it's not out all winter when people aren't using the trail. In that time, we'll have met with the bike/walk committee to get an idea if both of those signs have to be up or if we can just post the one. The money budgeted for the signs is in 2017, so it's best to order this year.

Everett asked what changes they would like to see to the sign before it's made. Wimmer stated that the demarcation line is wrong; Everett stated that is where Beacon has it and asked if that's wrong. Wimmer stated that it is wrong. On the sign it's on 299th, but it should be on 301st. Everett asked if there are other landmarks that would be useful to put on the map. Wimmer stated that he didn't know if the board thought it would get too crowded or not, but to show where the bog walk is, and if it would beneficial to have something that shows the topography. That's one of the beautiful things about the trail is that there's a bog walk, there are pine trees here, there are a lot of different things you go through in 3 miles. If we could somehow show that. Garvey stated that it's a nature walk, so if we could notate that more

somehow. She stated that it shows 3 miles, but it might also be useful to have the other mile marker points shown too. She stated that she would add "For a complete list of rules, visit the City of Isanti website." Wimmer agreed. Garvey stated that way people know there are more rules and we have the back up. Everett stated that part of the reason it is so simple is that signs get exponentially more expensive the more colors you add to them, so that's why there are patterns in there but we can work with that and maybe still include some of those things. Wimmer stated that for people who haven't been on there before, he gets that comment a lot that it's neat how many different things you go through. Johnson said that he would agree, and he is also a visual person. They walked some of it and drove the majority, but if there were more detail in that sign it would be phenomenal for the first comer. He stated that those are the most important rules out of the 19 that he could think of. Everett stated that those are kind of the most common issues we have on the trail.

Everett stated Public Works spends a lot of time cleaning up that corner because at this point, the community dogs have decided that's their favorite place. She said that signs don't do a whole lot for people that aren't going to pick things up anyway, but the next page in the packet shows a sign that we can get a $28 sign to encourage people to pick up their pet waste because it spreads disease. Johnson said that he was thinking of doing the three signs; one at the city line, one at the beginning, and one in the middle. He understands that Everett is saying the one spot is where the dog waste is being dumped and asked if there's a garbage can there. Everett stated that there's not, and at this point we have a contract that doesn't include one in that, so until that contract is up we might not be able to get more. Wimmer stated that depending on how far out we put it, it will become a target as well. It's one of those things, like you lock your car to keep the honest people out. He would be a little apprehensive about putting a can out that far. The thing we need to do is to talk to the Police Chief because we're getting another bike patrol bike, so we'll now have a couple, so we can have the officers go up there. We can ask them to also talk with Cambridge PD to every once in a while just do the random, joint back and forth. Garvey asked if we have at Bluebird or any of the other parks pet pick up signs. Everett said we don't at this point. Garvey said she's guessing then that we don't have the bag disposal things anywhere. Wimmer stated that we have talked about doing that, maybe even within the last year. Everett stated that they're not terribly expensive, but the challenge again is getting people to use them, and then we also have a garbage sitting full of dog bags in the sun for a week. Johnson said that the signs would be a good idea; that way if the bike patrol was going by and saw someone's dog defecated they'd be able to say something about it. Garvey asked if there was a way to incorporate this with the new sign so we don't have to add a whole separate sign. Right now the sign shows leashing, but it seems like there might be space to add picking up after your pet. That way we don't have to add another whole sign, so that in the future we don't say we have the pet sign so now we need to add this, whatever could be the case in five years. Wimmer asked Johnson to clarify that he was suggesting getting this one in a couple spots. He confirmed that the memo stated that we can get one sign for $28 or $26 for three plus, so why not just get 3. Put one at the city line, one right at 3rd and Isanti Parkway, and one in the middle, so you're not double but even triple reminding them. Wimmer stated that he doesn't have a strong opinion either way, in his experience people who are going to take care of things will take care of it, and those who won't, won't anyway. It's good to remind them, and as we discussed with having the bags, if we do that we have to have a can available because it's only the most dedicated pet owner that is going to then carry that bag with them for the next 3 miles. Garvey asked if the garbage at the soccer complex is done by us or by them. Everett stated that is done by them. Garvey said that if it's just soccer maintaining that, that won't work.

Garvey asked if Everett would bring this back for the October meeting. Everett stated she will. Garvey clarified that since we don't meet in December we'll have to have it finalized by November; Everett confirmed. Wimmer stated that none of these will be going up until next April anyway.

4. Legacy Table Repair

Everett stated this is another continued discussion. She spoke with the Public Services Director, and they decided that because the boards depend on the location on the table and there's not any volume discount

on them, we're recommending that at this point we just get enough to replace what we need to. In the future we can get the ones we need, and at $66 each they will fit in a future budget as well, hopefully. Everett stated that we didn't find any tables in other parks that can't be repaired. We met with the Rotary and they are considering donating. Wimmer stated that we were saying 3 more, and they thought maybe more than that. The thing we're looking at with those Rotary tables is that they'd be handicap accessible so there's the one end without benches. It's nice to have those tables. They made it sound like, yes this is a slam dunk. The regional rotary then matches them; but we haven't heard anything from the yet but they've donated other things over the years as well.

Everett stated that at this point, it's hard for us to anticipate how long these repainted tables are going to last us, but for now they don't immediately need to be replaced. It doesn't look like there's a big priority for any of them to be replaced this year. We should be able to use the money for the tables to get the replacement slats at Legacy. Johnson asked if it was cheaper to replace the slats than the whole table. Everett stated it is, and one table is about $1000. Everett stated that these things are all expensive. Wimmer stated that to give Johnson an idea, to do a normal play park you're looking at $70,000-$80,000 just for equipment, not installed. We did Legacy for about $120,000 with everything. That's why we are trying to do more of the passive parks, where you have trails, and people can just kind of be in that space. It's a lot more cost effective, and then the maintenance and replacement is a lot less expensive.

5. Academy Park Update

Everett stated that she drove by yesterday and the equipment is sitting in crates in the parking lot. It looks like the area where the equipment is going has water in it right now so they might be waiting for it to dry out before they can do anything. It is Harlan with GameTime that will be installing that. Everett has gotten all of the manuals so we know what all of that equipment is and we'll be able to get part numbers and all of that as we need to replace it. Hopefully that goes up within the next couple of weeks. Wimmer said to get Johnson up to speed on this one, was that they wanted to expand their capacity for students in that building and originally it was a commercial building that they were renting so it was still producing property taxes. Then it was bought by a non-profit that basically holds properties for charter schools, and so it has disappeared off the tax rolls, which is a significant dollar amount. Then they were looking to build the middle school, which they're building now. And they wanted to do some park things and they had that extra space. So what we worked out with them, through probably close to a year of negotiating back and forth, was that we would allow them to increase their school size and change their conditional use permit. We were looking to have a neighborhood park over there, which would have been north of Cajima, kind of in that same area where the middle school is going to, so we flipped that to this which will be that neighborhood park with trails and sidewalks. It's part of kind of a larger concept. It will be deeded over to us. They will have exclusive use of it during school hours, after that it's open to the public. There will be tennis courts and an open area; they had some kind of thought of a soccer field but it's not that big of space. There's a track that goes around that, and it will connect to a future city trail that will go around that whole wetland area over there. The goal is that as that commercial area gets built out it will tie to the residential on the other side of 8th, that people during the day can use the walking trail on their lunch or whatever. Then we'll also have exercise type play equipment, so there will be an outside stationary bike. It's a little bit of a newer concept for us, but we think it will be a good idea. Then that area that was going to be a future park area then will be a tax-producing parcel. So in essence, we're trading where the park would have been for this. They get to meet what they need, we get a park in that area that meets our needs, they're paying for it all to build it and we'll take it and we'll have to replace it and maintain it over time. In essence, we get a nice new built park for free to the City, and we get to flip an area that wasn't going to be producing taxes to one that is.

Everett that we'll also be getting signage that matches our other parks out there. It is called Academy Park according to the agreement that was passed through Council. We will post a sign that shows people that during school days, she believes between 7:30 and 4:30 that the playground and soccer field are reserved for the school. So if anybody comes over during the day, they'll know that the school has priority for

those. Outside of those hours it's an open public park. That sign will be posted somewhere visible so people will understand what's going on without having to know the story. She explained that the picture attached to the memo didn't copy the best, but it shows what the equipment is. She got an updated layout recently; they might have discovered they didn't have enough fall zone around something maybe, so it's going to be shifted around a little bit. It looks like it should be a fun little park. That side of 65 doesn't really have a place for people to be outside.

6. Isanti Indoor Arena Steel Repair

Everett stated that this is really just a memo. We had issues with one of the lights under the awning at the entrance filling with water. Long story short, we ended up having to cut that light out and put it on the outside because no one could figure out where the water was coming from. Then we discovered trying to patch that hole was very difficult because it was special order white. Right now, it's patched with something that looks pretty good. If the board decides that it's very important to replace that with the special order white, we can do that. Johnson explained that he went out twice because he was so confused, and decided that it's a poor building design. He didn't understand how water would get in there with a steel roof and steel ceiling. Wimmer stated that we had a previous issue with water, but it actually ended up being condensation because it's such a large facility, and then making sure there's a proper requirement that they run the air flow system. It's a large enough building that it has its own atmosphere. Everett confirm that it does, and the dirt floor adds another element to that too. It's a fairly new building, so we're still learning how to operate it the best that we can. This was just so you all know that if in the future there are any issues, the steel is really expensive. Johnson said he doesn't think it's that important and it doesn't look that noticeable to him. He wouldn't spend $100 on a 3x3 sheet. Everett explained that she was kind of hoping she could talk about this when Zdon was there because he's in the construction field and he might know otherwise, but this is the information she's been given by the person who built the building. She has called Menards and confirmed it's a thing they don't sell. For right, we'll keep it as is and know that in the future regular white steel is maybe okay.

7. Parks Updates

Everett said that going all the way back to August, Celebrate Isanti was a great event. We had more run/walk finishers by almost double than we did last year. Wimmer stated that he wanted to state again that Everett did a phenomenal job with that. It was originally supposed to be the Two Cities, One Community event, and we got twice the participation when it was only one city. He stated Everett did a phenomenal job, it was a really crazy day having all that extra and everything was changed around, so it was really cool to see how it all came together. Everett stated that the car show did really well that day too. They are thinking about the future and how to expand that and fit more cars, and how they can continue to draw people in. We are looking forward to the future of car shows. Jonah and the Whales is always great. They like coming here, they're super easy to work with, and people like coming to their shows. All of our food vendors have been consistent over the last few years, and they want to keep coming back. We had a couple of new people this year, and as they're available they might come back. A lot of people in this region have consistent things they do every year, so getting new people that are able to come to all three street dances is hard. But it's an easy thing for them to set up and know that there will be customers right there. Wimmer added that with our consistent 80 and sunny weather, it was phenomenal. Everett stated that this year we had no problems in the forecasts this year, it was a complete flip around from the year before. Everett stated that we are starting to see the end of the life of our stage. In the next few years we'll have to look into options for that. Wimmer explained that it is a rebuilt stage that didn't have life in it to begin with. Everett stated that we repair it as needed and it's serving it's purpose. She stated that, just for fun, she went online and found one of those semi trailers that opens up into a stage and it's cover. She was quoted over $100,000 for that, so maybe that's not what our future is. There are options though, so we'll be looking at those and how to make this stage last another year.

Everett stated that the next item is the scavenger hunt. Staff had so much fun watching the kids bring the passports back in. The ladies up front always asked people if they had been to parks they hadn't been to

before, and everybody had. People would come in and share them with their friends, and they'd go out and do them. It did exactly what it was supposed to do. She did send out the survey for it. We got amazing answers from people. The only critiques were that people want more prizes. Wimmer added, or split up the grand prize; however at first when we were setting it up we didn't know if we'd have enough to make it a grand prize. We ended up with enough that people wondered if we couldn't split that out. He stated that every kid that turned one in did get a Frisbee or a water bottle. Everett confirmed that everyone did get a prize. There were a couple of people that said they didn't hear the announcements happening; and since she was there Everett isn't sure how that is possible if they were actually there on time. Everett stated that it's not a big deal because the first name we drew was a kid who was there, so it's not like we drew their names and they missed it. But, it is something that we can take into next year. We can make sure we make it a bigger deal so everyone is very aware that it's about to happen. Now that we know that people will do it too – WillowBridge was excited to get involved, and they don't necessarily have anything to do with parks – but there might be other businesses in town that want to get involved, and then maybe we can have more prizes in the future. Johnson said that he likes all of the spots and questions. Everett stated that this year, because we didn't know the construction plan for Palomino, VFW isn't on there, so there are things we can update next year too. Johnson asked if we can put it in the Isanti newspaper. Wimmer asked if he meant the Isantian, and he said yes. Johnson asked if it was in there; Wimmer stated that it wasn't. He explained that this was a germination of a request from a Council member to do a Christmas Bentlyville thing like they do in Duluth with a scavenger hunt, to what can we actually do, and this is what was born out of that. Again, this hits that great spot of getting people out to our parks who hadn't done it before and know what we have, and making it fun and enjoyable for them. And we did it with as little cost and effort as possible. So, with all of that, the timing didn't work for getting it into the issue of the Isantian. Everett stated that there will always be an extra cost when we insert something into the Isantian, and it costs more than you might expect. It is something we can think about including in the budget for this. Johnson said he thought it would get more people involved. Johnson said everyone did a great job, and as a new resident he'd like to do more that. Everett stated that with this one, we really can have an unlimited number of people participate with the same amount of effort from us. As many people as want to, can go online and print that off and it doesn't cost us anything. Wimmer stated that is really the genius behind this, as someone being conscious of where their tax money is going, we want to do as much as we can with as little dollars as we have to do it with. When you start adding things in, like going into the Isantian, you might be talking about hundreds of dollars more just for that operation. Johnson asked if we put an article in there. Everett said that we do. Johnson stated that article then could just state to go online and print it out. Everett stated that the biggest part of the budget for this program was advertising. There were some newspaper ads that went out, and she put a sign in each park telling people it was happening and where they could get a passport. Marketing, with most events, is the biggest cost.

Everett explained that the community garden is going well. There is a meeting next Wednesday with the gardeners. She said she has been bringing watermelon over to the senior diners and they are head over heels; they've gotten a lot of stuff this year. Wimmer stated that we have gotten a letter from Catholic Charities that runs Senior Dining in Isanti, they're very grateful as well. He said that the garden again has been phenomenal. Johnson asked where the garden is; Everett said it is at River Bluff Preserve and the address is 1111 Rum River Drive S. Wimmer stated that if Johnson hasn't been to that park, it's 38 acres and has a trail and fishing dock. Everett explained there are maps right at the parking lot, and the community garden gate is locked but if he wants to get in she can get him the code.

Everett said that movie nights are starting up. There are two volunteer groups and she's expecting a couple of the regular groups to still sign up as well. Wimmer asked her to explain how they work for Johnson. Everett stated that movie nights are free for the public to attend and there are affordable concessions. Youth groups can volunteer to run those concessions and then they get the profit from that night. We make sure we make back the cost to get the supplies, but the extras from the concessions go to the groups that volunteer. The groups basically just run that and clean up at the end, but kind of their

biggest job is to tell everyone they know to come so there are more people there buying concessions. Just like any other fundraiser you would do for a group, you want to get lots and lots of people there. Johnson clarified that it is in the Isanti Community Center. Everett stated that Heavenly Sunshine Preschool is our record holder, they've had more than 100 people come. Typically movie nights are closer to 30 or 40 people, but as these groups continue to come back they catch on that they need to tell people and they grow too. There was a question about whether or not movie nights are run outside or not. Everett explained that they're not right now because we run them over the cold season, but all of the equipment is outdoor theater equipment so maybe someday that could happen. Wimmer stated that if you look at Bluebird Park, that bowl in the open area was designed that way for an amphitheater to be put in there and have music nights, movie night, that type of thing. When we were ready to kind of launch with that, the Council decided they didn't want to go forward with it, and that's when we did Legacy Park. It would be very nice, but it's just where you put your money. Everett stated that we have the equipment to have movies outside, and it's something a lot of communities are doing outdoors right now. It's something to be considered. Wimmer stated that it's money and time and hours. Johnson said that he knows Maple Grove did it and it's huge in that city. They do it outside in the summer and move it indoors in the winter.

Everett said there's an exciting project happening at River Bluff Preserve. Staff worked with Isanti Soil and Water Conservation District and with the Anoka office, and those offices worked to get some grant funding. What they'll be doing is take cedar trees and cut them down, and basically use big cedar logs with the branches attached and they fasten them to the bank of the river. While those are there, they're slowing down the water so the erosion stops, and they also collect sediment so they build the bank back up. They'll also be planting willow stakes in there so that willow trees will grow in that sediment that's collecting, and once the cedar trees are gone, the willow trees will stabilize the bank into the future. The main area they'll be focusing on is an area about half way between the dock and Martin's Landing where there is a really steep spot where we have some bollards to keep people from falling into the river, and the bollards are about to fall out. They'll work on that first, and then as their time allows this year, they'll work on a section that's right at the bottom of the stairs. The river is undercutting a long section there, so they'll do what they can. It sounds like Soil and Water might have some money leftover so potentially we could reapply and get the rest of that done next year. Wimmer stated that the main area they're working on is an area where ATVs used to go, which they weren't supposed to do, but it was causing so much erosion big chunks were sluffing off into the river. When you go out there you'll see where all the bollards are, there used to be ground there 15 feet further over, but it was just constantly being eroded from all the ATV traffic. Everett added that since we put up the bollards we really haven't seen any ATV traffic back there. It looks like it's working really well, so as much as we can, we want to keep that place the way that it is. Additionally, she stated that we only have to pay 10% of the project. Soil and Water even approached us about the project so it wasn't that much work for us. Tiffany up there does great work finding grants.

The last item is the farmers market. Everett stated that the last market is this week. She will be meeting with the vendors after the market to get their ideas about what we can do for next year and their feedback about how it went this year. In just talking with them throughout the season, it's been overwhelmingly positive to move. We've had new vendors come and try it and stay. Our customers have been happy; we've had new people who didn't know we had a farmers market. Somehow, we do get some people who did know we have a farmers market and they show up very flustered because they can't find us. There is a sign posted at the old site telling people we have moved. One vendor shared with her that they go to the Elk River market on Thursdays and they've been doing as well here as there this year. Wimmer explained that the market used to be downtown because we were trying to help draw attention to the downtown. We did that for a number of years, and the businesses downtown just really did not embrace it or participate, or do anything with it. At a certain point, we had to decide that our vendors are great, but this is not an ideal spot for them from a traffic standpoint. If the downtown businesses aren't going to embrace it, let's put it someplace where we can maximize it as a resource for the whole community. Johnson said he'll have to check it out this week. Everett explained there's a pretty good variety of things from produce,

frozen meat, baked goods, a selling mushroom kits, and more. She stated that if you sign up for the newsletter it goes out every Thursday and lists what will be available that week; you can do that at the website.

8. Adjournment

Motion by Wimmer, second by Johnson to adjourn the September 26, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:56 p.m.

Dated at Isanti, Minnesota this 26th day of September, 2017.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

A Community For Generations.

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: November 7, 2017

SUBJECT: **RESOLUTION 2017-XXX: A RESOLUTION OF THE CITY OF ISANTI PETITIONING THE MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS FOR ANNEXATION OF CERTAIN PORTIONS OF ISANTI TOWNSHIP TO THE CITY OF ISANTI PURSUANT TO MINNESOTA STATUTES §414.0325**

Background

As part of the 2017 City Council Goals, the City identified annexation of properties completely surrounded by the corporate limits of the City for annexation. Many of these properties have been identified as receiving some amount of City services (directly or indirectly), without paying City taxes.

During the September 19, 2017 regularly scheduled City Council meeting, the Council approved Joint Resolution 2017-236. Joint Resolution 2017-236 amended and approved the annexation of Township jurisdiction properties through the 1973 Orderly Annexation Agreement between the City and the Township (Sections 30, 31, W3/4 of 29 and 32, Township 35, Range 23), and to pay the Township their portion of taxes subject to MN Stats. §414.036.

On September 20th, 2017, the City sent the signed Joint Resolution to the Isanti Township for their consideration. The City provided the Township 30 days to approve the Joint Resolution, and by the October 20th, 2017 deadline, the Township took no formal action on the Joint Resolution.

According to the Municipal Boundaries Adjustment Unit of the Office of Administrative Hearings, this is an unusual situation. Typically, when an Orderly Annexation Agreement is in place, as we have here, and when the Orderly Annexation Agreement has been executed numerous times over the life of the Orderly Annexation Agreement, the Township does not suddenly object to the annexation of properties within the Orderly Annexation Agreement area. Because the Township has decided to take no action on Joint Resolution 2017-236, City Council will need to formally

ask the OAH to either order the annexations immediately, or hold a hearing on the matter. The attached Resolution asks the OAH to do just that.

Staff Recommendation

Staff is recommending approval of the attached Resolution.

Motion Language

Approve the Joint Resolution as presented: Move to approve Joint Resolution 2017-XXX as presented.

Approve the Joint Resolution with changes: Move to approve Joint Resolution 2017-XXX (1st vote) – NEW MOTION: Move to amend Joint Resolution 2017-XXX with the following changes…

Table the Joint Resolution: Move to table Joint Resolution 2017-XXX (specific Reasoning and Information for any requests should be included or stated in the motion to table).

Attachments

- Resolution 2017-XXX: A RESOLUTION OF THE CITY OF ISANTI PETITIONING THE MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS FOR ANNEXATION OF CERTAIN PORTIONS OF ISANTI TOWNSHIP TO THE CITY OF ISANTI PURSUANT TO MINNESOTA STATUTES §414.0325

RESOLUTION 2017-XXX

A RESOLUTION OF THE CITY OF ISANTI PETITIONING THE MINNESOTA OFFICE OF ADMINISTRATIVE HEARINGS FOR ANNEXATION OF CERTAIN PORTIONS OF ISANTI TOWNSHIP TO THE CITY OF ISANTI PURSUANT TO MINNESOTA STATUTES §414.0325

WHEREAS, the City of Isanti (the "City"), Isanti County, Minnesota, abuts and is bordered on the City's northerly, easterly, and southerly boundaries by the Isanti Township (the "Township"), Isanti County, Minnesota; and,

WHEREAS, certain portions of the Township designated herein for annexation have been developed in an urban or suburban manner or are about to become urban or suburban in character; and,

WHEREAS, the certain portions of the Township designated herein for annexation which are now urban or suburban or are about to become urban or suburban in character, abut or are completely surrounded by the City; and

WHEREAS, the City and the Township executed and filed an orderly annexation agreement (hereinafter the "1973 OA Agreement") (Exhibit 2), dated the 31st of August, 1973, (File NO: A-2457(OA)) with the Minnesota Municipal Board (now the Office of Administrative Hearings ("OAH")) containing a designated annexation area including the areas designated now for annexation; and,

WHEREAS, on September 19, 2017, the City of Isanti City Council passed Joint Resolution No. 2017-236 (Exhibit 1), which amended the Orderly Annexation Agreement between the City and the Township pursuant to §414.0325 subd 1; and,

WHEREAS, said Joint Resolution has agreed to all the terms and conditions for the annexation of the subject parcels subject to the 1973 OA Agreement; and,

WHEREAS, the City has the professional staff, the capacity, and the ability to provide municipal services to Township areas that are subject to the Joint Resolution for Orderly Annexation; and,

WHEREAS, said Joint Resolution was sent to the Township on September 20, 2017 as United States Post Office Certified Mail for the Township's consideration; and,

WHEREAS, on September 21, 2017, Mr. Greg T. Anderson, a Township employee, signed the Certified Mail Return Receipt on behalf of the Isanti Township; and,

WHEREAS, on September 12th, 2017, the Township, at the regularly scheduled Town Meeting, the Town Board passed unanimously to 'not approve the forced annexation by the City of Isanti and proposed residents of Isanti Township' (Exhibit 3); and,

WHEREAS, the Township was provided 30 days from September 20, 2017 to approve said Joint Resolution; and,

WHEREAS, the Township took no action on said Joint Resolution during the regularly scheduled Town Board meeting on October 10, 2017 (Exhibit 4); and,

WHEREAS, the Township has not approved said Joint Resolution by October 20, 2017, the 30-day deadline; and,

WHEREAS, the Township has refused to approve the Joint Resolution for Orderly Annexation of the areas designated herein for annexation in violation of the 1973 OA Agreement; and,

WHEREAS, the 1973 OA Agreement has been executed by both the City and the Township numerous times over the last several years, with no objection raised by the Township; and,

WHEREAS, the 1973 OA Agreement will be inoperative and have no meaning or effect, and will in fact be violated if the OAH does not order annexation of the areas designated herein for annexation that have been allowed to grow in an urban or suburban manner; and,

WHEREAS, Minnesota Statutes, Section 414.0325, Subdivision 1, provides as follows:

> **Initiating the proceeding.** (a) One or more townships and one or more municipalities, by joint resolution, may designate an unincorporated area as in need of orderly annexation. One or more municipalities, by joint resolution with the county, may designate an unincorporated area in which there is no organized township government as in need of orderly annexation.
>
> (b) A designated area is any area which the signatories to a joint resolution for orderly annexation have identified as being appropriate for annexation, either currently or at some point in the future, pursuant to the negotiated terms and conditions set forth in the joint resolution. Land described as a designated area is not, by virtue of being so described, considered also to be annexed for purposes of this chapter.
>
> (c) The joint resolution will confer jurisdiction on the chief administrative law judge over annexations in the designated area and over the various provisions in said agreement by submission of said joint resolution to the chief administrative law judge.
>
> (d) The resolution shall include a description of the designated area and the reasons for designation.
>
> (e) Thereafter, an annexation of any part of the designated area may be initiated by:
>
> > (1) submitting to the chief administrative law judge a resolution of any signatory to the joint resolution; or
> >
> > (2) the chief administrative law judge.
>
> (g) If a joint resolution designates an area as in need of orderly annexation and states that no alteration of its stated boundaries is appropriate, the chief administrative law judge may review and comment, but may not alter the boundaries.

(h) If a joint resolution designates an area as in need of orderly annexation, provides for the conditions for its annexation, and states that no consideration by the chief administrative law judge is necessary, the chief administrative law judge may review and comment, but shall, within 30 days, order the annexation in accordance with the terms of the resolution.

WHEREAS, it is the intent and desire of the City to resolve the issue of annexation for the betterment of the community by initiating a legal proceeding under state law for the immediate annexation of certain areas of the Township, legally described herein, with the OAH Municipal Boundary Adjustment Unit; and,

WHEREAS, The City Council of the City of Isanti supports the filing of this Resolution with the OAH Municipal Boundary Adjustment Unit for an immediate annexation order, or in the alternative, a hearing regarding the annexation of the areas of Isanti Township, legally described herein, to the City.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ISANTI CITY COUNCIL, ISANTI COUNTY, MINNESOTA, THAT:

1. The Minnesota Office of Administrative Hearings is hereby requested to either order the immediate annexation of certain areas of the Township to the City, or hold an administrative hearing pursuant to Minnesota Statutes § 414.09, on the question of annexation of certain portions of Isanti Township, Isanti County, Minnesota, legally described within Exhibit 1 attached within this document, pursuant to Minnesota Statutes § 414.0325.

2. The subject area of the Township designated for annexation through the 1973 Orderly Annexation Agreement to the City (hereinafter referred to as the "Subject Area") is legally described within Exhibit 1, attached hereto. The aforementioned 1973 Orderly Annexation Agreement between the City and the Township is included in Exhibit 2, attached hereto.

3. The subject parcels within the Township subject to the aforementioned Joint Resolution abut or are completely surrounded by the City of Isanti.

4. That pursuant to Minnesota Statutes § 414.09, the following parties are entitled to notice:
    a. Isanti Township, as the township presently governing the parcels, described within Exhibit 1, that are subject to annexation through the 1973 Orderly Annexation Agreement.
    b. Isanti County, as the county in which the parcels subject to annexation through the 1973 Orderly Annexation Agreement are located.

BE IT FURTHER RESOLVED:

1. That City staff is hereby directed to file this resolution, along with the applicable filing fees, with the Minnesota Office of Administrative Hearings – Municipal Boundary Adjustment Unit for annexation of the Subject Areas pursuant to the Minnesota Statute § 414.0325 and the 1973 Orderly Annexation Agreement to the City of Isanti. City staff is further directed to serve a copy of this resolution upon the Isanti Township.

THIS RESOLUTION WAS DULY ADOPTED BY THE ISANTI CITY COUNCIL THIS 7TH DAY OF NOVEMBER, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
City Clerk/ Human Resources

EXHIBIT 1

A JOINT RESOLUTION

CITY OF ISANTI, MN RESOLUTION 2017-236

ISANTI TOWNSHIP RESOLUTION: _____

IN THE MATTER OF THE AMENDMENT TO THE ORDERLY ANNEXATION BETWEEN THE CITY OF ISANTI, MINNESOTA AND ISANTI TOWNSHIP, MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.0325 SUBD 1

WHEREAS, the Township of Isanti and the City of Isanti are parties to a Joint Resolution for Orderly Annexation, which Joint Resolution was duly filed with the Municipal Board on August 31, 1973, (File NO: A-2457(OA)); and,

WHEREAS, the City of Isanti and Isanti Township designate for orderly annexation, the described lands defined in Exhibits "A" through "I", located within Isanti Township, County of Isanti, Minnesota; and,

WHEREAS, the City of Isanti and Isanti Township are in agreement as to the orderly annexation of the unincorporated lands described; that both believe it will be to their benefit and to the benefit of their respective residents; and,

WHERAS, Minnesota Statutes § 414.0325 provides a procedure whereby the City of Isanti and Isanti Township may agree on a process of orderly annexation of designated areas; and,

WHEREAS, Both the City of Isanti and Isanti Township have agreed to all the terms and conditions for the annexation of the lands legally described in Exhibits "A" through "I" and the signatories hereto agree that no alteration of the designated area is appropriate and no consideration by the Chief Administrative Law Judge is necessary. The Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation of the properties as described within Exhibits "A" through "I" in accordance with the terms of this Joint Resolution.

NOW, THEREFORE, BE IT RESOLVED, jointly by the City Council of the City of Isanti and the Township Board of Isanti Township as follows:

1) That the following described lands identified in Exhibits "A" through "I" in Isanti Township are subject to orderly annexation pursuant to Minnesota Statutes § 414.0325.

2) That the described lands identified in Exhibits "A" through "I" consist of approximately 99 acres, the population in the subject area is approximately 61 persons, and the land use types are residential, recreational, agricultural, and commercial.

3) That the described lands identified in Exhibits "A" through "I" are urban or suburban or about to become so, and since the City of Isanti has either provided services, or is capable of providing services to this area within a reasonable time, the annexation would be in the best interest of the area.

4) That Isanti Township and the City of Isanti, by submission of this Joint Resolution to the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, confers jurisdiction upon the Chief Administrative Law Judge so as to accomplish said orderly annexation in accordance with the terms of this resolution.

5) Pursuant to condition 3 of the Joint Resolution for Orderly Annexation between the City of Isanti and Isanti Township, the City of Isanti agrees to pay the property owner(s) whose property has been annexed into the City through this Joint Resolution, a portion of the difference between the Isanti Township portion of property taxes and the City of Isanti portion of the property taxes as described in Exhibit "K", subject to the following[1]:

    a. If a property has immediate access to both sewer and water, then the City will pay no difference as described above to the property owner(s).

    b. If a property has immediate access to either sewer or water, then the City will reimburse half (50 percent) the difference as described above to the property owner(s).

        i. Reimbursement shall be made to the property owner(s) per the following schedule:

            1. In the first year following the year the City of Isanti could first levy on the annexed area, an amount equal to 67 percent of the total reimbursement.

            2. In the second year, an amount equal to 34 percent of the total reimbursement.

            3. In the third year, an amount equal to 0 percent of the total reimbursement.

    c. If a property has no immediate access to either sewer or water, then the City will reimburse the full (100 percent) difference as described above to the property owner(s).

        i. Reimbursement shall be made to the property owner(s) per the following schedule:

            1. In the first year following the year the City of Isanti could first levy on the annexed area, an amount equal to 67 percent of the total reimbursement.

            2. In the second year, an amount equal to 34 percent of the total reimbursement.

[1] Specific property owner(s) payments for properties annexed through this Joint Resolution is described in Exhibit "L" attached to this document.

3. In the third year, an amount equal to 0 percent of the total reimbursement.

6) Reimbursement to Isanti Township for lost taxes on annexed property, pursuant to Minnesota Statute § 414.036, per the following schedule[2]:

   a. In the first year following the year in which the City of Isanti could first levy on the annexed area, an amount equal to $3,077.50; and

   b. In the second year, an amount equal to $3,077.50; and,

   c. In the third and final year, an amount equal to $3,077.50.

7) The City of Isanti and Isanti Township agree that upon receipt of this resolution, passed and adopted by each party, the Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.

[2] Specific property payments are described in Exhibit "J" attached to this document.

EXHIBIT 1

ISANTI TOWNSHIP BOARD

Adopted by Resolution of the Isanti Township Board this _____ day of _____201__.

By: _____
ITS: Chairman

By: _____
ITS: Township Clerk

CITY OF ISANTI CITY COUNCIL

Adopted by Resolution of the City Council of Isanti this 19th day of September 2017.

Mayor George A. Wimmer

ATTEST:

Katie Brooks
City Clerk/ Human Resources

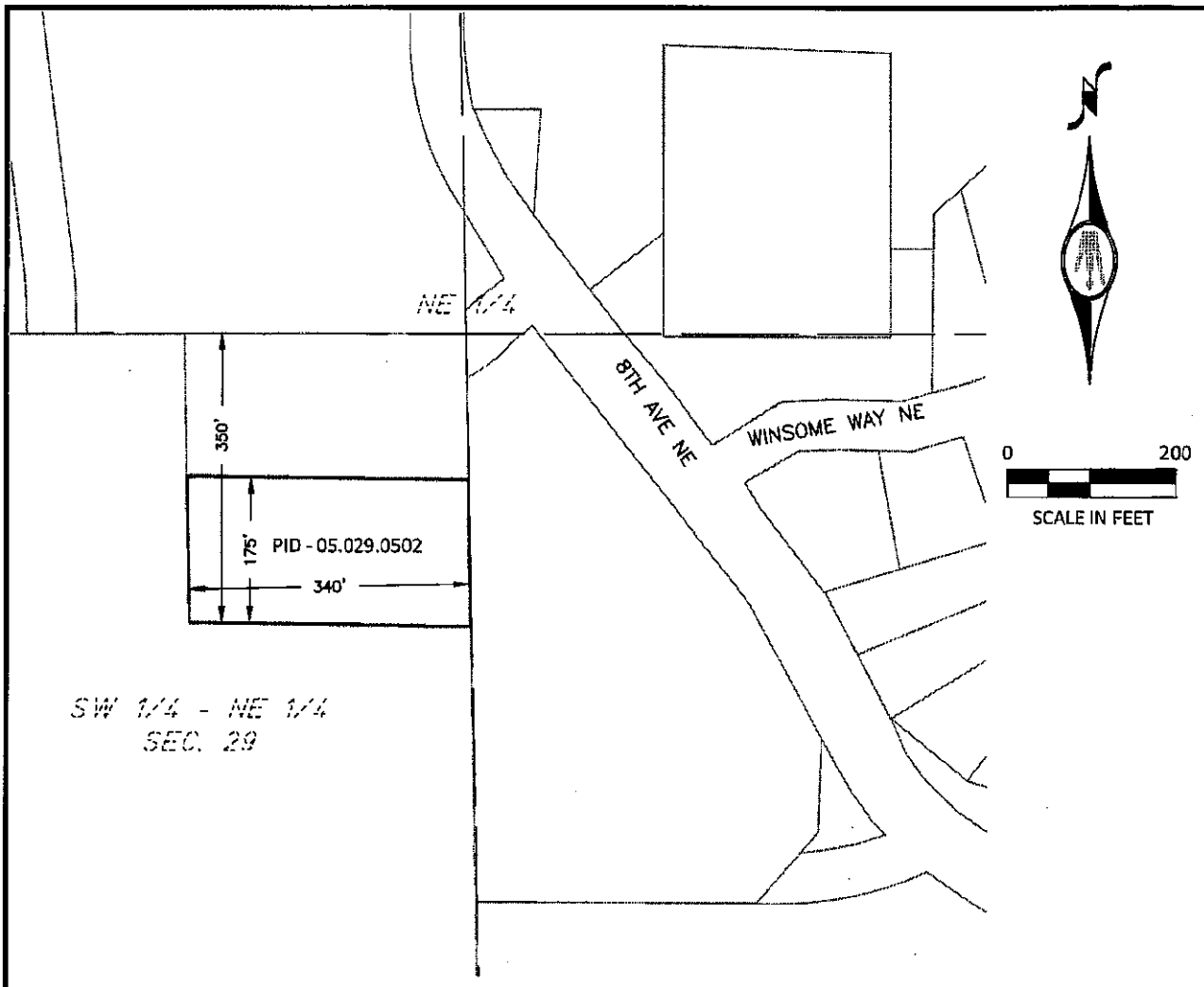
EXHIBIT A

DISCRIPTION OF PARCELS

PID 05.029.0502

The south 175.00 feet of the north 350.0 0 feet of the east 340.00 feet of the Southwest Quarter of the Northeast Quarter of Section 29, Township 35 North, Range 23 West of the 5th Principal Meridian, Isanti County, Minnesota.

EXHIBIT 1



PROPOSED DESCRIPTION

The south 175.00 feet of the north 350.0 0 feet of the east 340.00 feet of the Southwest Quarter of the Northeast Quarter of Section 29, Township 35 North, Range 23 West of the 5th Principal Meridian, Isanti County, Minnesota.

ANNEXATION AREA: ± 1.37 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 29, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S29-T35-R23

EXHIBIT B

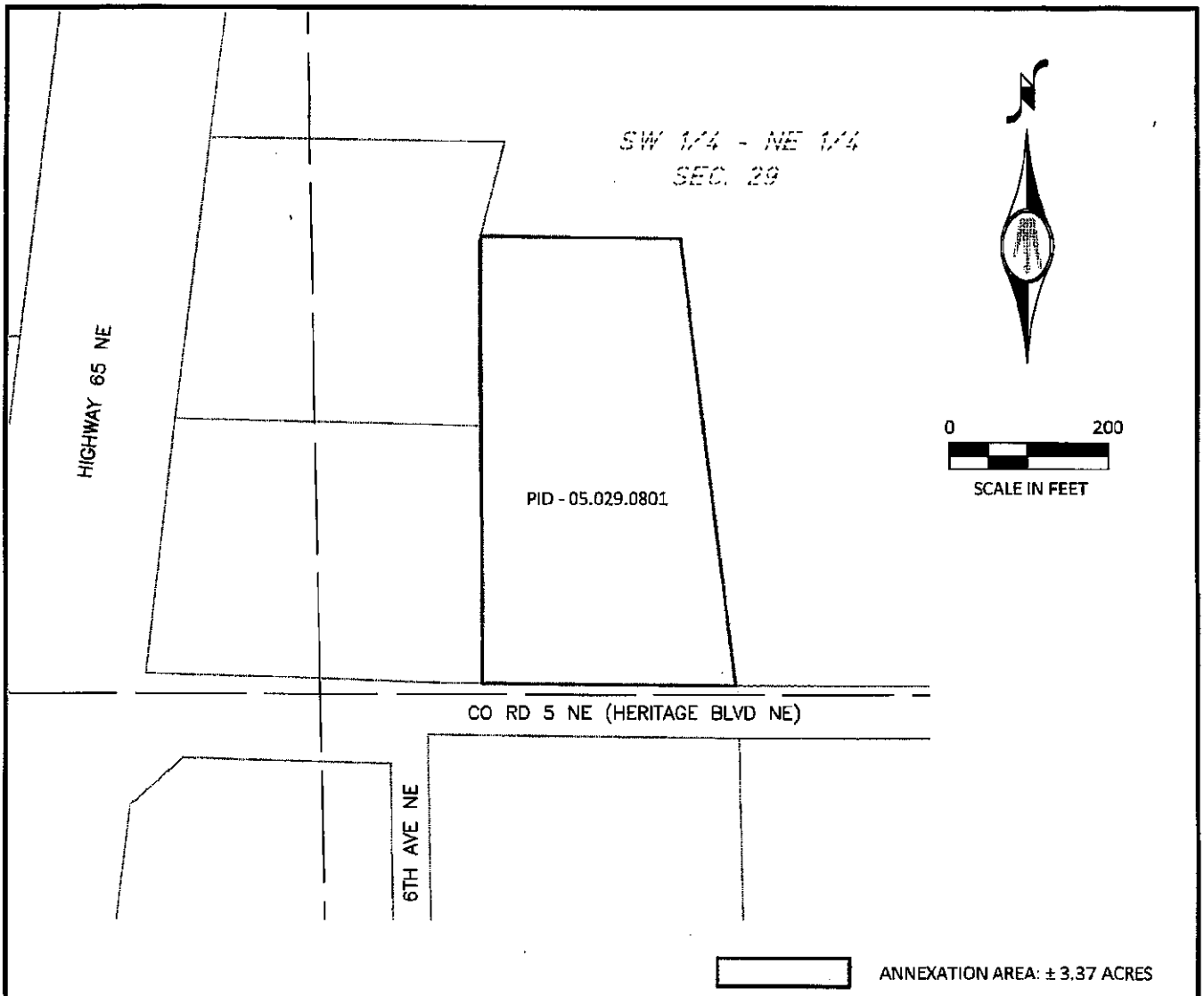
DISCRIPTION OF PARCELS

PID 05.029.0801

That part of the Southwest Quarter of the Northeast Quarter (SW 1/4 of NE 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), described as follows:

Commencing at the southwest corner of said SW 1/4 of NE 1/4; thence along the south line thereof South 89 degrees, 59 minutes 25 seconds East, assumed basis of bearings, a distance of 216.67 feet to the point of beginning; thence North 01 degree 16 minutes 13 seconds West 560.00 feet; thence South 89 degrees 59 minutes 25 seconds East 262.00 feet; thence South 01 degree 16 minutes 13 seconds East 560.00 feet to the south line of said SW 1/4 of NE 1/4; thence along said south line North 89 degrees 59 minutes 25 seconds West 262.00 feet to the point of beginning.

EXHIBIT 1



PROPOSED DESCRIPTION

That part of the Southwest Quarter of the Northeast Quarter (SW ¼ of NE ¼) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), described as follows:

Commencing at the southwest corner of said SW ¼ of NE ¼; thence along the south line thereof South 89 degrees, 59 minutes 25 seconds East, assumed basis of bearings, a distance of 216.67 feet to the point of beginning; thence North 01 degree 16 minutes 13 seconds West 560.00 feet; thence South 89 degrees 59 minutes 25 seconds East 262.00 feet; thence South 01 degree 16 minutes 13 seconds East 560.00 feet to the south line of said SW ¼ of NE ¼; thence along said south line North 89 degrees 59 minutes 25 seconds West 262.00 feet to the point of beginning.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 29, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S29-T35-R23

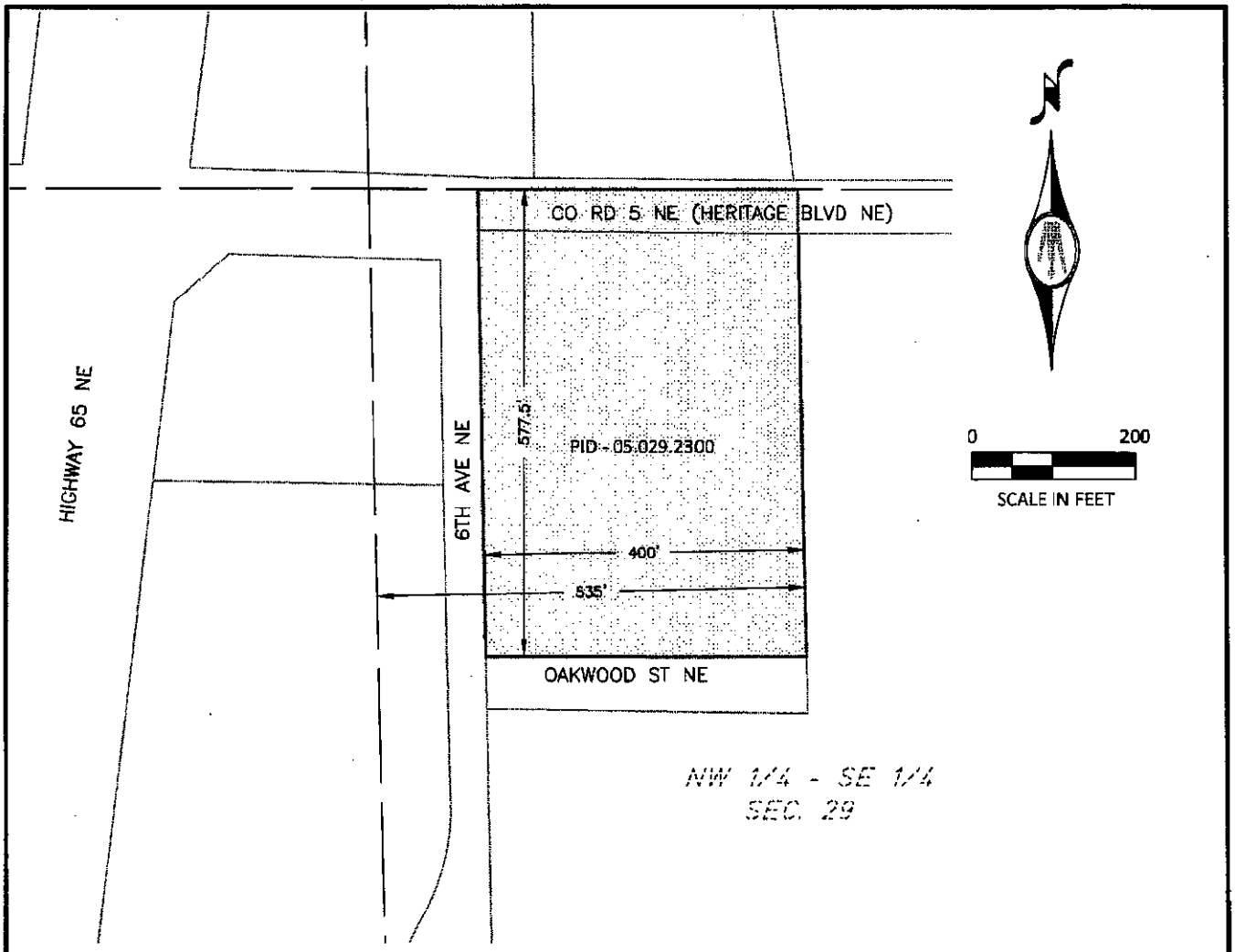
EXHIBIT C

DISCRIPTION OF PARCELS

PID 05.029.2300

The north 577.5 feet of the east 400 feet of the west 535 feet of the Northwest Quarter of the Southeast Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota.

EXHIBIT 1



PROPOSED DESCRIPTION

The north 577.5 feet of the east 400 feet of the west 535 feet of the Northwest Quarter of the Southeast Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota.

ANNEXATION AREA: ± 5.3 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 29, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S29-T35-R23

EXHIBIT D

DISCRIPTION OF PARCELS

PID 05.029.2400; 05.029.2500; 05.029.2700

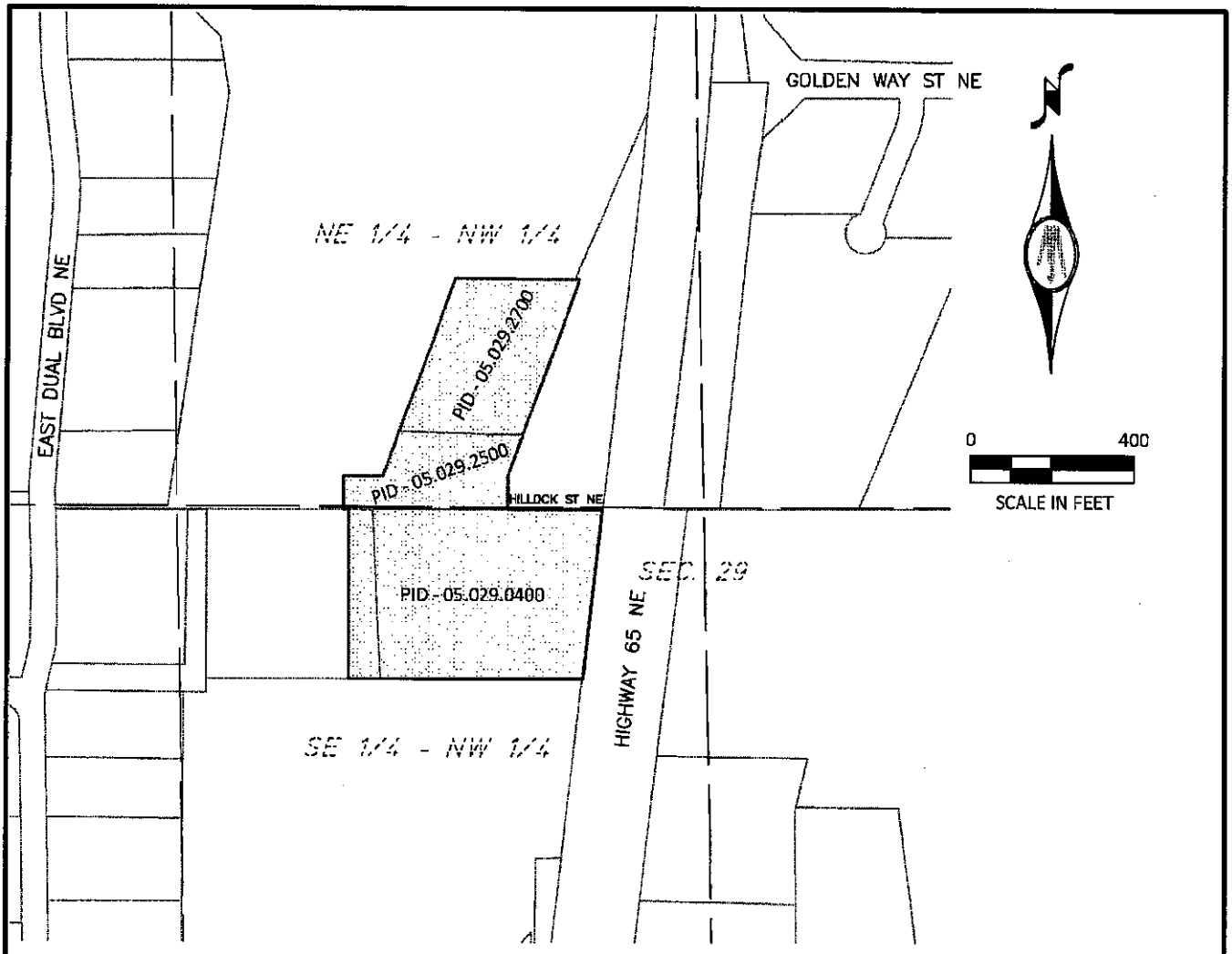
The north 425 feet of the Southeast Quarter of the Northwest Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the west right of way line of Minnesota Trunk Highway 65 and lying east of the westerly 410 feet thereof.

AND

That part of the NE 1/4 of the NW 1/4 of Section 29, Township 35, Range 23, Isanti County, Minnesota, described as follows:

> Commencing at the southwest corner of said NE 1/4 of the NW 1/4; thence on an assumed bearing of East along the south line of said NE 1/4 of the NW 1/4 a distance of 396.00 feet to the point of beginning; thence on a bearing of North a distance of 82.50 feet; thence on a bearing of East a distance of 99.00 feet; thence North 20 degrees 00 minutes 00 seconds East a distance of 528.00 feet; thence on a bearing of East a distance of 330.00 feet; thence South 20 degrees 00 minutes 00 seconds West a distance of 528.00 feet; thence on a bearing of South a distance of 82.50 feet to said south line; thence on a bearing of West a distance of 429.00 feet to said point of beginning.

EXHIBIT 1



PROPOSED DESCRIPTION

The north 425 feet of the Southeast Quarter of the Northwest Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the west right of way line of Minnesota Trunk Highway 65 and lying east of the westerly 410 feet thereof.

AND

That part of the NE ¼ of the NW ¼ of Section 29, Township 35, Range 23, Isanti County, Minnesota, described as follows:

Commencing at the southwest corner of said NE ¼ of the NW ¼; thence on an assumed bearing of East along the south line of said NE ¼ of the NW ¼ a distance of 396.00 feet to the point of beginning; thence on a bearing of North a distance of 82.50 feet; thence on a bearing of East a distance of 99.00 feet; thence North 20 degrees 00 minutes 00 seconds East a distance of 528.00 feet; thence on a bearing of East a distance of 330.00 feet; thence South 20 degrees 00 minutes 00 seconds West a distance of 528.00 feet; thence on a bearing of South a distance of 82.50 feet to said south line; thence on a bearing of West a distance of 429.00 feet to said point of beginning.

ANNEXATION AREA: ± 10.8 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 29, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S29-T35-R23

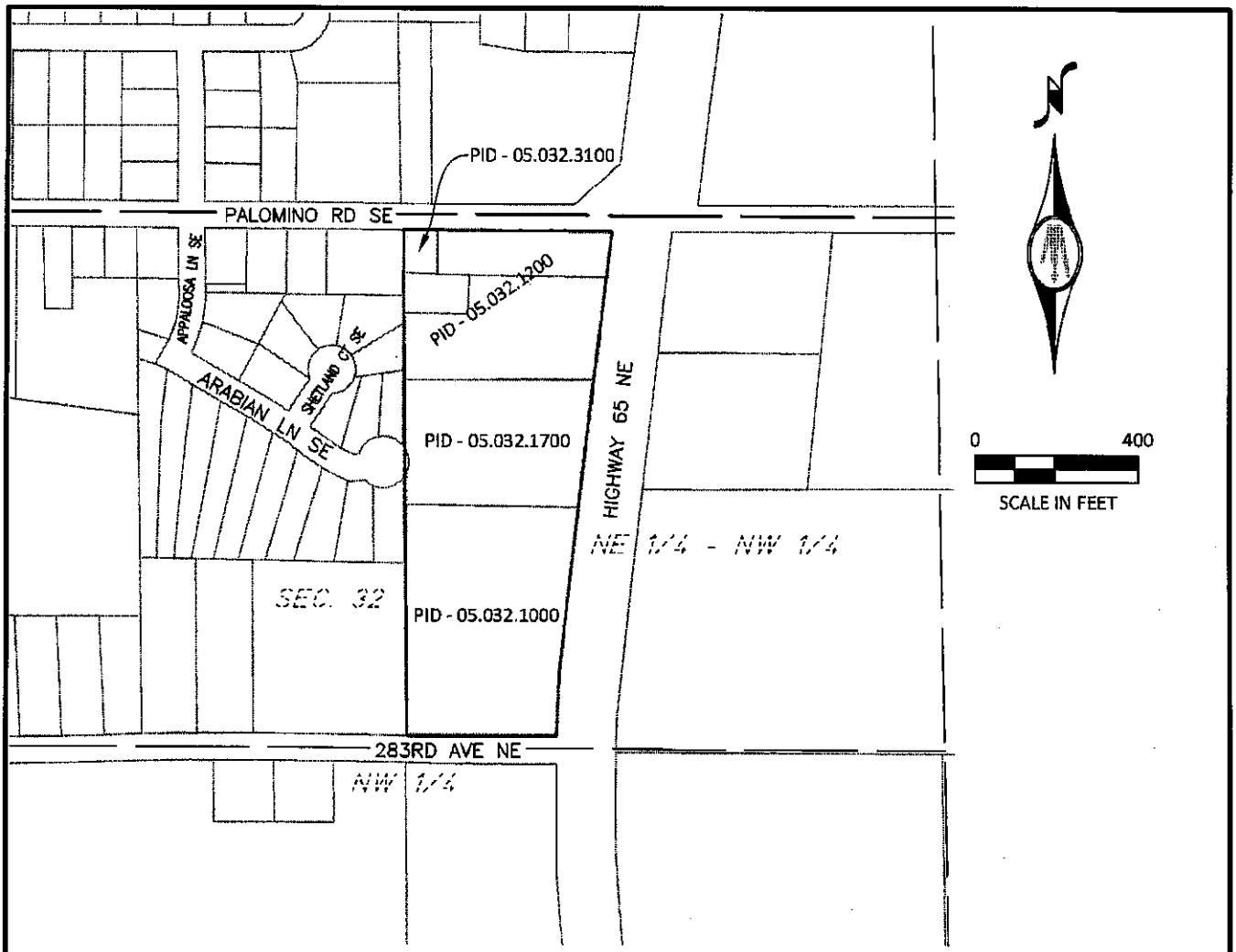
EXHIBIT E

DISCRIPTION OF PARCELS

PID 05.032.1000; 05.032.1700; 05.032.1200; 05.032.3100

That part of the Northeast Quarter of the Northwest Quarter of Section 32, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the west right of way line of Minnesota Trunk Highway 65 and lying southerly of the south right of way line of Palomino Road SE and lying northerly of the north right of way line of 283rd Avenue NE.

EXHIBIT 1



PROPOSED DESCRIPTION

That part of the Northeast Quarter of the Northwest Quarter of Section 32, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the west right of way line of Minnesota Trunk Highway 65 and lying southerly of the south right of way line of Palomino Road SE and lying northerly of the north right of way line of 283rd Avenue NE.

ANNEXATION AREA: ± 11.2 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 32, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S32-T35-R23

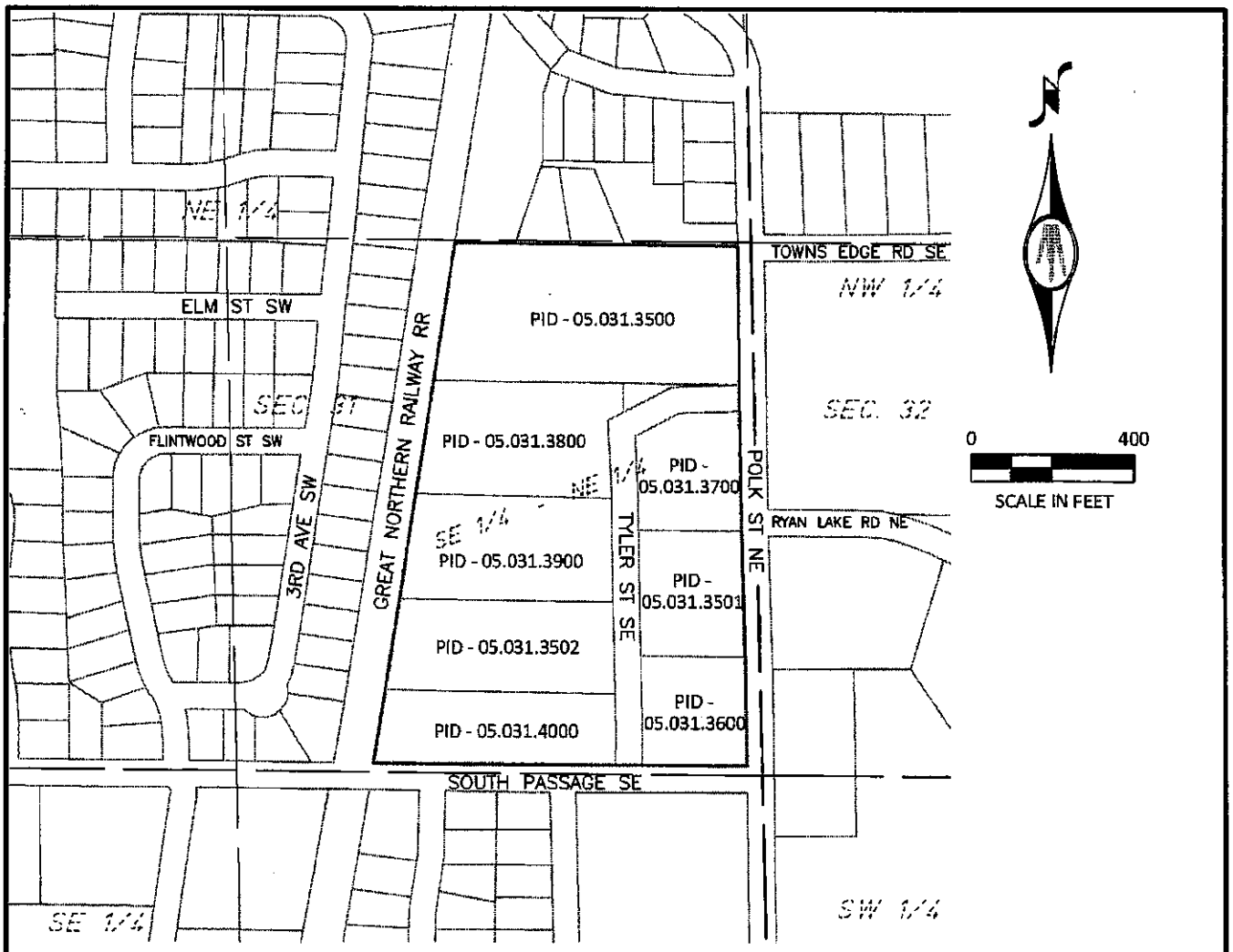
EXHIBIT F

DISCRIPTION OF PARCELS

PID 05.031.3500; 05.031.3501; 05.031.3502; 05.031.3600; 05.031.4000; 05.031.3700; 05.031.3800; 05.031.3900

That part of the Southeast Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying easterly of the Great Northern Railway.

EXHIBIT 1



PROPOSED DESCRIPTION

That part of the Southeast Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying easterly of the Great Northern Railway.

ANNEXATION AREA: ± 25.9 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 31, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S31-T35-R23

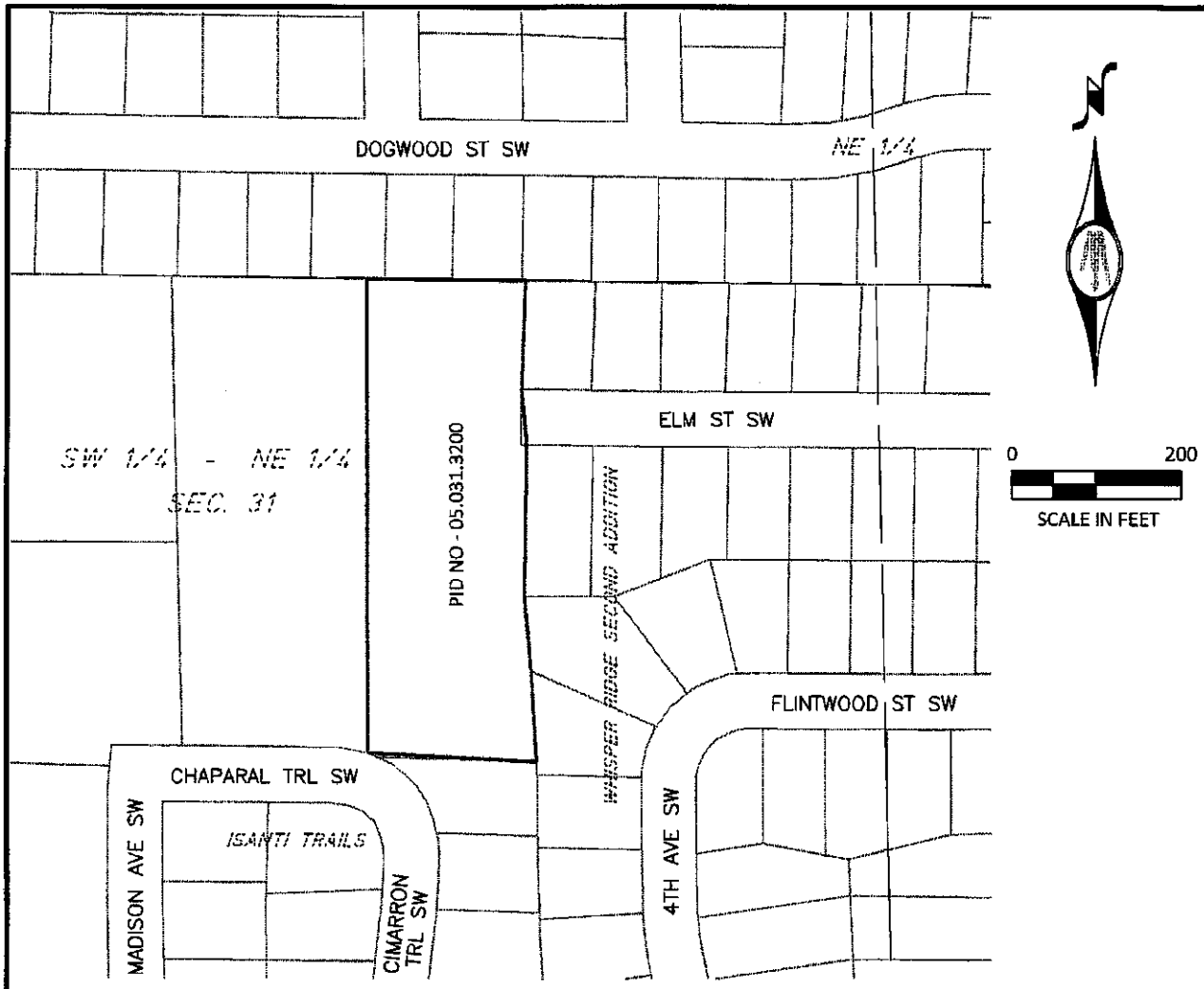
EXHIBIT G

DISCRIPTION OF PARCELS

PID 05.031.3200

The north 570 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying easterly of the west 661.25 feet thereof and lying westerly of Whisper Ridge Second Addition, according to the recorded plat thereof, said Isanti County and lying northerly of Isanti Trails, according to the recorded plat thereof, said Isanti County.

EXHIBIT 1



PROPOSED DESCRIPTION

The north 570 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying easterly of the west 661.25 feet thereof and lying westerly of Whisper Ridge Second Addition, according to the recorded plat thereof, said Isanti County and lying northerly of Isanti Trails, according to the recorded plat thereof, said Isanti County.

ANNEXATION AREA: ± 3.2 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 31, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

531-T35-R23

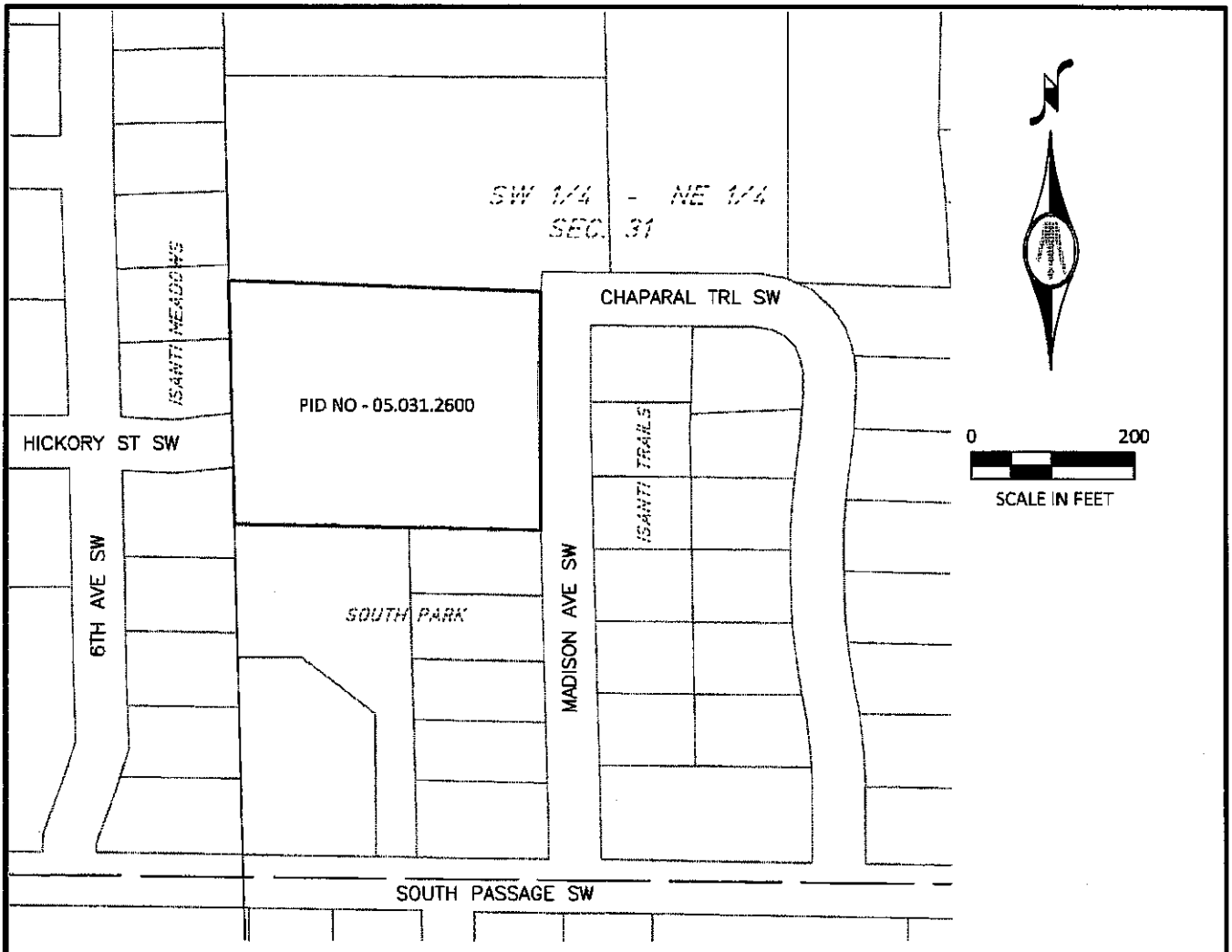
EXHIBIT H

DISCRIPTION OF PARCELS

PID 05.031.2600

The west 415 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying westerly of Isanti Trails, according to the recorded plat thereof, said Isanti County and lying northerly of South Park, according to the recorded plat thereof, said Isanti County, excepting therefrom the north 570 feet thereof.

EXHIBIT 1



PROPOSED DESCRIPTION

The west 415 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying westerly of Isanti Trails, according to the recorded plat thereof, said Isanti County and lying northerly of South Park, according to the recorded plat thereof, said Isanti County, excepting therefrom the north 570 feet thereof.

ANNEXATION AREA: ± 2.95 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 31, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S31-T35-R23

EXHIBIT I

DISCRIPTION OF PARCELS

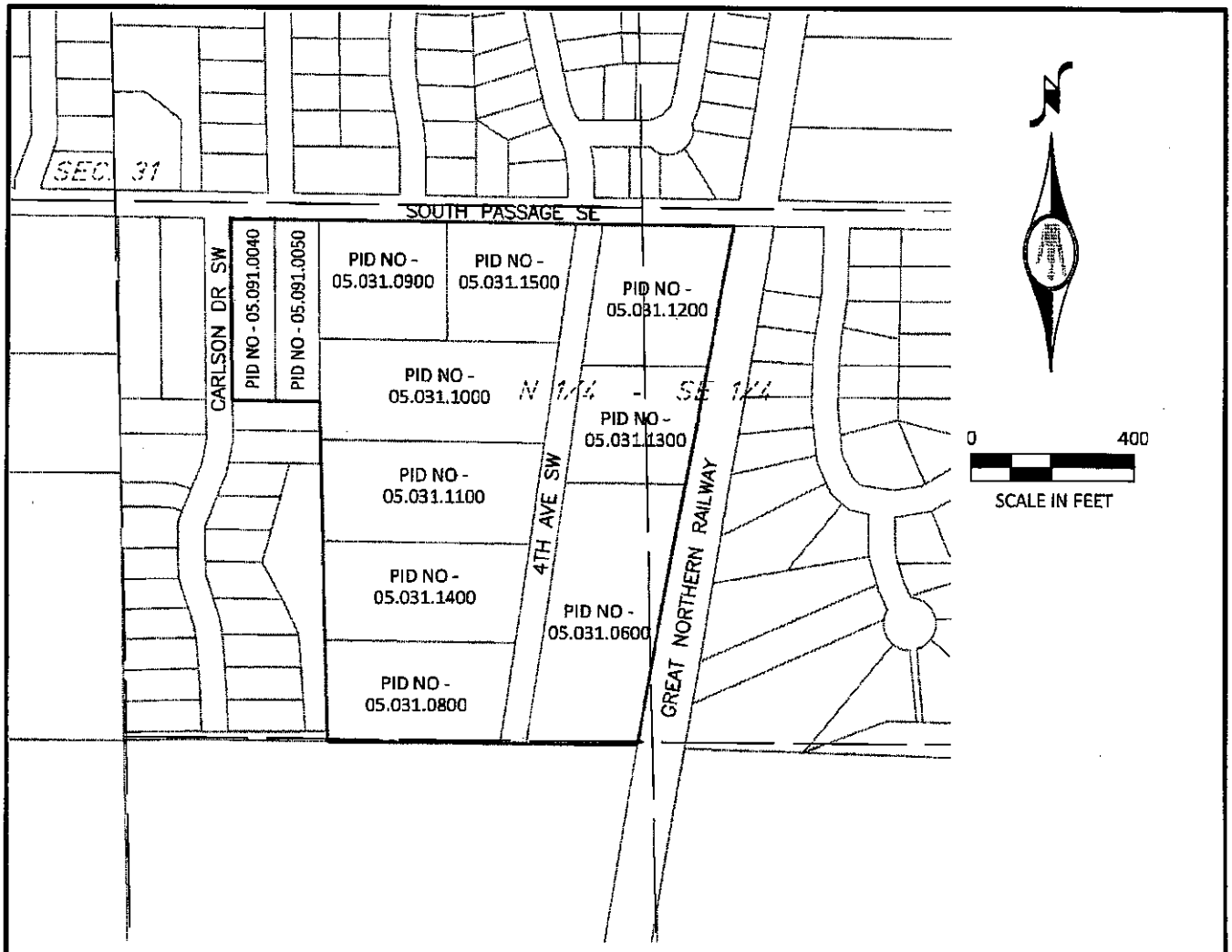
PID 05.031.0600; 05.031.0800; 05.031.0900; 05.031.1000; 05.031.1100; 05.031.1200; 05.031.1300; 05.031.1400; 05.031.1500; 05.091.0040; 05.091.0050

That part of the North Half of the Southeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the Great Northern Railway and lying southerly of South Passage SE and excepting therefrom the westerly 510 feet thereof.

AND

Lots 4 and 5, Block 1, The Oaks of Isanti, according to the recorded plat thereof, Isanti County, Minnesota.

EXHIBIT 1



ANNEXATION AREA: ± 28.8 ACRES

PROPOSED DESCRIPTION

That part of the North Half of the Southeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the Great Northern Railway and lying southerly of South Passage SE and excepting therefrom the westerly 510 feet thereof.

AND

Lots 4 and 5, Block 1, The Oaks of Isanti, according to the recorded plat thereof, Isanti County, Minnesota.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF THE SEC. 31, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

531-T35-R23

EXHIBIT J

EXPECTED PAYMENTS FROM CITY OF ISANTI TO ISANTI TOWNSHIP

PID	Acres	Address	Total Township Payment	YEAR 1 2018	YEAR 2 2019	YEAR 3 2020
05.091.0040	1.15	509 South Passage SW	$ 415.11	$ 138.37	$ 138.37	$ 138.37
05.091.0050	1.15	507 South Passage SW	$ 465.79	$ 155.26	$ 155.26	$ 155.26
05.031.0900	2.5	503 South Passage SW	$ 348.85	$ 116.28	$ 116.28	$ 116.28
05.031.1500	2.5	1207 4th Ave SW	$ 355.18	$ 118.39	$ 118.39	$ 118.39
05.031.1000	2.8	1215 4th Ave SW	$ 357.87	$ 119.29	$ 119.29	$ 119.29
05.031.1100	3	1307 4th Ave SW	$ 243.12	$ 81.04	$ 81.04	$ 81.04
05.031.1400	3	1315 4th Ave SW	$ 296.96	$ 98.99	$ 98.99	$ 98.99
05.031.0800	2.7	1407 4th Ave SW	$ 307.93	$ 102.64	$ 102.64	$ 102.64
05.031.0600	4	1314 4th Ave SW	$ 225.58	$ 75.19	$ 75.19	$ 75.19
05.031.1300	3	1214 4th Ave SW	$ 331.07	$ 110.36	$ 110.36	$ 110.36
05.031.1200	3	1206 4th Ave SW	$ 359.09	$ 119.70	$ 119.70	$ 119.70
05.029.0502	1.37	527 8th Ave NE	$ 681.14	$ 227.05	$ 227.05	$ 227.05
05.029.0801	3.37	601 Heritage Blvd NE	$ -	$ -	$ -	$ -
05.029.2300	5.3	602 Heritage Blvd NE	$ 406.10	$ 135.37	$ 135.37	$ 135.37
05.029.0400	6	410 Hillock St NE	$ 300.86	$ 100.29	$ 100.29	$ 100.29
05.029.2500	1.7	411 Hillock St NE	$ 345.19	$ 115.06	$ 115.06	$ 115.06
05.029.2700	3.11		$ 47.50	$ 15.83	$ 15.83	$ 15.83
05.032.1000	5.27		$ 18.76	$ 6.25	$ 6.25	$ 6.25
05.032.1700	3	323 Palomino Rd	$ 198.54	$ 66.18	$ 66.18	$ 66.18
05.032.1200	2.7		$ 32.88	$ 10.96	$ 10.96	$ 10.96
05.032.3100	0.19	313 Palomino Rd	$ 158.83	$ 52.94	$ 52.94	$ 52.94
05.031.3500	5.3	1011 Tyler St NE	$ 332.77	$ 110.92	$ 110.92	$ 110.92
05.031.3800	3	1015 Tyler St NE	$ 293.31	$ 97.77	$ 97.77	$ 97.77
05.031.3900	3	1107 Tyler St NE	$ 278.69	$ 92.90	$ 92.90	$ 92.90
05.031.3502	3.24	1111 Tyler St NE	$ 298.18	$ 99.39	$ 99.39	$ 99.39
05.031.4000	3.9	1115 Tyler St NE	$ 296.96	$ 98.99	$ 98.99	$ 98.99
05.031.3600	2.5	110 South Passage	$ 269.68	$ 89.89	$ 89.89	$ 89.89
05.031.3501	2.5	1010 Tyler St NE	$ 265.29	$ 88.43	$ 88.43	$ 88.43
05.031.3700	2.5	1014 Tyler St NE	$ 285.27	$ 95.09	$ 95.09	$ 95.09
05.031.3200	3.22	500 Chaparal Trl SW	$ 383.69	$ 127.90	$ 127.90	$ 127.90
05.031.2600	2.95	1107 Madison Ave SW	$ 544.47	$ 181.49	$ 181.49	$ 181.49
Totals	93		$ 9,144.66	$ 3,048.22	$ 3,048.22	$ 3,048.22

EXHIBIT 1

EXHIBIT K

EXPECTED DIFFERENCE BETWEEN CITY OF ISANTI AND ISANTI TOWNSHIP PORTION OF TAXES FOR PROPERTIES ANNEXED THROUGH THIS JOINT RESOLUTION

PID	Acres	Site Address (If available)	Township Portion Taxes 2017	2017 Est. City Taxes	Difference
05.091.0040	1.15	509 South Passage SW	$415.11	$1,464	$1,048.89
05.091.0050	1.15	507 South Passage SW	$465.79	$1,643	$1,177.21
05.031.0900	2.5	503 South Passage SW	$348.85	$1,231	$882.15
05.031.1500	2.5	1207 4th Ave SW	$355.18	$1,253	$897.82
05.031.1000	2.8	1215 4th Ave SW	$357.87	$1,262	$904.13
05.031.1100	3	1307 4th Ave SW	$243.12	$858	$614.88
05.031.1400	3	1315 4th Ave SW	$296.96	$1,048	$751.04
05.031.0800	2.7	1407 4th Ave SW	$307.93	$1,086	$778.07
05.031.0600	4	1314 4th Ave SW	$225.58	$796	$570.42
05.031.1300	3	1214 4th Ave SW	$331.07	$1,168	$836.93
05.031.1200	3	1206 4th Ave SW	$359.09	$1,267	$907.91
05.029.0502	1.37	527 8th Ave NE	$681.14	$2,403	$1,721.86
05.029.0801	3.37	601 Heritage Blvd NE	$0.00	$0	$0.00
05.029.2300	5.3	602 Heritage Blvd NE	$406.10	$1,260	$853.90
05.029.0400	6	410 Hillock St NE	$300.86	$1,234	$933.14
05.029.2500	1.7	411 Hillock St NE	$345.19	$1,218	$872.81
05.029.2700	3.11		$47.50	$168	$120.50
05.032.1000	5.27		$18.76	$66	$47.41
05.032.1700	3	323 Palomino Rd	$198.54	$700	$501.46
05.032.1200	2.7		$32.88	$116	$83.12
05.032.3100	0.19	313 Palomino Rd	$158.83	$560	$401.17
05.031.3500	5.3	1011 TYLER ST NE	$332.77	$1,174	$841.23
05.031.3800	3	1015 TYLER AVE SE	$293.31	$1,035	$741.69
05.031.3900	3	1107 TYLER AVE SE	$278.69	$983	$704.31
05.031.3502	3.24	1111 TYLER AVE SE	$298.18	$1,052	$753.82
05.031.4000	3.9	1115 TYLER AVE SE	$296.96	$1,048	$751.04
05.031.3600	2.5	110 South Passage	$269.68	$951	$681.32
05.031.3501	2.5	1010 TYLER AVE SE	$265.29	$936	$670.71
05.031.3700	2.5	1014 TYLER AVE SE	$285.27	$1,006	$720.73
05.031.3200	3.22	500 Chaparal Trl SW	$383.69	$1,353	$969.31
05.031.2600	2.95	1107 Madison Ave SW	$544.47	$1,921	$1,376.53
Totals	93		$ 9,144.66	$ 32,260.17	$ 23,115.51

EXHIBIT L

EXPECTED PAYMENTS FROM CITY OF ISANTI TO PROPERTY OWNER(S) ANNEXED THROUGH THIS JOINT RESOLUTION

PID	Address	Sewer	Water	S/W Total	Total Payment to Property Owner	Year 1 2018 67%	Year 2 2019 34%	Year 3 2020 0%
05.091.0040	509 South Passage SW	0.5	0.5	1	$ -	$ -	$ -	0
05.091.0050	507 South Passage SW	0	0.5	0.5	$ 588.61	$ 394.37	$ 194.24	0
05.031.0900	503 South Passage SW	0	0.5	0.5	$ 441.08	$ 295.52	$ 145.55	0
05.031.1500	1207 4th Ave SW	0.5	0.5	1	$ -	$ -	$ -	0
05.031.1000	1215 4th Ave SW	0	0	0	$ 904.13	$ 605.77	$ 298.36	0
05.031.1100	1307 4th Ave SW	0	0	0	$ 614.88	$ 411.97	$ 202.91	0
05.031.1400	1315 4th Ave SW	0	0	0	$ 751.04	$ 503.20	$ 247.84	0
05.031.0800	1407 4th Ave SW	0	0	0	$ 778.07	$ 521.31	$ 256.76	0
05.031.0600	1314 4th Ave SW	0	0	0	$ 570.42	$ 382.18	$ 188.24	0
05.031.1300	1214 4th Ave SW	0	0	0	$ 836.93	$ 560.74	$ 276.19	0
05.031.1200	1206 4th Ave SW	0	0.5	0.5	$ 453.96	$ 304.15	$ 149.81	0
05.029.0502	527 8th Ave NE	0	0	0	$ 1,721.86	$ 1,153.65	$ 568.21	0
05.029.0801	601 Heritage Blvd NE	0.5	0.5	1	$ -	$ -	$ -	0
05.029.2300	602 Heritage Blvd NE	0.5	0.5	1	$ -	$ -	$ -	0
05.029.0400	410 Hillock St NE	0	0	0	$ 933.14	$ 625.20	$ 307.94	0
05.029.2500	411 Hillock St NE	0	0	0	$ 872.81	$ 584.78	$ 288.03	0
05.029.2700		0	0	0	$ 120.50	$ 80.74	$ 39.77	0
05.032.1000		0	0	0	$ 47.41	$ 31.76	$ 15.65	0
05.032.1700	323 Palomino Rd	0.5	0.5	1	$ -	$ -	$ -	0
05.032.1200		0.5	0.5	1	$ -	$ -	$ -	0
05.032.3100	313 Palomino Rd	0.5	0.5	1	$ -	$ -	$ -	0
05.031.3500	1011 Tyler St NE	0	0.5	0.5	$ 420.62	$ 281.81	$ 138.80	0
05.031.3800	1015 Tyler St NE	0	0	0	$ 741.69	$ 496.93	$ 244.76	0
05.031.3900	1107 Tyler St NE	0	0	0	$ 704.31	$ 471.89	$ 232.42	0
05.031.3502	1111 Tyler St NE	0	0	0	$ 753.82	$ 505.06	$ 248.76	0
05.031.4000	1115 Tyler St NE	0.5	0.5	1	$ -	$ -	$ -	0
05.031.3600	110 South Passage	0	0.5	0.5	$ 340.66	$ 228.24	$ 112.42	0
05.031.3501	1010 Tyler St NE	0	0.5	0.5	$ 335.36	$ 224.69	$ 110.67	0
05.031.3700	1014 Tyler St NE	0	0.5	0.5	$ 360.37	$ 241.44	$ 118.92	0
05.031.3200	500 Chaparal Trl SW	0.5	0.5	1	$ -	$ -	$ -	0
05.031.2600	1107 Madison Ave SW	0.5	0.5	1	$ -	$ -	$ -	0
Totals					$ 13,291.64	$ 8,905.40	$ 4,386.24	$ -

EXHIBIT M

MAP SHOWING LOCATION OF EXHIBITS A THROUGH J AND THE EXISTING CORPORATE BOUNDARIES OF THE CITY OF ISANTI, MN

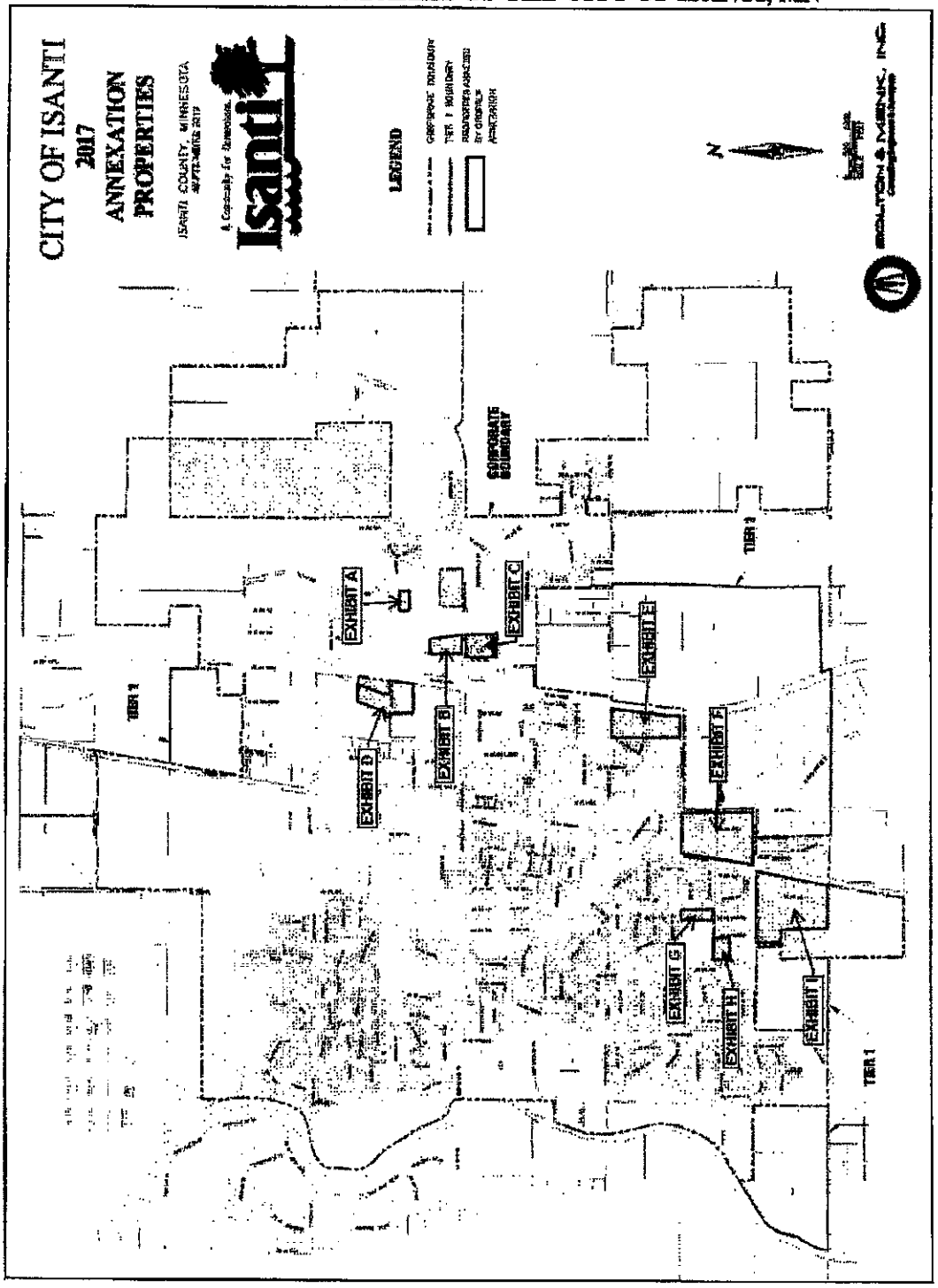


EXHIBIT 2

7/20/13

JOINT RESOLUTION FOR ORDERLY ANNEXATION

ISANTI VILLAGE AND TOWNSHIP

Whereas, certain property within the Town of Isanti is in need of orderly annexation to the Village of Isanti; and,

Whereas, the legal description of the property is as follows:

> Sections 30, 31 and the Western Three-fourths (W 3/4) of Section Twenty-nine (29) and Thirty-two (32), Township Thirty-five (35), Range Twenty-three (23), all in Isanti Township, Isanti County, Minnesota;

Excepting therefrom property already included within the existing boundaries of the Village of Isanti;

Also excepting therefrom the property currently before the Minnesota Municipal Commission in annexation proceeding A-2193,

Now, Therefore, Be It Resolved by the Township of Isanti and the Village of Isanti, as follows:

1. That the above described area in Isanti Township is properly subject to orderly annexation under and pursuant to Minnesota Statutes 414.032, and the parties hereto do hereby designate this area as in need of orderly annexation as provided by statute. The Township of Isanti does upon passage of this resolution and its adoption by the council of the Village of Isanti, confer jurisdiction upon the Minnesota Municipal Commission so as to accomplish said orderly annexation in accordance with the terms of this resolution.

(1)

EXHIBIT 2

2. No annexations will take place anywhere within the area designated as in need of orderly annexation unless the area involved is or is about to become urban or suburban in character and unless the city has available and is capable of providing municipal services.

3. Any persons annexed to the village pursuant to this agreement shall receive a "tax break" consisting of a staged graduated increase in mill rates from the Town rate to the Village rate over a three to five year period depending on the length of time necessary to provide full municipal services to the area annexed.

TOWNSHIP OF ISANTI

Passed and adopted by the Township of Isanti this 11th day of June, 1973.

Attest: Russell W. Nelson
Township Clerk

By Glenn Nelson
Its Chairman

VILLAGE OF ISANTI

Passed and adopted by the Village of Isanti this 19th day of June, 1973.

Attest: Norman C. Schafer
Village Clerk

By Odell J. Miller
Its Mayor

EXHIBIT 3

[redacted]

The meeting was called to order at 7:30pm by Chairman, Scott W. Board members that were present, Vice Chairman Don Hanson, Supervisor, Guy Lillemo, Clerk Heather Townswick, Treasurer Kari Terhell.

Pledge of Allegiance was recited

There was 1 non board member present, Greg Anderson, Township employee along with 9 other non board members on behalf of the City of Isanti FORCED annexation.

Previous monthly meeting minutes from August 2017 were emailed to all board members by the clerk. There were no amendments that were needed. Guy L. made a motion to approve the meeting minutes as presented by the clerk. Don H. seconds. Motion carried unanimously.

Treasurers Report for August 2017 given by Treasurer, Kari Terhell as follows;

08/01/17 balance $540,113.86

25 checks/debits totaling $43,779.36

3 Deposit totaling $6,184.47

08/31/17 balance $501,518.97

Guy L. made a motion to approve the treasurers' report for August 2017 as presented by the treasurer. Don H. seconds. Motion carried unanimously.

Don H. made a motion per George Hemmer to void the 1973 orderly annexation with the City of Isanti and Isanti Township as the city does not follow the guidelines and because it was repealed in 1978 and then repealed 2 more times. Guy seconds. Motion carried unanimously.

[redacted]

Don H. Made a motion to have the meetings at 7:00PM starting October 2017. Heather will publish an article in the Isanti County News. Guy L. seconds motion carried unanimously.

Don H. motioned to adjourn the meeting. Guy L seconds. Motion carries unanimously. Meeting adjourned at 9:06 pm.

EXHIBIT 3

Isanti Township
Board Monthly Meeting
For September 12, 2017
Official Minutes

Heather Townswick
Town Clerk

Scott Walburg
Chairman

EXHIBIT 4

Ryan Kernosky

From: Heather Townswick <heather.isantitownship@gmail.com>
Sent: Thursday, October 12, 2017 4:28 PM
To: Ryan Kernosky
Subject: Re: Joint Resolution for Orderly Annexation

Ryan-

[redacted]

Thanks

On Thu, Oct 12, 2017 at 9:42 AM, Ryan Kernosky <RKernosky@cityofisanti.us> wrote:

> Good Morning Heather-
>
> It's my understanding that the Isanti Town Board had a meeting earlier this week. [redacted]
>
> Thank you,
>
> Ryan Kernosky
>
> **Ryan J Kernosky**
>
> **Community Development Director**
>
> **City of Isanti, MN**
>
> 110 1st Ave NW
>
> PO Box 428
>
> Isanti, MN 55040
>
> 763-444-5512
>
> rkernosky@cityofisanti.us

EXHIBIT 4

--
Heather Townswick
Isanti Township Clerk
heather.isantitownship@gmail.com

EXHIBIT 5

MAP SHOWING LOCATION OF EXHIBITS A THROUGH I AND THE EXISTING CORPORATE BOUNDARIES OF THE CITY OF ISANTI, MN

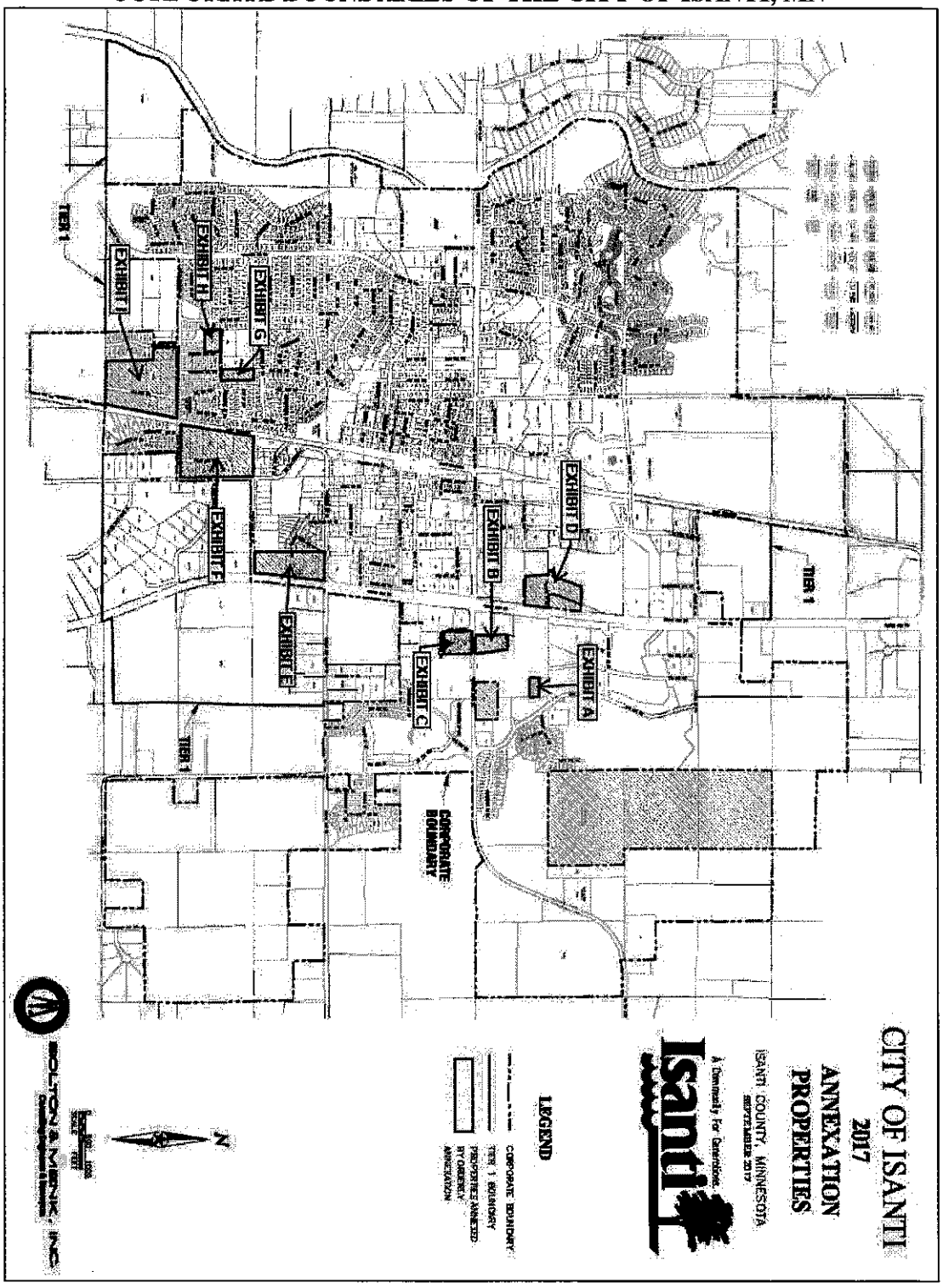


EXHIBIT 5

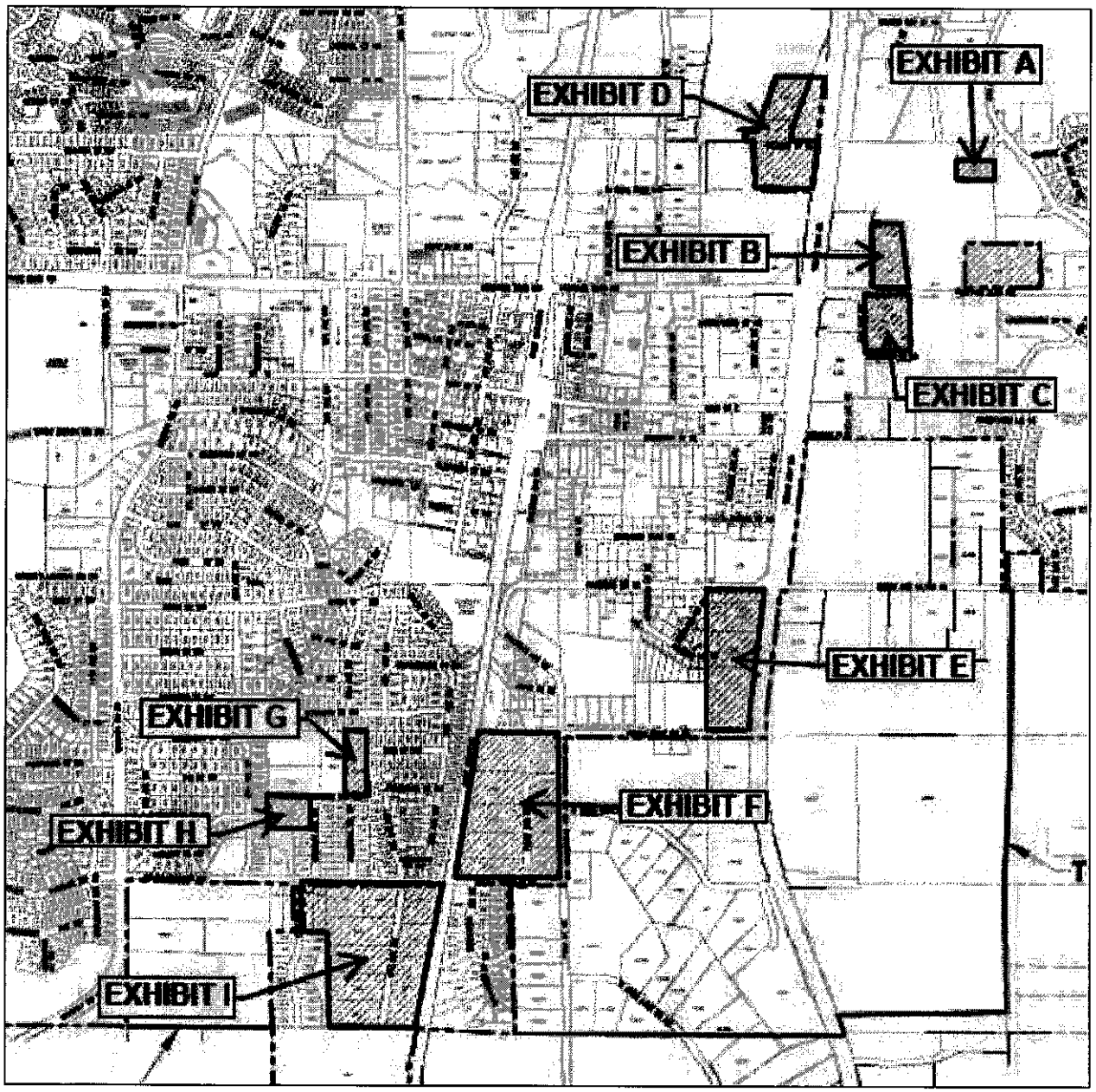


EXHIBIT A
EXHIBIT D
EXHIBIT B
EXHIBIT C
EXHIBIT E
EXHIBIT G
EXHIBIT F
EXHIBIT H
EXHIBIT I

A Community For Generations.

Isanti

Request for City Council Action

To: City Council
From: Finance Director Betker
Date: November 7th, 2017
Subject: Resolutions Reducing or Cancelling Debt Levies Payable in 2018

Background:
At its September 5th 2017 meeting the Isanti City Council approved the preliminary General Fund, Debt Service and EDA levies payable in 2018. Debt levies for two bond issues; 2008A and 2011A, were approved at levels that were below the levels detailed in the original bond documents. The two bond issues, the originally scheduled levy for 2018 and actual certified levy for 2018 are shown below.

BOND ISSUES	ORIGINAL PRINCIPAL	DATE ISSUED	ORIGINAL 2018 DEBT LEVY	CERTIFIED 2018 DEBT LEVY	AMOUNT OF REDUCTION FROM ORIGINAL SCHEDULE
2008A GO Imp. Bonds	$ 1,275,000	12/8/2008	$ 65,079	$ -	$ (65,079)
2011A GO Imp. Bonds	$ 790,000	9/6/2011	$ 48,848	$ 7,061	$ (41,787)

County auditors are required to maintain bond registers that have information relating to any bonded debt issued by local taxing authorities in the county (Minnesota Statutes 475.62). For bonds that have tax levies pledged for payment of all or part of the debt, the county auditor must certify that the debt has been entered in the bond register and that any required tax levies have been made (Minnesota Statutes 475.63). It is the responsibility of the county auditor to make sure that debt levies as noted in the original bond resolution are made according to the levy schedule (Minnesota Statutes 475.64). If the municipality fails to make the needed debt service levy and has not provided a resolution to reduce the levy as provided in statute, the county auditor has the obligation of making the levy for debt service.

To reduce the debt levy, the taxing authority must certify that they are making an irrevocable appropriation of funds actually on hand to the debt service account or that there exists excess funds in the debt service account for payment of the debt (Minnesota Statutes 475.61, subd. 3). The certification should take the form of a resolution appropriating the funds and reducing the debt levy. The funds must already be on hand, it is not sufficient to anticipate receiving funds in the future.

Current Action:
Consider attached resolutions that will bring the City of Isanti into compliance with State Statutes 475.61, subd. 3 thru 475.64.

RESOLUTION NO. 2017-XXX

RESOLUTION CANCELLING DEBT LEVY REQUIREMENTS FOR GENERAL OBLIGATION IMPROVEMENT BONDS; 2008A

WHEREAS, the City of Isanti approved the issuance General Obligation Improvement Bonds; 2008A on December 2nd, 2008 in the amount of $1,275,000; and

WHEREAS, Isanti County has a schedule of bonded debt levy payments on file for the City of Isanti for 2008A General Obligation Bonds in the amount of $65,079; and

WHEREAS, the City of Isanti has sufficient cash funds to pay the bonded debt due in 2018.

NOW THEREFORE BE IT RESOLVED BY THE City Council of the City of Isanti, Minnesota to cancel the scheduled debt levy for taxes payable in 2018 for the 2008A General Obligation Bonds.

This resolution is duly adopted by the Isanti City Council this 7th day of November 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources / City Clerk

RESOLUTION NO. 2017-XXX

RESOLUTION REDUCING DEBT LEVY REQUIREMENTS FOR GENERAL OBLIGATION IMPROVEMENT BONDS; 2011A

WHEREAS, the City of Isanti approved the issuance General Obligation Improvement Bonds; 2011A on September 6th, 2011 in the amount of $790,000; and

WHEREAS, Isanti County has a schedule of bonded debt levy payments on file for the City of Isanti for 2011A General Obligation Bonds in the amount of $48,848; and

WHEREAS, the City of Isanti has sufficient cash funds to pay the bonded debt due in 2018.

NOW THEREFORE BE IT RESOLVED BY THE City Council of the City of Isanti, Minnesota to reduce the scheduled debt levy for taxes payable in 2018 for the 2011A General Obligation Bonds to $7,061.

This resolution is duly adopted by the Isanti City Council this 7th day of November 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To. Mayor Wimmer and Members of City Council
From: Finance Director Betker
Date: November 7th, 2017
Subject: Certification of Delinquent Charges to be Payable in 2018

Background:
Unpaid delinquent charges for city services (Exhibit A) and nuisance abatement (Exhibit B) are attached. The delinquent charges listed are as of November 1st 2017. Pursuant to City Code the attached delinquent charges may be certified as unpaid and delinquent to the County Auditor. Final assessment amounts are to include a $30 assessment fee per account per parcel.

Current Action:
Consider resolution certifying the attached delinquent amounts (Exhibits A & B) to Isanti County to be collected with taxes paid in 2018.

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING CERTIFICATION OF DELINQUENT CHARGES FOR CITY SERVICES AND UNPAID NUISANCE ABATEMENT CHARGES COLLECTIBLE IN 2018

WHEREAS, pursuant to City Code § 260-10.B. and § 325-7.C., all accounts more than 30 days past due as of September 30, 2017, and the same having been properly billed to the owner or occupant of the premises served, may be certified by the City Clerk as unpaid and delinquent to the County Auditor; and

WHEREAS, pursuant to City Code § 216-7 Recovery of Cost, B. Assessment, all accounts past due for year 2017, and the same having been properly billed to the owner or occupant of the premises served, may be certified by the City Clerk as unpaid and delinquent to the County Auditor.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That the list of delinquent charges for city services (Exhibit 'A'), a copy of which is attached hereto and made a part hereof, identifies the amount of the delinquent water, sewer, and storm, snow removal and lawn abatement charges that are to be levied against said properties for taxes payable year 2018.

2. That the unpaid charges for nuisance abatement (Exhibit 'B'), a copy of which is attached hereto and made a part hereof, identifies the amount of unpaid nuisance abatement charges that are to be levied against said properties for taxes payable year 2018.

3. A Special Assessment Fee of $30.00 shall be added to each Account, as per the City Fee Schedule.

4. The City Clerk shall forthwith transmit a certified duplicate of these listings (delinquent charges for city services and unpaid charges for nuisance abatement) to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

This Resolution is hereby approved by the Isanti City Council this 7th day of November, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Exhibit A

City of Isanti

Delinquent Charges for City Services to be Certified Payable 2018

Customer Num	Customer Name	Service Address	Parcel ID	Delinquent Balance	Assessment Fee	Total to be Assessed
1-008-010-01	JONES, JESSIE & TRICIA	100 4TH AVE NW	16.042.0070	$ 40.74	$ 30.00	$ 70.74
1-032-090-01	JONES, ASHLEY	408 CARDINAL CT NW	16.104.0930	$ 338.16	$ 30.00	$ 368.16
1-068-460-01	CONTRACTORS CAPITAL CORP	904 ISANTI PKWY NW	16.096.0640	$ 109.30	$ 30.00	$ 139.30
1-068-500-00	OLSON, ROGER	908 ISANTI PKWY NW	16.096.0620	$ 167.16	$ 30.00	$ 197.16
3-014-190-00	BAYERL, TESHA	507 8TH AVE SE	16.109.0480	$ 176.47	$ 30.00	$ 206.47
3-087-010-00	THORPE, LARRY	10 POND ST SE	16.051.0020	$ 251.68	$ 30.00	$ 281.68
3-088-100-00	ZEHMS, MARY	705 RAILROAD AVE SE	16.031.0500	$ 251.68	$ 30.00	$ 281.68
4-005-090-00	BLAKE, RICHARD	310 1ST AVE SW	16.050.1031	$ 380.85	$ 30.00	$ 410.85
4-067-030-01	KASTL, ANDY	1303 IRONWOOD CT SW	16.111.0570	$ 565.54	$ 30.00	$ 595.54
4-071-160-00	LEMON, MICHAEL	1111 MAPLEWOOD AVE SW	16.095.0210	$ 281.16	$ 30.00	$ 311.16
4-072-090-00	GUDIM, SUSAN M	1112 MAPLEWOOD CT SW	16.095.0310	$ 457.95	$ 30.00	$ 487.95
4-081-120-01	GRIFFIN, MATTHEW	804 PAGE ST SW	16.066.0050	$ 227.68	$ 30.00	$ 257.68
4-088-010-00	FLAHERTY REYES LLC	403 RAILROAD AVE SE	16.030.3700	$ 988.21	$ 30.00	$ 1,018.21
9-000-020-00	PREMIER BANK	PARCEL ID - 16.020.0703	16.020.0703	$ 249.66	$ 30.00	$ 279.66
9-000-040-00	PREMIER BANK	PARCEL ID - 16.020.0802	16.020.0802	$ 109.30	$ 30.00	$ 139.30
9-000-050-00	PREMIER BANK	PARCEL ID - 16.020.0803	16.020.0803	$ 568.67	$ 30.00	$ 598.67
9-000-060-00	PREMIER BANK	PARCEL ID - 16.020.1000	16.020.1000	$ 565.56	$ 30.00	$ 595.56
9-000-260-00	HALVORSON TRUSTEE, DUANE M & JEANNINE I	PARCEL ID - 16.029.2300	16.029.2300	$ 280.76	$ 30.00	$ 310.76
9-000-280-01	HENDRICKSON, JOHN	PARCEL ID - 16.029.2901	16.029.2901	$ 519.36	$ 30.00	$ 549.36
9-000-480-00	COLBAUGHS COUNTRY CRAFTS	PARCEL ID - 16.030.4100	16.030.4100	$ 167.16	$ 30.00	$ 197.16
9-000-630-00	LAROWE, SCOTT D & KRISTI L	PARCEL ID - 16.033.0500	16.033.0500	$ 223.01	$ 30.00	$ 253.01
9-000-670-00	ANDERSON, KRISTY S	PARCEL ID - 16.040.0170	16.040.0170	$ 117.16	$ 30.00	$ 147.16
9-000-900-00	HARRIS, JAMES C	459 3RD AVE NW	16.040.0941	$ 167.16	$ 30.00	$ 197.16
9-001-240-00	ZEHMS, MARY	PARCEL ID - 16.051.0060	16.051.0060	$ 167.16	$ 30.00	$ 197.16
9-001-420-00	STATE OF MINNESOTA FORFEITED	PARCEL ID - 16.054.0090	16.054.0090	$ 92.16	$ 30.00	$ 122.16
9-001-540-01	FEDERAL HOME LOAN MORTGAGE	212 TOWNSEDGE RD SE	16.064.0030	$ 71.97	$ 30.00	$ 101.97
9-001-550-00	EDGERTON, JOHN V & AMY M	208 TOWNSEDGE RD SE	16.064.0040	$ 167.16	$ 30.00	$ 197.16
9-001-560-00	GODEEN, AARON T & COURTNEY J	204 TOWNSEDGE RD SE	16.064.0050	$ 167.16	$ 30.00	$ 197.16
9-002-030-00	STATE OF MINNESOTA FORFEITED	1000 GOLDEN WAY NW	16.092.1680	$ 34.30	$ 30.00	$ 64.30
9-002-130-00	VILLAGES ON THE RUM IV	PARCEL ID - 16.092.1900	16.092.1900	$ 109.30	$ 30.00	$ 139.30
9-002-140-00	VILLAGES ON THE RUM IV	PARCEL ID - 16.092.1970	16.092.1970	$ 109.30	$ 30.00	$ 139.30
9-002-150-00	VILLAGES ON THE RUM IV	PARCEL ID - 16.092.2060	16.092.2060	$ 109.30	$ 30.00	$ 139.30
9-002-490-00	VILLAGES ON THE RUM IV	PARCEL ID - 16.092.2450	16.092.2450	$ 109.30	$ 30.00	$ 139.30
9-002-510-00	VILLAGES ON THE RUM	PARCEL ID - 16.092.2620	16.092.2620	$ 109.30	$ 30.00	$ 139.30
9-002-580-00	WARRING PROPERTIES LLC	PARCEL ID - 16.093.0040	16.093.0040	$ 411.76	$ 30.00	$ 441.76
9-003-520-00	DAVIS, ERIC	PARCEL ID - 16.106.0120	16.106.0120	$ 167.16	$ 30.00	$ 197.16
9-004-670-00	SUMMIT CONSULTING & CONTRACTING INC	PARCEL ID - 16.113.0740	16.113.0740	$ 506.42	$ 30.00	$ 536.42
9-004-680-00	SUMMIT CONSULTING & CONTRACTING INC	PARCEL ID - 16.113.0750	16.113.0750	$ 68.95	$ 30.00	$ 98.95
9-004-710-00	BANKSITE DEVELOPER INC	PARCEL ID - 16.113.0790	16.113.0790	$ 68.95	$ 30.00	$ 98.95
9-005-670-00	PREMIER BANK	PARCEL ID - 16.133.0020	16.133.0020	$ 855.11	$ 30.00	$ 885.11
9-005-700-00	BANK SITE DEVELOPER LLC	PARCEL ID - 16.134.0030	16.134.0030	$ 161.90	$ 30.00	$ 191.90
9-005-710-00	BANK SITE DEVELOPER LLC	PARCEL ID - 16.134.0040	16.134.0040	$ 76.14	$ 30.00	$ 106.14
9-005-720-00	BANK SITE DEVELOPER LLC	PARCEL ID - 16.134.0050	16.134.0050	$ 137.16	$ 30.00	$ 167.16
9-005-730-00	BANK SITE DEVELOPER LLC	PARCEL ID - 16.134.0060	16.134.0060	$ 117.96	$ 30.00	$ 147.96
		TOTAL		$ 11,022.30	$ 1,320.00	$ 12,342.30
		ACCOUNTS		44		

Exhibit B

City of Isanti

Unpaid Nuisance Abatement Charges to be Certified Payable 2018

Owner	Address	Parcel ID	Delinquent Balance	Assessment Fee	Total to be Assessed
BLAKE, RICHARD	310 1ST AVE SW	16.050.1031	$ 472.00	$ 30.00	$ 502.00
NATIONSTAR MORTGAGE LLC	1112 MAPLEWOOD CT SW	16.095.0310	$ 471.59	$ 30.00	$ 501.59
VILLELLA, JOSH	101 4TH AVE SW	16.043.0080	$ 721.54	$ 30.00	$ 751.54
PELZ, MARILYN	523 DOGWOOD ST	16.073.0270	$ 389.74	$ 30.00	$ 419.74
CURTIS, SANDRA	421 HERITAGE BLVD NW	16.040.0920	$ 322.10	$ 30.00	$ 352.10
	TOTAL		$ 2,376.97	$ 150.00	$ 2,526.97
	PROPERTY COUNT		5		

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**

From: Chief Gene C. Hill **MEMO**

Date: October 27, 2017

Subject: Department of Justice - Bulletproof Vest Partnership Grant

Background:

The City Council has authorized the Chief of Police to continually apply for the Department of Justice - Bulletproof Vest Partnership Grant. This grant helps offset the cost of the officer's vest that have a life expectancy of five years.

Action:

I am requesting that the City Council accept the grant award of $1,388.43 from the Department of Justice - Bulletproof Vest Partnership Grant on behalf of the Police Department.

RESOLUTION 2017- XXX

RESOLUTION AUTHORIZING STAFF TO ACCEPT THE DEPARTMENT OF JUSTICE - BULLETPROOF VEST PARTNERSHIP GRANT

WHEREAS, the Isanti Police Department had the opportunity to apply for the Department of Justice - Bulletproof Vest Partnership Grant; and

WHEREAS, the Police Department makes use of grant opportunities to provide better service to the community; and

WHEREAS, the City of Isanti Police Department has requested these ballistic vests to replace aging vests that have expired and are no longer supported by the vendor.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to authorize the acceptance of the Department of Justice - Bulletproof Vest Partnership Grant award of $1,388.43.

This Resolution is hereby approved by the Isanti City Council this 7th day of November, 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: **Mayor Wimmer and City Council Members**
From: Chief Gene C. Hill
Date: November 1, 2017
Subject: Reserve Officer Hiring - Replacement

MEMO

Background:

The City of Isanti has a Police Reserve Unit that is a volunteer group. At the June February 7, 2017 CC meeting there was two Reserves who resigned and one Reserve who resigned at the December 29, 2016 CC meeting. In the resolutions, the CC allowed the replacement of those positions within the Reserve Unit.

The PD has received periodic applications for the position of a volunteer Police Reserve. Lt. Muyres has reviewed, interviewed and backgrounded the candidates below and recommends the following candidates to the CC for the position of Volunteer Isanti Police Reserve:

1. Anissa Hayat Bekka 03-24-1989
2. Brent Anthony Tholen 11-11-1995
3. Joseph James Dupay 11-12-1988

Action:

I ask that the City Council review, consider and approve the hiring of the above three candidates to fill vacancies within the Volunteer Isanti Police Reserves Program.

Thank you for your consideration,

Chief Gene C. Hill

RESOLUTION 2017 -XXX

A RESOLUTION AUTHORIZING FILLING OF VACANCIES TO THE ISANTI POLICE RESERVE UNIT BY HIRING ANISSA HAYAT BEKKA, BRENT ANTHONY THOLEN, AND JOSEPH JAMES DUPAY

WHERAS, the City of Isanti has authorized the police department to keep a roster of 13 voluntary police reserve positions; and,

WHEREAS, the Police Department recently accepted the resignation of three police reserves and authorization was given to fill those positions; and,

WHEREAS, reserve applications were received and reviewed; and

WHEREAS, selected candidates were interviewed and backgrounded for hire by Lt. Muyres and are recommended to fill current vacancies within the police reserve program; and

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Filling three of the current vacancies within the Volunteer Isanti Police Reserve Program by hiring Anisa Hayat Bekka, Brent Anthony Tholen, and Joseph James Dupay.

This Resolution is hereby approved by the Isanti City Council this 7th day of November, 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

L.11.

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Wimmer and Members of City Council**

From: Don Lorsung, City Administrator

Date: November 2nd, 2017

Subject: Commercial Insurance Agency Service Agreement

Background:

At the October 17, 2017 City Council meeting, the City Council selected Associated Financial Group (AFG) to serve as the City's agency for the City's commercial insurance accounts (liability, property, and worker's compensation) that is has with the League of Minnesota Cities Insurance Trust (LMCIT). As directed, the staff and the City Attorney have worked with AFG to develop a draft Service Fee Agreement between the City of Isanti and AFG. The agreement is for a 5 year term.

Attachment:

Attached for your consideration is a Resolution to approve the Service Fee Agreement and appoint AFG as the City's agent of record, and the proposed Service Fee Agreement.

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING A SERVICE CONTRACT AND APPOINTING AN AGENT OF RECORD FOR COMMERCIAL LIABILITY INSURANCE SERVICES

WHEREAS, the City Council has accepted the proposal from Associated Financial Group for commercial liability insurance services as the City's agent of record, and

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) requires cities to use the services of an agent in order to participate in the LMCIT property/casualty program; and

WHEREAS, Associated Financial Group has agreed that he/she/they is/are willing to provide to the city the services listed below under the terms and conditions listed below;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

Appointment

1. The City of Isanti hereby appoints as its agent for purposes of the City's participation in the LMCIT property/casualty and workers' compensation programs Associated Financial Group.

Term

2. This appointment shall remain effective until October 31, 2022.

Compensation

3. As compensation for the services provided to the city as described in Paragraph 5 in the Service Fee Agreement. The city will pay to the agent a fee per the fee schedule in the attached Service Fee Agreement. The city hereby directs LMCIT not to include any allowance for an agent's fee in quoting and billing the city's premiums for property, liability, and automotive coverage and to refund the 2 percent workers' compensation coverage agent fee allowance to the city.

Services

4. Services provided shall be those as outlined in the attached Service Fee Agreement.

Approval of Service Contract

5. The Service Fee Agreement (see attached) is approved.

This Resolution is hereby approved by the Isanti City Council this 7th day of November, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Associated

Benefits and Risk Consulting

SERVICE FEE AGREEMENT

This Agreement is entered into on the ____ day of November, 2017, by and between the City of Isanti (hereinafter "Client"), and Associated Financial Group (hereinafter "AFG").

A. AFG is primarily engaged in the insurance brokerage business.

B. AFG routinely helps its clients assess their insurance risks and needs, designs plans of insurance, and obtains cost quotes based on these plans, and places insurance with insurance carriers.

C. AFG is typically compensated for its efforts through the commissions or fees it receives in brokering the sale of insurance to its clients.

D. AFG has been discussing insurance risks and needs with Client, and Client has designated AFG to be its official Agent of Record, and has completed (or will complete) any forms necessary to do so.

NOW, THEREFORE, in consideration of the above recitals and the mutual promises and conditions contained in this Agreement, the Parties agree as follows:

1. **Client's Performance:** Client will provide AFG with, and give AFG full access to whatever information AFG reasonably determines is necessary to enable AFG to perform fully and effectively under this Agreement.
2. **AFG's Performance:** AFG will perform the services listed in AFG's Response to Request for Proposal (see attached), dated September 15, 2017, and to the extent not included or redundant, the "Broker Duties and Responsibilities" as listed on Page 5 in the City of Isanti Request for Proposal – Insurance Agent of Record (see attached) and the following:
    a. Advise and assist the city in assembling and accurately reporting underwriting data, including updating property values, for rating purposes.
    b. Advise and assist the city in evaluating and selecting among coverage alternatives such as deductibles, limits, optional coverages, alternative coverage forms, etc.
    c. Review coverage documents and invoices to assure coverage has been correctly issued and billed.
    d. Advise the city on potential gaps or overlaps in coverages.
    e. Assist the city as requested in submitting claims and interpreting coverage as applied to particular claims.
    f. Review loss reports for correct reporting, appropriate reserves, etc.

g. Assist as requested with safety and loss control activities.

h. Assist the city in identifying risk exposures and developing appropriate strategies to address those exposures.

AFG will require each of its agents, officers and employees to abide by Client's policies regarding respectful workplace and smoking, as well as all other reasonable work rules, safety rules or policies regulating the conduct of persons on Client's property at all times while performing duties pursuant to this Agreement. AFG agrees and understands that a violation of any of these policies or rules may constitute a breach of this Agreement and sufficient grounds for immediate termination of the Agreement by Client.

3. **Service Team:** It is anticipated that the key personnel in the service team shall be those listed in the Response to Request for Proposal. In the event of a change of personnel, Client shall be notified by AFG and the new representative shall be introduced to Client's staff that would work directly with the service team personnel. Client reserves the right to request new key personnel on its AFG service team at any time that it reasonably concludes the service by any particular service person is not sufficient.

4. **Acknowledgement:** Client acknowledges that AFG's promises, as set forth above, represent a significant investment of time, effort, and expense on the part of AFG, and are services for which AFG is normally compensated through the commissions it receives as a result of entering into a business/insurance agency relationship with its clients.

5. **Agreement Term and Termination:** The term of this Agreement shall be for a five (5) year period starting on November 1, 2017, and continuing through October 31, 2022. Either Party may terminate this Agreement upon ninety (90) days' written notice prior to November 1st of any year of the contract.

6. **Compensation:** Client acknowledges that AFG shall be entitled to compensation for the efforts it makes pursuant to this agreement, according to the following annualized fee schedule:

Annual Term	Fees Paid
2017-2018	$6,500
2018-2019	$6,500
2019-2020	$6,500
2020-2021	$6,500
2021-2022	$6,500

Associated

Benefits and Risk Consulting

7. **Payment:** The fees for any particular annual term (other than the 2017-2018 term) shall be invoiced to, and paid by, Client on or before November 1st of the year for which payment is being made.

8. **Confidentiality:** All information and advice exchanged between the Parties (including their agents and employees) shall be treated as confidential, and shall not be disclosed to third parties except: 1) as agreed upon in writing, 2) where necessary to accomplish the purposes of this Agreement, or 3) as required by law (including any applicable provisions of the Minnesota Data Practices Act (Minnesota Statutes Chapter 13)). In addition, each party agrees promptly to advise the other party in writing of any unauthorized misappropriation, disclosure or use by any person of Confidential Information which may come to its attention, and to take all reasonable steps to limit, stop or otherwise remedy such misappropriation, disclosure or use. The confidentiality provisions contained herein shall continue and stay in effect even after the expiration of this Agreement.

9. **Contracting Ethics.** None of Client's elected officials or employees who exercise any responsibility in the review, approval, or implementation of this Agreement shall participate in any decision that affects his or her direct or indirect financial interests.

   It is a breach of ethical standards for any person to offer, give, or agree to give any City employee or Council person, or for any City employee or Council person to solicit, demand, accept, or agree to accept from another person or agency, a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated by an individual, group, or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded the general public.

   AFG shall not assign any interest in this Agreement and shall not transfer any interest in the same without prior written consent from Client. AFG shall not accept any private client or project that may place it in ethical conflict with its representation of Client.

10. **Final Agreement:** This Agreement is an independent document that contains all of the covenants and agreements between the parties, and supersedes any and all other Agreements, whether oral or in writing, between the parties hereto.

11. **Disclaimer:** While knowledge of the legal, tax, and financial issues related to the products, services, and advice offered by Associated Financial Group is an important part of our expertise, the products, services, and advice themselves do not constitute, and should not be construed as providing, legal, tax, or financial advice. Client agrees that it will use the products, services, or advice offered under this Agreement at its own risk, and takes full responsibility for any use it may make of the products, services, or advice offered under this Agreement. Client acknowledges that, in providing products, services, or advice under this Agreement, AFG is not acting in the capacity of a fiduciary, and Client hereby waives any rights it may have to pursue any type of fiduciary claim against AFG.

Associated
Benefits and Risk Consulting

Client is seeking AFG's expertise and recommendations with respect to the products, services, and advice offered by AFG under this Agreement. However, AFG cannot control the manner in which Client may interpret or utilize the products, services, and advice offered by AFG under this Agreement.

Neither Party shall be liable to the other Party for punitive or exemplary damages or any special, indirect or consequential damages of the other Party. Instead, the Parties will be responsible to each other for the actual losses occasioned by the direct negligence of the responsible Party, or its employees, agents, or consultants, to the degree and proportionate extent that the losses are attributable to the responsible Party, or its employees, agents, or consultants.

12. **Modifications:** Any modification of this Agreement shall be effective only if it is in writing, signed and dated by all parties hereto.
13. **Jurisdiction:** This Agreement is to be construed pursuant to Laws of the State of Minnesota. Jurisdiction and venue for any claim arising out of this Agreement shall be made in the State of Minnesota.

By signing this Agreement, the Parties agree to the terms as set forth above.

City of Isanti

By: George A. Wimmer
Mayor

Signature: _____

Date: _____

ATTEST

By: Katie Brooks
Human Resources / City Clerk

Signature: _____

Date: _____

Associated Financial Group

By: Patrick Truax
Insurance Consultant

Signature: Patrick Truax

Associated

Benefits and Risk Consulting

Date: 11/1/17

For Office Use Only:

Sales Manager _____

RESOLUTION NO. 2017-

RESOLUTION APPROVING A CHECK BE WRITTEN TO GIRL SCOUTS FOR VOLUNTEERING AT THE COMMUNITY MOVIE NIGHT

WHEREAS, free public movie nights at the Isanti Community Center were approved by City Council January 21, 2014 Resolution No. 2014-013; and,

WHEREAS, the City of Isanti receives requests from various non-profit youth organizations and groups from Isanti to volunteer at the ICC Movie Nights approved by City Council September 16, 2014 Resolution No. 2014-226 ; and,

WHEREAS, the volunteer group per the policy are to receive the profits from the concessions sold at the movie night; and,

WHEREAS, the City of Isanti received an application for the Girl Scouts to volunteer at the October 20, 2017 movie; and,

WHEREAS, the profit from the October 20, 2017 movie night was $67.54; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to Girl Scouts in the amount of $67.54.

This resolution was duly adopted by the Isanti City Council this November 7, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/ City Clerk

RESOLUTION NO. 2017-XXX

RESOLUTION ACCEPTING LIQUOR STORE CLERK II CARLA GOLDEN'S LETTER OF RESIGNATION

WHEREAS, Liquor Store Clerk II Carla Golden has submitted a letter of resignation to the City of Isanti on Monday, October 23rd, 2017; and,

WHEREAS, the effective date of this resignation is Monday, October 23rd, 2017, with a final date of work of Monday, November 6th; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Liquor Store Clerk II, Carla Golden, is hereby accepted effective Monday, October 23rd, 2017. Ms. Golden's final day of work with the City will be Monday, November 6th, 2017.

2. That Human Resources/City Clerk and the Liquor Store Manager are hereby directed to fill the position.

This resolution was duly adopted by the Isanti City Council this 7th day of November, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

L.14.

RESOLUTION 2017-XXX

A RESOLUTION ACCEPTING FLAT FILING CABINET DONATION FROM ADVANCED TELEMETRY SYSTEMS INC.

WHEREAS, Advanced Telemetry Systems Inc (ATS) has approached the City to donate two flat filing cabinets to the City; and,

WHEREAS, rapid commercial and residential growth has begun to cause flat storage shortage; and,

WHEREAS, the proposed cabinets have an approximate total value of $400.00.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, accepts the ATS donation of flat filing cabinets, and directs Community Development Director Kernosky to coordinate pick-up of the donated cabinets.

This Resolution is hereby approved by the Isanti City Council this 7th day of November, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

L.15.

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: November 7, 2017

SUBJECT: **RESOLUTION NO. 2017-XXX: A RESOLUTION TO AUTHORIZE THE REPAIR OF THE 2006 DODGE CHARGER**

The 2006 Dodge Charge that the City owns and is primarily used by the Code Enforcement/ Zoning Technician is in need of some serious repairs. Before the winter seasons gets here, we had John Hirsch's Cambridge Motors look at the vehicle and they found the following problems:

- Input Speed Sensor in Transmission is failing, cost to repair $1,300.00
- Oil Pressure Sending Unit, $234.62
- New Thermostat & Cooling system labor, $315.36
- New Fan Motor, $145.60
- Outer Tie Rods, $236.43
- Alignment, $94.45
- New Tires, $202.00
- **Total Cost: $2,528.46**

The Finance Committee has reviewed the estimates, and recommends repairing the vehicle.

Attachments

- RESOLUTION NO. 2017-XXX: A RESOLUTION TO AUTHORIZE THE REPAIR OF THE 2006 DODGE CHARGER

RESOLUTION NO. 2017-XXX

A RESOLUTION TO AUTHORIZE THE REPAIR OF THE 2006 DODGE CHARGER

WHEREAS, the 2006 Dodge Charger is used on a regular basis by City Staff and is in need of repairs; and,

WHEREAS, the repairs needed include:

- Input Speed Senor for the Transmission
- Outer Tie Rods
- A New Fan Motor
- A New Thermostat
- An Alignment
- New Tires

WHEREAS, staff obtained quotes for the above-mentioned repairs; and

WHEREAS, the quotes were in the amount of $2,528.46; and,

WHEREAS, the Finance Committee met to discuss the repair and quotes and made the recommendation to repair the vehicle.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. Hereby directs City Staff to coordinate the repair the 2006 Dodge Charger.
2. Authorize the Community Development Director to sign the required documents for such repair.
3. Authorize payment, if necessary, at time of services and prior to inclusion on the Accounts Payable listing.

Adopted by the Isanti City Council this 7th day of November, 2017.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Wimmer and Members of City Council**

From: Josi Wood, Public Services Director/Asst. City Admin.

Date: November 7th, 2017

Subject: Resolution to Approve an Emergency Repair of a Storm Water Pipe Along East Dual Blvd

---

Recently Staff became aware that an 18" reinforced concrete storm water pipe was collapsed on the north property line of 400 East Dual Blvd NE. The section of pipe connects catch basin #688 to culvert #307. This section of pipe directs water flow off of East Dual Blvd. Engineering reviewed the collapsed pipe and recommended to perform the repair to prevent water from pooling and freezing on the street. They have solicited quotes and received one from Dirtworks, Inc. to perform the necessary repair before winter freeze to prevent an unsafe street condition. The quote is attached in the amount of $3,800.00-7,300.00. The work is expected to be at the lower end of their range, however, if the adjoining sections of pipe must also be replaced, the work could be at the high end.

Finance Committee Recommendation:
The Finance Committee recommends to repair the damaged pipe. The funding source is Storm Water 603-49500-400.

Request:
It is requested that City Council review and take action on this item.

Attachment:

- Resolution 2017-XXX – Resolution to Approve an Emergency Repair of a Storm Water Pipe Along East Dual Blvd

RESOLUTION NO. 2017-

A RESOLUTION AUTHORIZING THE EMERGENCY REPAIR OF A STORM WATER PIPE OFF OF EAST DUAL BLVD

WHEREAS, a broken 18" RCP storm water pipe was recently discovered on the East side of East Dual Blvd NE which connects catch basin #688 to culvert #307; and,

WHEREAS, it was determined that an emergency repair was necessary for public safety to prevent water from freezing on the street; and,

WHEREAS, engineering solicited contractors for quotes and obtained one quote from Dirtworks, Inc. in the amount, not to exceed, $7,300.00 dependent on unknowns once the pipe section was exposed; and,

WHEREAS, the Finance Committee recommended to move forward with the repair from Dirtworks, Inc.; and,

WHEREAS, the funding source is Storm Water, Ground Maintenance (expense code 400);

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to accept the invoice from Dirtworks, Inc. for repair of the storm water pipe along East Dual Blvd NE in the amount, not to exceed, $7,300.00.

This Resolution was duly adopted by the Isanti City Council the 7th day of November, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
October 24, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Garvey called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.

Members Present:	Jennifer Garvey, Jeff Johnson, James Witte, and Mayor Wimmer
Members Absent:	Aaron Zdon
Staff Present:	Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Garvey asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Witte to approve the October 24, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from September 26, 2017 Parks, Recreation and Culture Board Meeting.

Motion by Wimmer. Second by Witte. Vote was unanimously approved.

3. Bike/Walk Trail Sign Redesign

Everett explained that we have ordered the small clean up after your dog signs; she wasn't sure if Public Works had gotten a chance to put them up yet. She ordered three, one would be placed right at that corner and the others possibly at the entrances to Bluebird Park because we see a lot of dogs in and out of there. Public Works has been very busy doing fall shut down things. Johnson said he just drove by and they aren't up yet. Everett explained they will get to them soon.

Everett directed their attention to the color attachment of the sign draft. She explained that without adding lots of colors and making this a very expensive sign, she added in some of the types of things you would go through on the trail. The icons can be anything, so if something else would make more sense to the board those can be changed out, or if there is something on the trail we should be highlighting that isn't on the sign we can add those kinds of things too. Using different kinds of patterns with the blue, green, and white outlines kind of helps out. She noticed that the print out came through wrong; the parking lots have a has pattern in them and Bluebird Park has stripes. Johnson asked if the road was where Mayor Wimmer said it should be; he confirmed that it is. Everett asked if there were other things they hoped to have on there. Garvey stated that the only other thing they talked about was having mile markers, and they don't necessarily need to be numbered 1 and 2, but just the mile marker type of thing so people have another distance. Garvey stated that otherwise she likes the additions that are included. Witte asked if there was an icon for cleaning up after pets, and if this icon was just stating that it's more of a pet-friendly park. Everett explained that this icon is leashing pets and there's an icon for everything. What we talked about last time were the little signs we ordered that say dog waste spreads disease, those will go up separately and will hopefully draw more attention to that issue. Johnson showed Witte the secondary sign from last meeting.

Everett stated that she had just taken the side-by-side up the trail yesterday, and it looks like we must have a bunch of coyotes around based on the feces on the trail. Mayor Wimmer stated that there was recently a story in Garvey's neighborhood that someone thought their dog was fighting with another dog and someone else told them there were coyotes in the area. Wimmer stated we have a lot of nature here. Johnson stated he watched a deer walk right down Main Street this week, and that's why he lives in Isanti.

Everett stated that if there were no other comments on the sign, she would add mile markers and bring it back in November and then get it ordered by the end of the year.

4. Isanti Rocks Program

Everett stated that there already has been a development on this. In August, we had a family come in that had been on vacation and they saw another city that did a rock program. The board may have seen these in other communities; people literally just paint pebbles. They put whatever they want on them and then they hide them. Wimmer stated that this would be done in an appropriate way. Everett stated that when people find them, they're encouraged to post a picture to a designated Facebook page and then rehide them. If the kids really love the rocks, they can keep them too. Probably on the Facebook page then would be an appropriate place to post the rules and objectives of the program. We wouldn't want people hiding them on private property, or big rocks in the middle of grass; and keeping them to community-appropriate kinds of things painted on them. Everett explained that she just got an email from this family today, and she is interested in seeing this happen and will help with getting rocks painted, but she is a little worried about the administration of a public Facebook page. However, yesterday Everett got a call from someone at the school district who works with the Moving Forward program, which is for special needs students who have graduated but they aren't in careers yet, so they're in that 18-21 age group. It sounds like they have a lot of artists in the group right now, and so she was independently wondering if they could do something like this. She is looking to do this district-wide. She has already talked to County Parks and Cambridge about doing it in their parks too. She is totally willing to do the Facebook page and get that out there. She is hoping that they could launch it to raise attention for their program, but then open it up for the whole community to participate in that.

Everett stated that there are kind of two things at play here. She said that our biggest concern is will we allow that in our parks and public spaces; and then, who will be monitoring that. Wimmer added, will it then be a third party who's doing it. If the City was going to do it as a Park and Rec program type thing, it would be headed up by Everett and all of that kind of stuff. When we met with that individual, it did seem like she was kind of in the mindset of, "Hey, this is cool," but wanting to hand it off to somebody. It was nice to get that kind of an idea, but we have lots of things going on. The way Wimmer would look at it, and Council would need to discuss it as well, if a third party wants to do something like this – great. They would need to be told it needs to be in these certain areas, it can't be on private property, that kind of thing. The best thing for them to do would be to get local businesses involved and do some hiding there as well. Either we're going to let them do their thing and let them go (which would be Wimmer's preference), or we head it up because we're going to have a lot of other strictures of how we're going to handle that. It's neat to hear that the person from the school district program is looking to do with it – he says let them run with it.

Everett asked if there are specific things that the board would like to pass on as the rules, or things we should make sure we're in front of. Wimmer stated that the thing with hiding rocks is that you want to put them with other rocks; that sounds kind of obvious, but we don't have a whole lot of places that are City property that have that, and the few places we do like at Legacy with those big rocks, we don't want them doing it there because they're not supposed to be on there in the first place. Partnering with the clinic would be great because they have all of the rock; any of the places with landscaping around might be a good place to go. Just thinking City property especially, there just isn't a lot that is that way. Garvey stated that she would direct that back to City staff as to where they think, and they are more the experts on

the liability types of issues because they'll be out mowing and maintain things. They understand where rocks should be and where rocks should not be. Everett asked if the board thought it would be okay if someone wanted to hide a rock in a hollow log or something out at Legacy; they are not in landscaping, but they're still hiding them. Wimmer said they can, but we can't have people in certain areas there. On the top at Legacy is where we have the Native American artifacts, so we're aren't supposed to have anyone walking through there. Everett clarified that it could be along right on trails; Wimmer agreed, or right by the trails. That might be kind of boring, but it gets them to go to the park. Everett stated that even so, if there are only a couple back there people will still be looking for a while to find them. Wimmer stated that as long as they understand where they can and can't go. Even at River Bluff park, we want to try to get people to stay on the trails there too.

Witte asked if this would be a year-round activity. Everett explained that it would. The person from the school district was looking this fall to get the permissions to do it, then over the winter work on painting rocks, and then do a big launch kind of thing in the spring. It wouldn't be something that every winter they go out and collect them or anything. Johnson asked if we're going to end up with random rocks laying all over the place. Wimmer explained that the way something like this is successful is if people know about it. They'll have to think about how they want to notify the public that they're doing it; which again, the best way to do that is to get one of the papers to cover it as a cool human interest story, but then again you only get about 10-15% of people that will see it. It'll be one of those things that year after year will grow. You get people to see it and they'll post it somewhere asking people what this is about. A program like this probably doesn't really get there until the third year in. Wimmer stated that he's seen dozens of things in this kind of realm, and people usual peter out after the first year because it's a disappointing first year. They see it someplace after it's been going on a decade or two, and then they think it should happen that way right away again. It's kind of like when we did the community garden; Wimmer told Council that in three years we'll get full. It takes a while for people to get these things into their psyche. As long as they understand that and there are realistic expectations.

Everett stated that she wasn't sure how feasible it was, but the proposal of the plan that we got did talk about having somewhere on the rock somehow explaining what is going on. That would depend on what rock it is; you could maybe put post on Facebook or something on it so maybe that triggers something. You don't have a whole lot of space to communicate with people. Wimmer stated he has seen one community in Washington that had more of a slate-like thing and they had sticker that adhered to that. It wasn't a rock surface though; he didn't know how that would work. The rocks are not that big.

Everett stated that she was on board with letting someone else take this and run with it; and if it helps the Moving Forward program too, that is great. The person from the school district seems like she has it put together and is ready to go with it. Wimmer stated it's kind of like movie nights – it depends on the group that is coming. The more successful nights are because the organization that's running the snacks communicates it out to everybody. It'll be up to this group to make it successful. Witte added that another thing to consider is how many rocks they're thinking; 10, 15, 20, starting out with 5. Everett stated she thinks it depends on how excited the community gets about it; if the program has all winter paint rocks it might be a lot. They're also going to go district wide, so they'll probably start with a whole bunch of rocks and then distribute them around the county. Wimmer stated that it really needs to be hundreds for it to matter. Putting 5 or 10 out, even just in Isanti, that's not very much to get people into it. Everett explained that the person from the school district said she has a 5-gallon bucket of rocks coming.

Everett asked if there is anything from this that needs to go to Council. Wimmer stated that I think what we would do is about a month before they're ready to start and they know it's going to be a thing to get a hold of us, and then we as a Park Board will discuss it. Maybe even have her come in and tell us how they're going to do it and we can have a conversation with her. The Park Board would then make a recommendation to Council, and that's another way for her to get free press. She could also come to the

Council and give a presentation and that would be a way to get in the paper for sure. Garvey agreed that having her come in would be a really good thing.

5. Parks Updates

Everett explained that the first movie night was very successful. We had 54 people come. The Girl Scouts were volunteering. Everett did a quick crowd survey before she started the movie; she thought about one third of the people there were with the Girl Scouts and almost everyone else heard about it on Facebook. She did a $15 Facebook ad, and that seemed to have really reached some people. She will plan to continue that. Many people who came to this one had never been to movie nights before, so hopefully they will continue to come back. We currently do not have a volunteer group for November. Johnson asked how many volunteers are needed. Everett stated that we typically asked for 3 adult volunteers, and then however many kids want to come are welcome to clean up popcorn afterwards. She stated that the Ambassadors just signed up for April, which is Beauty and the Beast. Heavenly Sunshine is coming back, and the New Hope family group is coming too. There are still a couple left to fill. The Girl Scouts will be getting $60-some for coming, so that was a good start.

Everett explained that she sent the board an email with pictures, and it shows that Academy Park is complete. The engineers as of today, have checked everything off. Our zoning is good for everything they've put up. She talked with the City Attorney today, and it looks like the process to have the title switched over is longer than she hoped. We will get that done as fast as we can, but we now have to go back and work with a guy who is in D.C. to get all of the title papers and things. We'll do that as quickly as we can. Everett said we would like to do a grand opening event, at this point she is thinking it might be better done in the spring and maybe make it a little bigger deal, but we'll see how fast we can get everything through. We have signs coming for out there, but it looks like it's going to be at least two weeks before we can get all of the closing documents done. Wimmer asked who was involved with the paperwork and what the hang-up was. Everett said there isn't a hang up so far, she just didn't know before that this paperwork had to be done. Everett said she didn't want to do the grand opening and tell people they can start using it before we have all of that officially done. Johnson asked if she had seen it yet; she said that she has. Wimmer stated he has as well. Johnson said he just drove by it today and it looks really good. Everett agreed that it does. She added that there had been one place on the trail that looked like it wasn't going to drain very well, so she asked the engineers about it and now the trail has been redone there. Everything looks really good; we'll be getting the Academy Park sign and the sign that explains the hours out there.

Everett explained that summer events are already on her mind. We'll be getting the dates set. We're working on the community center calendar for next year and all of that kind of stuff is starting to happen as other events in town are getting planned. It's always good to get those out as soon as we can. For the most part, things will be kind of the same weekends as this year. We will officially set all of those soon.

Everett said that another question for the board that didn't make the memo was what we would like to do with ice this winter. She explained that we took down the rink boards after last year. We have the place for the pleasure rink. It sounds like last year was a challenge getting any good ice in there. The Public Services Director asked her to ask the Board for direction on ice this year. Wimmer asked what that means. Johnson asked if we even have an ice arena here. Wimmer explained that we have a pleasure rink, which we have a liner, and then that is just pleasure skating where you're not supposed to play hockey. He explained that what we took down last year were the boards for the ice arena, and the ice for that is always a lot more challenging because you get the reflection off the boards. We have had a couple of more mild winters. Long term, at some point, if there is going to be a hockey rink again would be in the grassy area over by the changing room. In our discussions before we talked about if it's possible to move the pleasure rink there. He asked Everett if there is a natural bowl where it's at now. Everett said that there is not. She explained that this is a two part thing. In moving the pleasure rink, we determined that there are no lights back there and winter is always dark. So, until we can get some money for lights, does

it make any sense to put it there? She explained that we don't have money for lights right now. Where it currently is, there is not a natural bowl. Public Works does a little bit of berming with some snow at this point. If we do want to keep it there, and can get permission to do some more dramatic berming, that would help get some ice in there. Wimmer stated that the other part was that it was supposed to be ice in winter and sand volleyball in summer; that was the original plan we've just never done the volleyball. The original plans also said that the open area across from the pine trees was supposed to be a little league baseball field. Obviously, things change. But it's supposed to be a dual-use spot; and this was before Wimmer was here, they were trying to make it a multi-seasonal, multi-use space in that park as possible. Everett explained that another consideration with moving it is that the closest hydrant is next to where the current pleasure rink is, so if we move it over we'll have to get water to that somehow. She thought the engineer said something like $10,000 to get another hydrant over there. Wimmer stated that he doesn't skate, but what he's always heard is that the changing room is so far away. Everett says that it makes sense, and since we have it, it would be nice if it was usable. However, at this point, will anyone use a rink only during the day during the winter? Garvey stated that it would only be weekends because the kids are in school, and the holiday break is the only time they would utilize it. Wimmer asked if it was about two to two-and-a-half months of decent ice weather. Garvey stated that it's usually mid-December to President's Day. Most other cities are done President's Day. Wimmer stated that if the question is if we are going to have a pleasure rink, we will have one. If that's the only place it can be, that's the only place it can be. Garvey stated that the thing she would like to look at - and it maybe wouldn't be this fall, but if it's going to be more where we're not going to have a volleyball court there and that area is going to be used more just for pleasure rink – is for the parks during the summer/spring to move that dirt around and to make more of a natural berm since that's the only thing that's going to be there. It would be easier then for them to create ice. Wimmer stated that even in our discussion about the hockey rink is how much space to we have dedicated to this. One of the things we liked about doing the wood board and putting it up each year is that it can get used the rest of the year. If we have something that is two to three months, then we have eight to nine months that it should be getting used for something else. That's why the berming and that kind of thing, it cuts back on the year round use. He thinks the reason that they planned for sand, is maybe that's something that could be molded better. If it's sand there, can you do something with the sand where you berm that up, and then you put your liner in and you do your rink that way. Garvey stated that sand isn't going to be the best, but she didn't realize we had a liner. Everett stated that she didn't know we had a liner either. Wimmer stated that we do, we bought one. Garvey explained that any other outdoor facility in any other city is just dirt. So she is saying that even just a small amount of dirt where you don't have a natural berm will help keep that water in. Sand, to her, will be more absorbent of the water, but once it's frozen it should be okay. If there's a liner, then that solves that issue already. Everett asked what the board thought about for this winter – can we bring in something to do a temporary berm or no? Wimmer asked what "something in" means. Garvey asked if we had a rink last year. Everett said we did, and it was really hard to get ice in it. Wimmer says we have one every year, and that has nothing to do with a berm it has to do with temperature. Everett says that it does because there's not a bowl there. They had to somehow get the water to stay in place until it froze and it took a long time. Wimmer said he didn't agree with that. Garvey asked why it was just last year, that should be a recurring problem. Everett stated that she thought it has been a recurring problem. Wimmer stated that he's never been told we have this kind of problem so we obviously have a communication issue someplace. His understanding is that they put down a layer, it freezes, put down a layer, it freezes, put down a layer, it freezes. It is labor intensive thing, but if you have a bowl, I don't know how that changes a lot. The biggest thing we run into is that it's not cold enough to make ice, or the crazy thing that it gets so cold where you really can't make good ice either. He said this is the first he's heard that we've had really any issues with the pleasure rink. Everett stated that she is not the one that floods it, but she was told that the water was draining out one side of it and that makes it very hard to make a pleasure rink. Garvey said that what she understands a lot of departments will do is to create that berm with snow. So you have to wait for snow, but then you're still at Mother Nature's beckon call. Johnson asked when they usually start ice build up. Everett stated, when it gets cold. Garved added, usually mid-December. If you can get ice by mid-December, you're doing really, really good. Usually right around Christmas is when most municipal

and outdoor ice is able to be skateable. Johnson said he's not a skater, but he has family members who are and he thinks he could draw them out with an ice rink. He will get nosey come December and see how they're doing. Wimmer stated that last year was pretty warm until the last week of December or so. Cambridge has refrigerator rinks which are awesome, crazy expensive, but they're awesome. Then you're kind of guaranteed about three months. Garvey agreed that they were anticipated from November to March, but she hasn't heard when they're going to start.

Johnson said he was curious how the Farmers Market did now that it's all done and said. Everett said that it was very good. She met with the vendors and the end of the market and all of the returners from last year saw increases. One of them told her he had a 300% increase over last year; another is doing as well here as in Elk River. We had lots of customers who had never come to the market and didn't know we had one before. It was definitely a good move. She hasn't heard from any vendors that aren't coming back next year. Overall a very good season.

8. Adjournment

Motion by Wimmer, second by Johnson to adjourn the October 24, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:37 p.m.

Dated at Isanti, Minnesota this 24th day of October, 2017.

Respectfully submitted,

Katie Everett
Community Events and Parks Coordinator

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
October 17, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:56 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Ross Lorinser, Paul Bergley, Jim Kennedy Jeff Miller, Steve Lundeen.

Members Absent:

Staff Present: Ryan Kernosky, Community Development Director

1D. Agenda Modifications.

None

Motion by Collison, second by Lundeen to approve the Meeting Agenda. Motion was unanimously approved.

2. Approval of Minutes from September 19th, 2017 Planning Commission Meeting

Motion by Lorinser, second by Lundeen to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing

A. None.

4. Other Business.

A. Planning Commission Resolution Concerning the Sale of Property Tax Identification Number 16.029.0101 to be Platted as Lot 1, Block 1, Isanti Hotel Addition to Isanti Hotel Partners LLC.

Mayor Wimmer explained that this Resolution provides City Planning Commission approval that this redevelopment project is consistent with the City's Comprehensive Plan and Future Land Use Plan.

Community Development Director Kernosky stated that this redevelopment project is consistent with the City's Comprehensive Plan and Future Land Use Plan.

Motioned by Lorinser, second by Bergely to approve the Planning Commission Resolution Concerning the Sale of Property Tax Identification Number 16.029.0101 to be Platted as Lot 1, Block 1, Isanti Hotel Addition to Isanti Hotel Partners LLC.

5. Other Communications.

A. None.

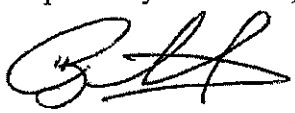
6. Adjournment

Motioned by Lundeen, second by Lorinser to adjourn the September 19, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:57 p.m.

Dated at Isanti, Minnesota this 18th day of October, 2017.

Respectfully submitted,



Ryan Kernosky
Community Development Director

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 21, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Final Minutes
1. November 7, 2017 - Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. Parks, Recreation and Culture Board Meeting	Tuesday, November 28, 2017 at 6:00 p.m.
2. **CITY OFFICES CLOSED**	Thursday & Friday, November 23 & 24, 2017 *(In observance of the Thanksgiving holiday)*
3. City Council Meeting	Tuesday, December 5, 2017 at 7:00 p.m.
4. Economic Development Authority Meeting	Tuesday, December 5, 2017 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Resolution 2017-XXX Accepting Picnic Table Donations from the Cambridge-Isanti Rotary Club (*Derek Ogren*)
2. Resolution 2017-XXX Approving a Special Event Permit Application for Art and Science Academy 5K Color Run (*Lori Kenison*)
3. Resolution 2017-XXX Approving a Special Event Permit Application for the BMX Fire and Ice Series Final (*Andy Strom*)

L. Approve Consent Agenda
1. Consider Accounts Payable in the Amount of $163,008.37 and Payroll in the amount of $119,431.62
2. Contractor Pay Request No. 2-Final 2017 Pavement Management Project Payment to Astech Corp. in the amount of $7,938.54
3. Final Meeting Minutes for the October 3, 2017 Economic Development Authority Meeting
4. Resolution 2017-XXX Approving Gambling Permit for Cambridge-Isanti Redline Hockey Club
5. Resolution 2017-XXX Amending Council Meeting Procedures to Clarify Agenda Requests Process
6. Resolution 2017-XXX Approving the Engagement Letter for the 2017 Audit
7. Resolution 2017-XXX Approving Authorization of Certified Student Attorney Representation by City Attorney Student Intern Megan Guptill (*Clark Joslin*)

M. Other Communications

1. Draft Meeting Minutes for the November 7, 2017 Economic Development Authority Meeting
2. October Police Department Report
3. October Code Enforcement Report
4. October Building Inspector Report
5. November Engineering Report

N. Closed Session

1. City Administrator Performance Review

The City Council will resume in open session following each or any Closed Session matter. After reopening the meeting the Council may take such action, if any as it deems appropriate pertaining to the matter discussed in closed session.

Adjournment

F.1.

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, NOVEMBER 7, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Steve Lundeen, and Ross Lorinser

Members Absent: None

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, City Attorney Clark Joslin, Economic Development Director Sean Sullivan, Police Chief Hill, and City Engineer Brad DeWolf

Others Present: George Hemen, Elizabeth Anderson, Rick Dassinger, James Witte, John Moore, Jenny Moore, Michelle Jacobson, Amy Sonterre, Spencer Bauer, Ordeen Splittstosser, Melissa Bettendorf, Randy Arthur, Terri Arthur, David Arend

D. Adopt Agenda

Motion by Lundeen, second by Collison to approve the agenda. Motion carried.

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

1. October 17, 2017 - Regular Meeting of the City Council

Motion by Lundeen, second by Lorinser to approve minutes as presented. Motion carried.

G. Citizens Input

None.

H. Announcements

1. CITY OFFICES CLOSED	Friday, Nov. 10, 2017 *(In Observance of Veteran's Day)*
2. City Council Meeting	Tuesday, Nov. 21, 2017 at 7:00 p.m.
3. Planning Commission Meeting	Tuesday, Nov. 21, 2017 *(Immediately following the City Council Meeting)*
4. Parks, Recreation, and Culture Board Meeting	Tuesday, Nov. 28, 2017 at 6:00 p.m.
5. CITY OFFICES CLOSED	Thursday & Friday, Nov. 23 & 24, 2017 *(In observance of the Thanksgiving holiday)*

I. Council Committee Reports

None.

J. Public Hearings

1. **<u>Resolution 2017-268</u> Adopting the Assessments for the 2017 Palomino Road Street and Utility Improvement Project**

City Engineer Brad DeWolf explained the assessment hearing was regarding the improvements on Palomino Road from trunk Highway 65 to Railroad Avenue. The work included roadway reconstruction, a 5' sidewalk, and some utility improvements associated with the water main. City Code states that no assessments are made for sidewalks and the City Council chose not to assess property owners for the water main. According to City Code, there is a 25% assessment cost for work on City streets, which came out to a cost of $3298.20 per parcel. Due to a favorable bid, this is approximately $358 less per parcel than was first expected.
Mayor Wimmer opened the Public Hearing at 7:02 p.m.

George Hemen said he did not have an objection to the assessment but he requested clarification from City Administrator Don Lorsung regarding the letter he received which stated it was a "special assessment". Mr. Lorsung explained "special assessment" was just wording that meant assessment. Mr. Lorsung verified with City Attorney Clark Joslin that the assessment for Mr. Hemen's property would be deferred until his property was annexed into the City of Isanti, as he was not technically a City resident yet. Mr. Joslin agreed that was the case.

Mayor Wimmer closed the Public Hearing at 7:07 p.m.
Councilmember Lorinser asked why the statute number Mr. Hemen referred to was different than what was in the letter. Mr. Hemen said he printed the statute off from on-line but there seemed to be more than one. Councilmember Lorinser then asked if the assessment letter sent to all property owners was the same. Mr. Lorsung said all the letters had the same information on them for all property owners.

Randy Arthur asked if Palomino was designed for semi-truck travel. Mr. Wolf explained it was an all-season, full capacity road which meant it was designed to handle heavier loads including semi-trucks. Mr. Arthur then asked if the businesses received an assessment. Mayor Wimmer said the assessment specifies affected property owners pay 25% and the other 75% is paid for by the City, which includes other City taxpayers.
Motion by Lorinser, second by Collison to approve the request as presented. Motion carried.

K. Business Items

1. <u>Resolution 2017-269</u> Approval for Boxes of Coats for Kids-Donation to Police Department

Rick Dassinger from the local Knights of Columbus chapter said the donation box is to collect winter coats for children in need that live in the City of Isanti area. Police Chief Gene Hill explained this is the third year for the program and that hundreds of jackets have been given out over the last few years. The coats are collected from the community and then distributed anonymously to children in need that have been identified by school employees, social workers, and the school resource officer. Hats and gloves donated by Cambridge-Isanti schoolteachers are distributed to kids at the same time. Mayor Wimmer told Mr. Dassinger that what the Knights of Columbus were doing was fantastic and was greatly appreciated.
Motion by Lundeen, second by Lorinser to approve the request as presented. Motion carried.

<u>City Administrator Don Lorsung</u>

2. <u>Ordinance No. 681</u> Annexation of Land Pursuant to MN Statute §414.033 SUBD. 2(2)

Mayor Wimmer said this ordinance was regarding the annexation of land which included Sandbrook Golf Course. The Council had looked at what the monthly storm-water fees would be for this parcel after hearing concerns from the property owner. It was determined that the monthly storm-water fees would be $19.61 cents per month versus the $3.05 paid by residential units due to the amount of land involved. Councilmember Bergley asked if there were any other costs

associated with this property if annexed. Mayor Wimmer said the property owner would be paying a City rate rather than a Township rate for property taxes.

Motion by Lorinser, second by Collison to approve the request as presented. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $1,159,337.43 and Payroll in the amount of $193,602.45
2. Consider Contractor Pay Request No. 1 2017 Pavement Management Project to Astech Corp. in the amount of $150,832.33
3. Final Meeting Minutes for the September 19, 2017 Planning Commission Meeting
4. Final Meeting Minutes for the September 26, 2017 Parks, Recreation and Culture Meeting
5. **Resolution 2017-270 Petitioning the Minnesota Office of Administrative Hearings for Annexation of Certain Portions of Isanti Township to the City of Isanti Pursuant to MN Statutes §414.0325**
6. **Resolution 2017-271 Cancelling Debt Levy Requirements for General Obligation Bonds; 2008A**
7. **Resolution 2017-272 Reducing Debt Levy Requirements for General Obligation Improvement Bonds; 2011A**
8. **Resolution 2017-273 Approving Certification of Delinquent Charges for City Services and Unpaid Nuisance Abatement Charges Collectible in 2018**
9. **Resolution 2017-274 Accepting $1,388.43 Department of Justice - Bulletproof Vest Partnership Grant**
10. **Resolution 2017-275 Authorizing Offering Three Isanti Police Department Volunteer Reserve Unit Positions to Qualified Candidates**
11. **Resolution 2017-276 Approving a Service Contract and Appointing an Agent of Record for Commercial Liability Insurance Services**
12. **Resolution 2017-277 Approving a Check be Written to Girl Scouts for Volunteering at the Community Movie Night**
13. **Resolution 2017-278 Approving the Resignation of Liquor Store Clerk II Carla Golden**
14. **Resolution 2017-279 Accepting Flat Filing Cabinet Donation from Advanced Telemetry Systems Inc.**
15. **Resolution 2017-280 Approving Repair on 2006 CEZT Dodge Charger**
16. **Resolution 2017-281 Approving Emergency Repair of a Storm Water Pipe Along East Dual Blvd.**

Motion by Bergley, second by Collison to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes for the October 24, 2017 Parks, Recreation and Culture Meeting
2. Draft Meeting Minutes for the October 17, 2017 Planning Commission Meeting

Adjournment

Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:16 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events & Parks Coordinator

Date: November 21, 2017

Subject: A Resolution Accepting Picnic Table Donations from Cambridge-Isanti Rotary Club

---

Background

The City was approached by the Cambridge-Isanti Rotary Club with an offer to donate equipment for the parks. City staff assessed the current inventory of park picnic tables and benches and determined that the highest need is additional picnic tables (including wheelchair accessible). The Rotary is able to donate three standard tables and two wheelchair accessible tables for use in the parks.

Staff Request

City staff is requesting that council approve the donation of five picnic tables from the Cambridge-Isanti Rotary Club.

Attachments

- Resolution No. 2017-XXX

RESOLUTION 2017-

A RESOLUTION ACCEPTING PICNIC TABLE DONATIONS FROM CAMBRIDGE-ISANTI ROTARY CLUB

WHEREAS, MN Statute 465.03 requires that cities accept donations for the benefit of its citizens in accordance with the terms prescribed by the donor; and,

WHEREAS, the City of Isanti has worked with the Cambridge-Isanti Rotary Club to assess the current needs of the parks, and determined that additional picnic tables will be an asset to park visitors and event attendees; and,

WHEREAS, the Cambridge-Isanti Rotary Club is donating three standard and two wheelchair accessible picnic tables with Rotary logos;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to accept the above donations of five picnic tables by the Cambridge-Isanti Rotary Club to be used at Isanti's parks and City of Isanti events.

This Resolution hereby approved by the Isanti City Council this 21st day of November, 2017.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events & Parks Coordinator

Date: November 21, 2017

Subject: A Resolution Approving a Special Event Permit Application for Art and Science Academy 5K Color Run

Background

The City received a special event application from the Art and Science Academy looking to host a 5K Color Run on Saturday, April 28, 2018. The event will be about four hours long. The 5K will start and end at the south end of the Cambridge-Isanti Bike/Walk Trail with a color blast station. The color used will be a mixture of corn starch and food coloring that should wash away with any rain. Participants will sign a waiver. Fees will be collected for t-shirts and race bibs; all race proceeds will go to the Arts and Science Academy. Some additional activities such as a silent auction or bake sale may occur at Bluebird Park pavilion. Volunteers and school staff will aid with clean-up after the event is completed. The applicant has submitted the $100 clean up deposit.

The event organizers will need to provide additional information prior to the event. Confirmation of event parking areas will need to be submitted; if organizers wish to use the Isanti Soccer Complex lots, they will need to provide written permission from Cambridge-Isanti Soccer Club. As attendee estimates become more apparent, additional restrooms may need to be required. Organizers cannot plan to use the soccer complex portable restrooms without written permission.

All scheduled events occurring on the Cambridge-Isanti Bike/Walk Trail require approval by both the City of Isanti and the City of Cambridge, per the Joint Powers Agreement. The City of Cambridge has been contacted about this event as well.

An additional Special Event Temporary Sign Permit will need to be filed if any signs will be posted for the event. If organizers do wish to utilize the Bluebird Park Pavilion, they will need to submit a Park Reservation form as well.

A copy of the application and department approval has been attached for City Council review.

Staff Request

City staff is requesting action on this item.

Attachments

- Resolution No. 2017-
- Special Event Application
  - Special Event Application
  - Department Head Review Sheet
  - Route Map
  - Certificate of Liability Insurance
  - Release and Indemnification

RESOLUTION 2017-

A RESOLUTION APPROVING A SPECIAL EVENT PERMIT APPLICATION FOR THE ART AND SCIENCE ACADEMY 5K COLOR RUN

WHEREAS, Art and Science Academy will be holding a 5K color run on Saturday, April 28, 2018; and,

WHEREAS, the estimated number of participants 100-300; and,

WHEREAS, the 5K color run route will be an out-and-back on the Cambridge-Isanti Bike/Walk Trail starting and finishing at the south end of the trail and Isanti Parkway and 3rd Avenue; and,

WHEREAS, additional activities may take place in Bluebird Park; and,

WHEREAS, volunteers and school staff will clean-up after the event, and the organizers have submitted the $100 clean up deposit;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve the application for the Art and Science Academy 5K Color Run to be held on April 28, 2018 with the following conditions:

- Additional portable restrooms are provided by the event organizers according to the attendance expected OR organizers submit written permission from Cambridge-Isanti Soccer Club allowing use of their units.
- A parking plan is submitted by April 6, 2018; any parking at Isanti Soccer Complex will need written permission from Cambridge-Isanti Soccer Club.
- And event signs will require a Special Event Temporary Sign Permit and fee.
- If organizers wish to have additional activities in Bluebird Park, the pavilion will need to be reserved with a Park Shelter Reservation form.
- Approval for use of the Cambridge-Isanti Bike/Walk Trail is given by City of Cambridge as required by the Joint Powers Agreement.

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the 'Permit' for the above stated Special Event.

This Resolution hereby approved by the Isanti City Council this 21st day of November, 2017.

Attest: _____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [x] Cleanup Deposit Fee - $100
- [ ] Proof of Insurance or Certificate of Insurance email
- [x] Site Map
- [x] Approval Letter from the Property Owner
- [x] Proof of written notification to property owners within 350 feet of the special event Sent letters to the Soccer complex. Don't think anyone else?

Check all that apply: [x] Cones for mile markers

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event: No
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [ ] Vendors will be present: No
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [x] Event will occur on City Property:
  - [x] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: _____

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Art & Science Academy

Contact Person: Lori Kenison

Address: [redacted]

City: Cambridge State: MN Zip: 55008

Phone: [redacted] Fax: ___-___-___ Cell: [redacted]

E-mail: [redacted]@msn.com

Secondary Contact Person: Sara Henry

Address: [redacted]

City: Cambridge State: MN Zip: 55008

Phone: [redacted] Cell: ___-___-___ E-mail: [redacted]@gmail.com

EVENT INFORMATION

Event Name: Art and Science Academy 5K Color Run

Date(s) of Event: April 28th 2018

Hours of Event: 4hrs aprox

Type of Event: [X] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):
Will be a 5K Color run. Will run 1.5 miles out on path and back. Still in decisions of a silent auction and bake sale? But give away prizes. Will do a big Color blast at the end of race. Teachers may come up with a dance.

Proposed Location of the Event (be specific, site map also required):
the bike trail from the Soccer Complex down Path 1.5 miles and back again to Soccer Complex.

Estimated Number of People in Attendance (includes staff, participants, and spectators):
100 - 300 we need @ least 100.

Parking Impact – Describe in detail:
Use Soccer parking lot or bluebird park parking lot. Will ask Soccer Club if events are going on?

Tents, equipment, amusement rides, etc.
Type: We will have Cones, markers, mile Signs
Size: to be determind
Location: on path, run/walk pathway

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
NO

Are you requesting any street closures? If yes, list streets:
NO

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

We Can Use the Soccer Clubs, or bluebird parks restrooms if needed

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).

Clean-up Plans – Describe in detail:
We will have Volunteer to pick up water Cups, bottles along the way. We will also have color we will throw But it is made out of Starch & food color it will wash away with weather elements. the Color blast we will do in feild away from Soccer feilds. The Grass/weed area.

Live entertainment – Describe in detail:
No bands.

Will any other public addressing system or sound amplification be used? If so, describe:
No, maybe music before race, but won't be loud

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
1) yes, t-shirts, b.b #, 2) NO 3) Money goes towards the growing School of Arts & Science Academy

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: Lori Kenney

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Lee C. Hill

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: Jim Wood

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: Katie Everett

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature:

City Administrator
__X__ Approved (1) _____ Denied _____ N/A Signature:

City Council
_____ Approved _____ Denied

Date of Review: _____

* Event organizers will need to provide additional restrooms or get written permission from soccer club to use theirs
* If planning to use complex parking, must provide written permission from soccer club - send updated event map by April 6, 2018
* Any signs will need a sign permit
* Will need to reserve Bluebird Pavilion for other activities if needed

1 That Cambridge is notified and permission granted for use of trail for organized activity per Joint Agreement

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Wednesday, November 15, 2017 8:03 AM
To: Isanti Parks
Subject: RE: Special Event Request - Art and Science Color Run

Isanti Fire reviewed and approves the 4/28/18 Arts and Science Academy 5K/color blast activity as presented.

Thanks Katie.

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Tuesday, November 14, 2017 3:54 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Request - Art and Science Color Run
Importance: High

Good afternoon,

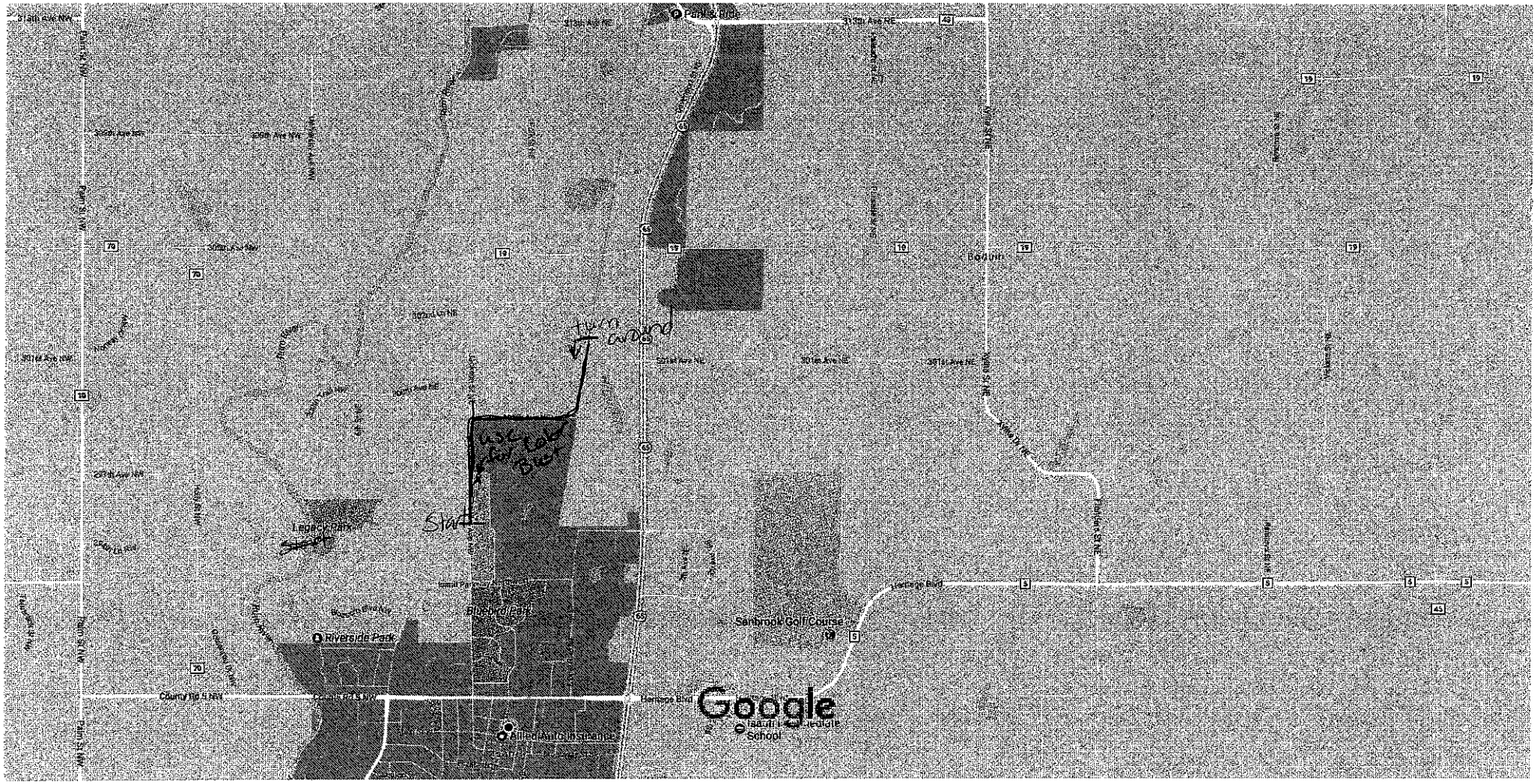
I have received an application for a Special Event Permit for a color run from the Arts and Science Academy. The event is scheduled for April 28, 2018; however, we're hoping to get the permit through Council next week so they can get their contract with the race company filed by December 1st. They're planning to do a down and back on the Cambridge-Isanti Bike/Walk Trail starting at the Isanti end (intersection of Isanti Pkwy and 3rd Ave). They have not indicated that there will be an EMS services at the event – please advise to whether or not this will be required. They are also thinking about doing additional activities in Bluebird Park, so it may be useful to have PD support getting participants from the trail into Bluebird Park as needed. I plan to conditionally approve this permit to obtain some other documentation from them before the event; if there are items required but not currently included, let me know and we will make those part of the conditions.

Please respond with your comments and/or approval by noon on Wednesday (11/15) if possible.

Thank you!

Katie Everett
Community Events and Parks Coordinator

Google Maps


Park & Ride
Riverside Park
Sambrook Golf Course
Google
Map data ©2017 Google
2000 ft

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/14/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Jodi Kelly
Marsh & McLennan Agency LLC 7225 Northland Drive Suite 300 Minneapolis MN 55428	PHONE (A/C, No, Ext): 763-548-8817 FAX (A/C, No): E-MAIL ADDRESS: jodi.kelly@masrshmma.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A : Hanover Insurance Company — 22292
INSURED: ARTSSCIEN1 Art & Science Academy Carlo Galeazzi 903 6th Avenue Court NE Isanti MN 55040	INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 255242368 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			ZDXA417261	8/21/2017	8/21/2018	EACH OCCURRENCE	$1,500,000
	CLAIMS-MADE [X] OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						MED EXP (Any one person)	$15,000
	POLICY [ ] PRO-JECT [X] LOC						PERSONAL & ADV INJURY	$1,500,000
	OTHER:						GENERAL AGGREGATE	$3,000,000
							PRODUCTS - COMP/OP AGG	$3,000,000
								$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB [ ] OCCUR			UHXA417680	8/21/2017	8/21/2018	EACH OCCURRENCE	$3,000,000
	EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$3,000,000
	DED [X] RETENTION $0							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N	N/A					[ ] PER STATUTE [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] (Mandatory in NH)						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Property			ZDXA417261	8/21/2017	8/21/2018	Contents Deductible	$455,780 $1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of insurance coverage for 5K run

CERTIFICATE HOLDER

City of Isanti
110 1st Avenue N
Isanti MN 55040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jodi Kelly

© 1988-2014 ACORD CORPORATION. All rights reserved.

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
Run/Bike path from Soccer feild to 1.5 miles and back again. Will do a color blast where everyone throws a packet of color. We will do this away from Soccer feild. This is Not Paint. Will not destroy Property.
Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
everyone doing the race will be singing a Waiver as well.

(Special Events Holder Initials Here) JK

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES [X] NO [ ]

(Special Events Holder Initials Here) JK

rcd 11/14/17

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) LK

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) LK

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Art and Science Academy 5K Color run

PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Lori Kenison

Title Board member PAC

Signature Lori Kenison

Date 11-14-17

Below you will find more information on the color and how it's distributed and cleanup. With over 1000+ My School Color Runs held in the past 2 years we have not received any complaints about staining or damage from the color. It's very simple ingredients. The key distinction for this event, especially when obtaining approval, is that is not paint - it is food coloring mixed with corn starch for the color powder packets and liquid food coloring mixed with water for the liquid color portion of the event. It is food coloring that is used in baking and easily rinses away.

Overview of color: Our My School Color Run has 2 color components. First, there is the liquid color (liquid food coloring mixed with water/(red, blue, yellow, and green colors available, your choice) which is sprayed on the kids throughout the course. We will provide you with qty. 8 sprayers (these are 1-gallon containers and you fill them up with the liquid color, hand pump them a few times and then spray) for 4 liquid color stations along the course, so 2 sprayers at each station. Most of this color ends up on the kids as it is sprayed directly at them. This is food coloring that is used in baking and can be purchased at any grocery store. Most of the liquid color will end up on the participants so this is not a big mess and it can be rinsed away.

The second color component is the individual powder color packets (the color powder consists of corn starch mixed with food coloring and there are 7 colors to choose from: red, yellow, orange, teal blue, purple, pink, and green). We will provide you with 1 of these packets for every participant. These packets are typically used at the finish line and everyone throws their color powder from the packets in the air simultaneously for the final color celebration. The coloring used in the color powder is also food coloring that is used in baking.

This event is **not** similar to the larger color run events where at those larger color run events, the powder color is distributed all along the course and with machines - this event is on a much smaller scale. The color powder will be contained to the finish line area and each participant will have 1 packet to throw in the air. This is easy to clean up.

We recommend that the kids with asthma / breathing issues not be in the middle of the final color powder celebration at the finish line but on the edges as they would avoid any really dusty situation.

8) Can we use our school track for the event? What about artificial turf?

No, you should **not** use your school track as part of this event. There are so many different types of tracks & surface compositions we cannot guarantee that the color will not stain a track. Also, even the mention of any color near or on a track, in our experience, has created problems for event organizers. We recommend that the liquid color stations and finish line be on a grassy area for ease of cleanup (rinse away or let mother nature wash it away or let the grass grow out and mow it away). No, this event should **not** be held on an artificial turf surface.

We will use grassy area away from soccer field

9) Can we use city streets for our event?

Yes, some clients do have their events on city streets. Please be aware that choosing to have your event on city streets can add to your planning time and expenses. There are typically additional permits to be obtained, approvals, additional insurance and added expenses for police details and/or road closures. Most of our clients use their school grounds or even the grounds of a nearby, larger school if more space is required.

Copy

art & science ACADEMY

School District #4227
An Equal Opportunity Employer

District Administration

Jill Arendt,
Director of School Programs

Therese Zadnik-Klecker
Human Resource Manager

Memo to: City of Isanti
From: Sue Mackert, Board Chair, Art & Science Academy

Monday, November 13, 2017

On behalf of the board of directors of Art & Science Academy, Isanti, I am pleased to give full support to the school's Parent Advisory Committee (PAC) for application to the City for services related to a 5K walk/run fundraiser and public event.

Lori Kenison, PAC board and parent representative on the school board will be your primary contact person.

We will make certain that all aspects of the run will be secure and safe for attendees and crowds. We are pleased to play a vital role in the educational system offered to Isanti families and appreciate the ongoing support of the City.

Please join us April 28, 2018 for a healthy and fun community event.

903 6th Ave Court NE, Isanti, MN 55040
Phone 763-444-0342
Artandscienceacademy.k12.mn.us

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Katie Everett
Community Events & Parks Coordinator

Date: November 21, 2017

Subject: Resolution Approving a Special Event Permit Application for the BMX Fire and Ice Series Final

---

Background

Rum River BMX Association will be hosting the Fire and Ice Series Final on December 9, 2017 from 9:00 am to 5:00 pm. The estimated number of individuals in attendance is 900. Parking for the event will take place at the Isanti Indoor Arena lots and at the south Bluebird Park lot.

Restroom facilities will be provided by the Association for the event through Absolute Portables. The Association will be responsible for upkeep of all restroom facilities over the course of the event, including those on the south end of the Isanti Indoor Arena. The Association will be responsible for clean-up of the event areas; the $100 clean up deposit is on file. The standard public addressing system will be used throughout the event.

Any event signage will require a Special Event Temporary Sign Permit.

Special Event Permit application materials, including an event map, have been included for Council review.

Staff Request

City staff are requesting City Council's approval of the Special Event Permit application for the Fire and Ice Series Final.

Attachments

- Resolution No. 2017-XXX
- Special Event Application Materials
  - Application
  - Departmental Review
  - Site Map
  - Release and Indemnification

RESOLUTION 2017-XXX

RESOLUTION APPROVING A SPECIAL EVENT APPLICATION FOR THE MN STATE SERIES QUALIFYING RACE

WHEREAS, Rum River BMX Association submitted a Special Event application on November 8, 2017 requesting approval to host the Fire and Ice Series Final; and,

WHEREAS, the event is scheduled to take place on Saturday, December 9, 2017 from 9:00 a.m. to 5:00 p.m. at the Isanti Indoor Arena located at 101 Isanti Parkway NW; and,

WHEREAS, the estimated number of people to be in attendance is 900; and,

WHEREAS, the applicant would be required to provide additional portable restroom facilities for the event, in which the applicant will be contacting its current supplier to do so prior to the event; and,

WHEREAS, parking for volunteers, spectators, and participants will be at the Isanti Indoor Arena parking lot with overflow at the south Bluebird Park parking lot..

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the special event request for the December 9, Fire and Ice Series Final event with the following condition:

- No signage shall be posted for the event, unless allowed under Zoning Ordinance section 16, or a Temporary Sign Permit Application and fee are submitted.

AND FURTHERMORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that this Resolution is hereby the "Permit" for the above stated Special Event.

This Resolution is hereby approved by the Isanti City Council this 21th day of November, 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

SPECIAL EVENT PERMIT APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

If you are a planning an event that requires a Special Event Permit, please complete the application and any required supplemental forms. To ensure your application is processed quickly, be specific and complete in all responses. **Applications must be submitted at least 30 days prior to the event to be considered.**

ITEMS TO ACCOMPANY THE APPLICATION

Required with all applications

- [x] Complete Application Form
- [x] Cleanup Deposit Fee - $100
- [x] Proof of Insurance or Certificate of Insurance
- [x] Site Map
- [ ] Approval Letter from the Property Owner
- [ ] Proof of written notification to property owners within 350 feet of the special event

Check all that apply:

- [ ] Signs will be posted for event:
  - [ ] Temporary Sign Permit Application required
  - [ ] $50 fee
- [ ] Alcohol will be served and/or sold at event:
  - [ ] Licenses (may take up to 60 days to process)
  - [ ] Fees apply, amounts vary by license type.
- [ ] Vendors will be present:
  - [ ] Peddler's Permit (background check required) submitted by event organizer only
  - [ ] $25 fee for one-day applications
  - [ ] Vendor List
- [x] Event will occur on City Property:
  - [x] Release and Indemnification Agreement

Supplemental information may be required by City staff.
Additional forms can be found on the City of Isanti website or requested at Isanti City Hall. Please note that additional required permits or licenses may take additional time to process.

SPECIAL EVENT PERMIT APPLICATION

Submittal Date: 11/8/2017

APPLICANT INFORMATION

Sponsoring Entity (if applicable): Rum River BMX Association

Contact Person: Andy Strom

Address: 101 Isanti Pakway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Fax: ___-___-___ Cell: [redacted]

E-mail: andy@rumriverbmx.com

Secondary Contact Person: Kevin Riedemann

Address: 101 Isanti Parkway NW

City: Isanti State: MN Zip: 55040

Phone: [redacted] Cell: ___-___-___ E-mail: kevin@rumriverbmx.com

EVENT INFORMATION

Event Name: Fire and Ice Series Final

Date(s) of Event: 12/09/2017

Hours of Event: 9:00 am - 5:00 pm

Type of Event: [✓] Open to the Public [ ] Private [ ] Other: _____

Describe Event (List all activities. Provide flyer or other marketing materials as available.):

BMX racing - this event is the final event in the Fire and Ice Series. The Fire and Ice Series is a local points series that runs throughout the year.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Proposed Location of the Event (be specific, site map also required):
This will be held at the Isanti Indoor Arena - Home of Rum River BMX

Estimated Number of People in Attendance (includes staff, participants, and spectators):
900

Parking Impact – Describe in detail:
We plan to fill the west lot and will direct overflow to lot at the south end of the park

Tents, equipment, amusement rides, etc.
Type: N/A
Size: _____
Location: _____

Are Fire Prevention or EMS needed? Please specify and if being provided, please identify the name or entity providing these services:
Fire prevention on location as STD - EMS is being handled as part of our Normal race operations

Are you requesting any street closures? If yes, list streets:
No

Restrooms (Portable) – Name or entity providing these services; and number of facilities to be provided. When other restroom facilities are not provided on-site or are limited; the applicant will need to pay for additional restroom facilities. For those events exceeding 75 persons, one (1) additional restroom shall be provided; for events exceeding 150 persons, two (2) additional restrooms shall be provided. For events exceeding 250; the Planning for Special Events-Usage Chart shall be used.

We will bring in 3 portable units for this event in addition to the existing fixtures.

Security Plans – Name or entity providing these services. (A Police Officer is required if alcohol is being served or at the discretion of the Police Chief).
No security is required for this event - police reserves are welcome as available.

Clean-up Plans – Describe in detail:
Throughout the event we will have staff checking trash and removing as needed. The cleanup from this event will not require any accommodations beyond our normal trash service

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Live entertainment – Describe in detail:
No live entertainment in addition to racing

Will any other public addressing system or sound amplification be used? If so, describe:
We will use our PA system as we do at all of our regular events, no additional speakers will be used.

If the event will be held on public property, please provide the following information: (1) Will tickets be sold for the event? (2) Is a donation of any kind required? (3) What is the purpose of the money that is collected?
No tickets are required for this event, no donations are being requested. Race fees will be collected from participants and used to support the operations of Rum River BMX.

Depending upon the type of special event, some items may not be required or may be waived as part of the review process. Larger events may require additional information, in order to properly process the request.

APPLICANT SIGNATURE

I declare that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Isanti to investigate and make whatever inquiries necessary to verify the information provided.

Applicant Signature: _____

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

OFFICE USE ONLY
Reviewed By: (Any concerns / comments will be attached to the application)

Fire Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Police Chief
__X__ Approved _____ Denied _____ N/A Signature: Email Approval (attached)

Public Services Director
__X__ Approved _____ Denied _____ N/A Signature: [signature]

Community Events & Parks Coordinator
__X__ Approved _____ Denied _____ N/A Signature: [signature]

Community Development Director
__X__ Approved _____ Denied _____ N/A Signature: [signature]

City Administrator
__X__ Approved _____ Denied _____ N/A Signature: [signature]

City Council
_____ Approved _____ Denied

Date of Review: _____

* - Temporary Signage will need a permit.

City of Isanti
110 1st Avenue NW • PO Box 428 • Isanti, MN 55040 • Phone (763) 444-5512 • Fax (763) 444-5560

Isanti Parks

From: Chief Gene Hill
Sent: Thursday, November 09, 2017 7:53 AM
To: Isanti Parks
Subject: RE: Special Event Permit

Approved, sounds good. I will advise the reserves.

Respectfully,

Gene C. Hill #5801
Chief of Police
Emergency Management Director

Isanti Police Department
401 1st Ave. NW.
Po Box 428
Isanti, Mn. 55040-0428

Phone: (763) 444-4761
Fax: (763) 444-4868
Dispatch: (763) 689-2141

"Always do everything you ask of those you command"

"Never tell people how to do things…tell them what to do, and they will surprise you with their ingenuity"

"The unauthorized disclosure or interception of e-mail is a federal crime. See 18 U.S.C. SEC 2517(4). This e-mail is intended only for the use of those to whom it is addressed and may contain information which is privileged, confidential and exempt from disclosure under the law. If you have received this e-mail in error, do not distribute or copy it. Return it immediately to the sender with attachments, if any, and notify the sender by telephone."

From: Isanti Parks
Sent: Wednesday, November 08, 2017 2:47 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time

Isanti Parks

From: Al Jankovich <aljankovich@isantifiredistrict.org>
Sent: Tuesday, November 14, 2017 11:38 AM
To: Isanti Parks
Subject: RE: Special Event Permit

Hi Katie,

Isanti Fire approves the Rum River BMX Fire and Ice Final special event permit application for December 9, 2017.

Sorry for my delayed response, have a good day.

ALAN JANKOVICH | FIRE CHIEF
ISANTI FIRE DISTRICT
401 1ST AVE NW, PO BOX 490 | ISANTI MN 55040
763.444.8019 | aljankovich@isantifiredistrict.org | www.isantifiredistrict.org

From: Isanti Parks [mailto:IsantiParks@cityofisanti.us]
Sent: Wednesday, November 8, 2017 2:47 PM
To: Chief Gene Hill <ChiefHill@cityofisanti.us>; Fire Department - Al Jankovich - Full Time (aljankovich@isantifiredistrict.org) <aljankovich@isantifiredistrict.org>
Subject: Special Event Permit

Good afternoon,

I have just received a special event permit application from Rum River BMX. They are planning to host a Fire and Ice final on Saturday, December 9. They are anticipating about 900 people. They haven't requested any additional services, but have stated that Police Reserves are welcome if available. They'll plan to have overflow parking in the south lot at Bluebird Park.

Please respond with your comments or approval at your convenience.

Thank you!

Katie Everett
Community Events and Parks Coordinator
City of Isanti
110 1st Ave NW

SPECIAL EVENT PERMIT APPLICATION
City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

-EVENT SPONSOR-
RELEASE AND INDEMNIFICATION AGREEMENT

City of Isanti

THIS IS A RELEASE OF LIABILITY INDEMNIFICATION AGREEMENT. SPECIAL EVENTS HOLDER MUST READ CAREFULLY BEFORE SIGNING.

In consideration for being permitted to engage in the following special event activities on property owned by the City of Isanti:
BMX racing

Special Events Holder hereby acknowledges, represents, and agrees as follows:

A. We understand that the above described activities are or may be dangerous and do or may involve risks of injury, loss, or damage to us and/or third parties. We further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage, arising from the following circumstances, among others:
BMX Racing

(Special Events Holder Initials Here) _____

B. If required by this paragraph, we agree to require each participant to our special event to execute a **RELEASE AND INDEMNIFICATION AGREEMENT** for ourselves and for the City of Isanti, on a form approved by the City of Isanti.

Participant Release and Indemnification required? YES ☑ NO ☐

(Special Events Holder Initials Here) _____

C. We agree to procure, keep in force, and pay for special event insurance coverage, from an insurer acceptable to the City of Isanti, for the duration of the above described activities.

(Special Events Holder Initials Here) _____

D. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby expressly assume all such risks of injury, loss, or damage to us or any related third party, arising out of or in any way related to the above described activities,

whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

E. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we further hereby exempt, release and discharge the City of Isanti, its officers, and its employees from any and all claims, demands, and actions for such injury, loss or damage to us or to any third party, arising out of or in any way related to the above described activities, whether or not caused by the act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

F. We further agree to defend, indemnify and hold harmless the City of Isanti, its officers, employees, insurers, and self insurance pool, from and against all liability, claims, and demands, court costs and attorney fees, including those arising from any third party claim asserted against the City of Isanti, its officers, employees, insurers or self insurance pool, on account of injury, loss or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property damage or loss, or any other loss of any kind whatsoever, which arise out of or are in any way related to the above described activities, whether or not caused by our act, omission, negligence, or other fault of the City of Isanti, its officers, its employees, or by any other cause.

(Special Event Holder Initials Here) _____

G. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT,** we hereby acknowledge and agree that said Agreement extends to all acts omissions, negligence, or other fault of the City of Isanti, its officers, and/or its employees, and that said Agreement is intended to be as broad and inclusive as is permitted by the laws of the State of Minnesota. If any portion thereof is held invalid, it is further agreed that the balance shall, notwithstanding, continue in full legal force and effect.

(Special Event Holder Initials Here) _____

H. We understand and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Minnesota and that jurisdiction and venue for any suit or cause of action under this agreement shall lie in the courts.

(Special Event Holder Initials Here) AS

I. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date or dates of the applicable special event, shall continue in full force until our responsibilities hereunder are fully discharged, and shall be binding upon us, or successors, representatives, heirs, executors, assigns, and transferees.

(Special Event Holder Initials Here) AS

IN WITNESS THEREOF, THIS RELEASE AND INDEMNIFICATION AGREEMENT is executed by the special event holder, acting by and through the undersigned, who represents that he or she is property authorized to bind the Special Events Holder hereto.

PRINTED NAME OF SPECIAL EVENTS HOLDER:

Rum River BMX Association

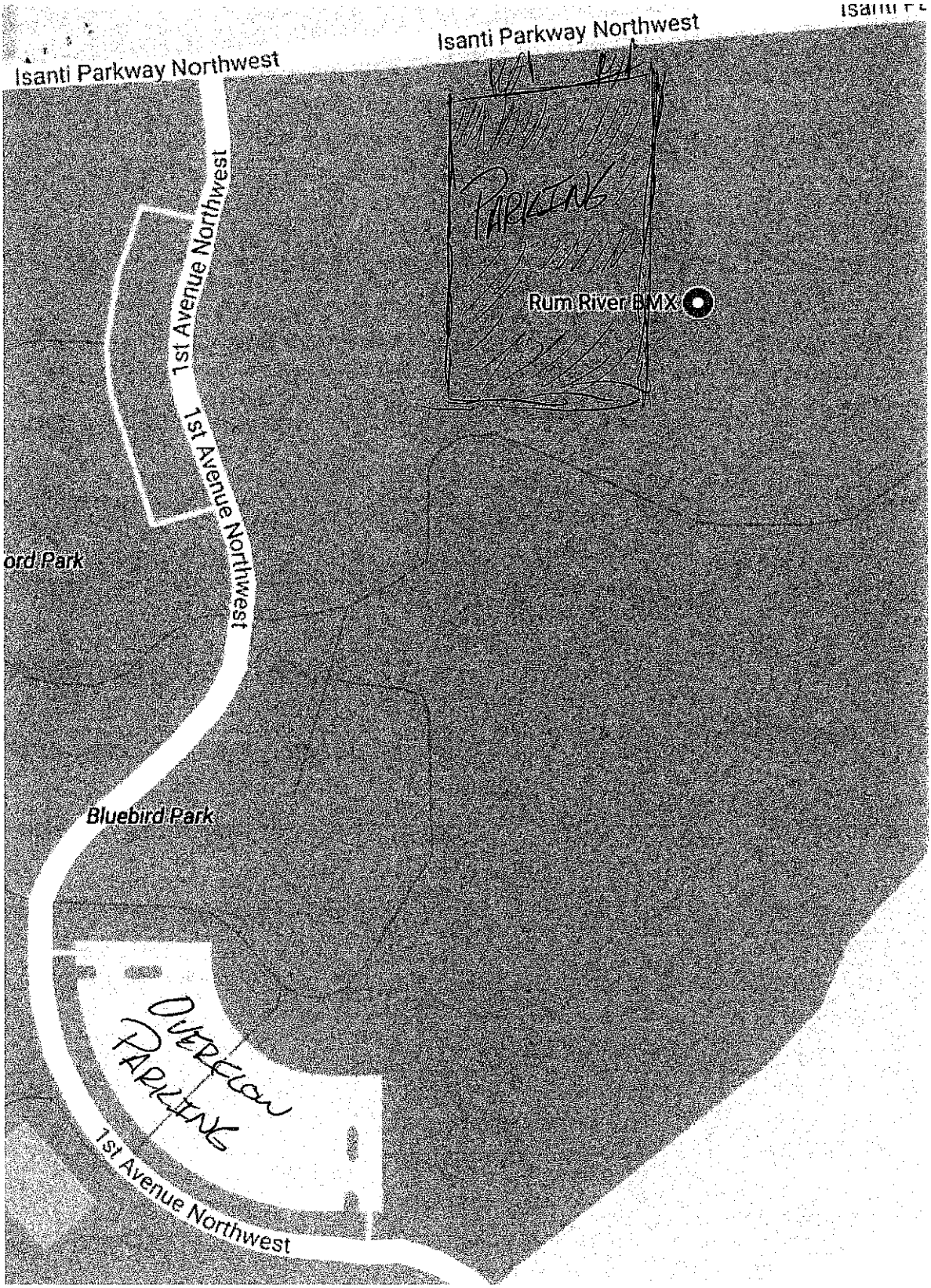
PRINTED NAME AND TITLE OF PERSON SIGNING ON BEHALF OF SPECIAL EVENTS HOLDER:

Name Andy Strom

Title President

Signature _____

Date 11/8/17


Isanti Parkway Northwest
Isanti Parkway Northwest
Isanti P
1st Avenue Northwest
1st Avenue Northwest
Parking
Rum River BMX
ord Park
Bluebird Park
Overflow
Parking
1st Avenue Northwest

City of Isanti | Check Register - Mayor/Council Approval | Page: 1

Check Issue Dates: 11/9/2017 - 11/9/2017 | Nov 09, 2017 03:18PM

Report Criteria:

Report type: Summary

Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/17	11/09/2017	47594	2343	ADVANTAGE SIGNS	101-20200	162.85
11/17	11/09/2017	47595	598	ASPEN MILLS	101-20200	93.90
11/17	11/09/2017	47596	2335	BCBSM	101-20200	21.60
11/17	11/09/2017	47597	53	BELLBOY CORPORATION	609-20200	3,883.78
11/17	11/09/2017	47598	9	BERNICKS PEPSI-COLA	609-20200	420.61
11/17	11/09/2017	47599	368	BILLS QUALITY CLEANING	101-20200	100.00
11/17	11/09/2017	47600	2319	BREAKTHRU BEVERAGE	609-20200	6,453.35
11/17	11/09/2017	47601	2487	CAPITOL BEVERAGE SALES	609-20200	130.00
11/17	11/09/2017	47602	1792	CARLOS CREEK WINERY	609-20200	744.00
11/17	11/09/2017	47603	1198	CENTER POINT ENERGY	601-20200	1,316.56
11/17	11/09/2017	47604	918	CRYSTAL SPRINGS ICE	609-20200	35.72
11/17	11/09/2017	47605	187	CRYSTEEL TRUCK EQUIPMENT	101-20200	531.00
11/17	11/09/2017	47606	8	DAHLHEIMER DISTRIBUTING CO	609-20200	14,857.20
11/17	11/09/2017	47607	55	ECM PUBLISHERS INC	101-20200	17.55
11/17	11/09/2017	47608	1048	HENRYS WATERWORKS,INC.	601-20200	274.35
11/17	11/09/2017	47609	2209	INNOVATIVE OFFICE	101-20200	224.87
11/17	11/09/2017	47610	1684	ISANTI COUNTY AUDITOR-	101-20200	1,137.50
11/17	11/09/2017	47611	352	ISANTI COUNTY PUBLIC HEALTH	609-20200	150.00
11/17	11/09/2017	47612	7	JOHNSON BROTHERS LIQUOR CO	609-20200	5,322.78
11/17	11/09/2017	47613	5	KAWALEK TRUCKING	609-20200	246.60
11/17	11/09/2017	47614	2552	KRAMER MECHANICAL PLUMBING & HEATING	101-20200	60.00
11/17	11/09/2017	47615	131	MACQUEEN EQUIPMENT INC	101-20200	454.25
11/17	11/09/2017	47616	17	MCDONALD DISTRIBUTING CO	609-20200	6,408.03
11/17	11/09/2017	47617	110	METAL COATING & MFG CO	601-20200	289.98
11/17	11/09/2017	47618	281	MINNCO CREDIT UNION	101-20200	2,441.28
11/17	11/09/2017	47619	2116	MINUTEMAN PRESS	101-20200	423.31
11/17	11/09/2017	47620	870	M-R SIGN CO INC	101-20200	1,765.62
11/17	11/09/2017	47621	1290	NAPA AUTO PARTS	602-20200	58.26
11/17	11/09/2017	47622	2456	OFFICE OF ADMINISTRATIVE HEARINGS	101-20200	186.00
11/17	11/09/2017	47623	2456	OFFICE OF ADMINISTRATIVE HEARINGS	101-20200	600.00
11/17	11/09/2017	47624	2553	O'REILLY	101-20200	48.38
11/17	11/09/2017	47625	44	PHILLIPS WINE & SPIRITS INC	609-20200	6,622.66
11/17	11/09/2017	47626	1744	SAFE ASSURE CONSULTANTS INC	101-20200	6,657.12
11/17	11/09/2017	47627	2028	SELECTACCOUNT	861-20200	127.50
11/17	11/09/2017	47628	2396	SOUTHERN GLAZERS OF MN	609-20200	2,708.22
11/17	11/09/2017	47629	2554	SPECIALTY SOLUTIONS	609-20200	408.38
11/17	11/09/2017	47630	1361	STAPLES ADVANTAGE	101-20200	303.93
11/17	11/09/2017	47631	626	THE WINE COMPANY	609-20200	279.00
11/17	11/09/2017	47632	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
11/17	11/09/2017	47633	686	VERIZON WIRELESS	101-20200	626.67
11/17	11/09/2017	47634	42	VIKING COCA-COLA BOTTLING CO	609-20200	409.21
11/17	11/09/2017	47635	1286	VINOCOPIA INC	609-20200	298.75
11/17	11/09/2017	47636	4	WATSON CO INC	609-20200	2,430.49
11/17	11/09/2017	47637	1922	WEX BANK	101-20200	2,214.67
Grand Totals:						72,008.93

M = Manual Check, V = Void Check

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 11/16/2017 - 11/16/2017 | Nov 16, 2017 03:06PM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/17	11/16/2017	47641	1898	ABSOLUTE PORTABLE RESTROOMS	101-20200	830.00
11/17	11/16/2017	47642	494	ALLINA HEALTH SYSTEM	101-20200	60.00
11/17	11/16/2017	47643	1549	ASTECH	440-20200	7,938.54
11/17	11/16/2017	47644	9	BERNICKS PEPSI-COLA	609-20200	859.85
11/17	11/16/2017	47645	2319	BREAKTHRU BEVERAGE	609-20200	3,835.77
11/17	11/16/2017	47646	2379	CARLSON MCCAIN INC	108-20200	2,343.79
11/17	11/16/2017	47647	1822	CENTURYLINK BUSINESS SERVICES	101-20200	33.18
11/17	11/16/2017	47648	1472	CRAWFORDS EQUIPMENT INC	101-20200	235.66
11/17	11/16/2017	47649	918	CRYSTAL SPRINGS ICE	609-20200	29.64
11/17	11/16/2017	47650	8	DAHLHEIMER DISTRIBUTING CO	609-20200	8,251.90
11/17	11/16/2017	47651	1708	DAVE LILLEBOE	601-20200	380.00
11/17	11/16/2017	47652	1481	DENNISON TECHNOLOGY GROUP INC	101-20200	757.00
11/17	11/16/2017	47653	2478	EAST CENTRAL ENERGY	101-20200	42.85
11/17	11/16/2017	47654	55	ECM PUBLISHERS INC	108-20200	123.55
11/17	11/16/2017	47655	2118	FRANSEN, LINDA	101-20200	260.00
11/17	11/16/2017	47656	142	G & K SERVICES	609-20200	592.30
11/17	11/16/2017	47657	739	HACH COMPANY	601-20200	443.29
11/17	11/16/2017	47658	1048	HENRYS WATERWORKS,INC.	601-20200	4,011.88
11/17	11/16/2017	47659	2110	INDIAN ISLAND WINERY	609-20200	120.48
11/17	11/16/2017	47660	2209	INNOVATIVE OFFICE	101-20200	167.14
11/17	11/16/2017	47661	1534	J. J. TAYLOR	609-20200	722.35
11/17	11/16/2017	47662	496	JOHN HIRSCHS	101-20200	455.77
11/17	11/16/2017	47663	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,802.67
11/17	11/16/2017	47664	1857	JOSLIN & MOORE	101-20200	6,661.80
11/17	11/16/2017	47665	1807	JZS ISANTI, LLC	410-20200	2,960.82
11/17	11/16/2017	47666	5	KAWALEK TRUCKING	609-20200	122.20
11/17	11/16/2017	47667	1745	LINDEN WEB DESIGN	603-20200	300.00
11/17	11/16/2017	47668	1789	MADDEN GALANTER HANSEN, LLP	101-20200	1,751.17
11/17	11/16/2017	47669	17	MCDONALD DISTRIBUTING CO	609-20200	4,901.90
11/17	11/16/2017	47670	616	MENARDS - CAMBRIDGE	101-20200	57.46
11/17	11/16/2017	47671	1788	MINNESOTA PETROLEUM SERVICE	101-20200	199.75
11/17	11/16/2017	47672	1180	MLB PRINTING INC	603-20200	135.00
11/17	11/16/2017	47673	176	MN DEPT OF REVENUE	101-20200	21,225.00
11/17	11/16/2017	47674	1290	NAPA AUTO PARTS	101-20200	194.47
11/17	11/16/2017	47675	44	PHILLIPS WINE & SPIRITS INC	609-20200	4,377.03
11/17	11/16/2017	47676	2341	RED BULL DISTRIBUTION	609-20200	144.00
11/17	11/16/2017	47677	1113	RJM DISTRIBUTING INC	609-20200	274.75
11/17	11/16/2017	47678	1401	ROAD MACHINERY &	101-20200	4.22
11/17	11/16/2017	47679	1117	S. W. WOLD CONSTRUCTION INC	505-20200	6,000.00
11/17	11/16/2017	47680	2028	SELECTACCOUNT	603-20200	25.32
11/17	11/16/2017	47681	2028	SELECTACCOUNT	861-20200	121.95
11/17	11/16/2017	47682	1653	SHR SALES	101-20200	579.00
11/17	11/16/2017	47683	2001	SHRED-N-GO INC	101-20200	338.08
11/17	11/16/2017	47684	1361	STAPLES ADVANTAGE	101-20200	87.07
11/17	11/16/2017	47685	554	STEVES TIRE SERVICE	101-20200	1,628.96
11/17	11/16/2017	47686	97	TOTAL CONTROL SYSTEMS INC	602-20200	687.30
11/17	11/16/2017	47687	2027	US INTERNET	603-20200	57.80
11/17	11/16/2017	47688	427	VESSCO INC	601-20200	966.73
11/17	11/16/2017	47689	42	VIKING COCA-COLA BOTTLING CO	609-20200	235.49
11/17	11/16/2017	47690	4	WATSON CO INC	101-20200	1,424.56
11/17	11/16/2017	47691	780	WINE MERCHANTS	609-20200	240.00

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						90,999.44

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

City of Isanti

Gross Payroll	105,626.58
Social Security & Medicare	5,239.81
Public Employees Retirement	8,565.23
Total City Expense	119,431.62

Pay Date 11/17/2017

Pay Period 23 (10/29-11/11/17)

CONTRACTOR'S PAY REQUEST 2017 PAVEMENT MANAGEMENT PROJECT CITY OF ISANTI, MINNESOTA BMI PROJECT NO. R13.112449	DISTRIBUTION: CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$181,701.04
TOTAL, COMPLETED WORK TO DATE	$158,770.87
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$158,770.87
RETAINED PERCENTAGE (0%)	$0.00
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$158,770.87
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$150,832.33
PAY CONTRACTOR AS ESTIMATE NO. 2-Final	$7,938.54

Certificate for Final Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the amount for the Final Estimate, that the provisions of M. S. 290.92 have been complied with and that all claims against me by reason of the Contract have been paid or satisfactorily secured.

Contractor: Astech Corp.
PO Box 1025
St. Cloud, MN 56302

By Mary L Aschenbrenner Vice-President
Mary L. Aschenbrenner Name Title

Date November 10, 2017

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303

By _____, CITY ENGINEER

Date 11/10/2017

APPROVED FOR PAYMENT:
OWNER: CITY OF ISANTI, MINNESOTA

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: ***2-Final***

2017 PAVEMENT MANAGEMENT PROJECT

CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.112449
WORK COMPLETED THROUGH October 30, 2017

ITEM NO.	ITEM	UNIT PRICE	AS BID ESTIMATED QUANTITY		AS BID ESTIMATED AMOUNT	PREVIOUS ESTIMATE ESTIMATED QUANTITY		PREVIOUS ESTIMATE ESTIMATED AMOUNT	COMPLETED TO DATE ESTIMATED QUANTITY		COMPLETED TO DATE ESTIMATED AMOUNT
1	MOBILIZATION	$8,500.00	1	LS	$8,500.00	1.00	LS	$8,500.00	1.00	LS	$8,500.00
2	TRAFFIC CONTROL	$5,000.00	1	LS	$5,000.00	1.00	LS	$5,000.00	1.00	LS	$5,000.00
3	PAVEMENT MARKING REMOVAL	$8.40	156	SF	$1,310.40	171.31	SF	$1,439.00	171.31	SF	$1,439.00
4	REMOVE & REPLACE CURB & GUTTER	$60.00	100	LF	$6,000.00	0.00	LF	$0.00	0.00	LF	$0.00
5	BITUMINOUS PATCH	$45.00	750	SY	$33,750.00	0.00	SY	$0.00	0.00	SY	$0.00
6	BITUMINOUS MATERIAL FOR SEAL COAT	$0.25	27959	GAL	$6,989.75	18,408.00	GAL	$4,602.00	18,408.00	GAL	$4,602.00
7	SEAL COAT AGGREGATE	$1.02	69897	SY	$71,294.94	73,632.00	SY	$75,104.64	73,632.00	SY	$75,104.64
8	CRACK REPAIR	$1.07	34770	LBS	$37,203.90	47,550.00	LBS	$50,878.50	47,550.00	LBS	$50,878.50
9	PAVEMENT MESSAGE EPOXY	$150.00	8	EA	$1,200.00	10.00	EA	$1,500.00	10.00	EA	$1,500.00
10	4" SOLID LINE WHITE - EPOXY	$1.00	894	LF	$894.00	985.00	LF	$985.00	985.00	LF	$985.00
11	4" DOUBLE SOLID LINE YELLOW - EPOXY	$2.00	466	LF	$932.00	965.00	LF	$1,930.00	965.00	LF	$1,930.00
12	24" SOLID LINE WHITE - EPOXY	$7.35	243	LF	$1,786.05	283.50	LF	$2,083.73	283.50	LF	$2,083.73
13	CROSSWALK MARKING - EPOXY	$4.00	1710	SF	$6,840.00	1,687.00	SF	$6,748.00	1,687.00	SF	$6,748.00
	TOTAL AMOUNT:				**$181,701.04**			**$158,770.87**			**$158,770.87**

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
October 3, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by President Wimmer at 7:11 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer and Steve Lundeen
Commissioners Absent:	Tara Hallberg
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

Motion by Lundeen, second by Collison approve the Agenda as presented. Motion passed unanimously.

2. Approve Minutes of September 5, 2017 Regular Economic Development Meeting

Motion by Lorinser second by Lundeen to approve the minutes as presented for September 5, 2017. Motion passed unanimously.

3. Isanti Hotel Update

Economic Development Director Sullivan outlined the remaining processes/steps involved in the 60 Unit Best Western Plus Hotel Project. He indicated that there would be a public hearing on October 17, 2017 at the City Council Meeting to finalize the complete assistance package and to approve the form and content of the Development Agreement.

No action was taken on this item.

4. Consider Recommendation for Submittal of 2017 Comprehensive Economic Development Strategy (CEDS) Resolution to East Central Regional Development Commission (ECRDC)

Economic Development Director Sullivan highlighted the changes from the 2016 to 2017 CEDS document. The changes involved updated impacted populations and to better define the hotel project and related redevelopment plan. He stressed that it enabled the project to be eligible for Federal EDA funds although it was unlikely funds would be received.

Motion by Lundeen, second by Lorinser to recommend approval and submittal to ECRDC of 2017 CEDS. Motion passed unanimously

5. Other Business / Updates

Sullivan stated 75 single housing permits have been pulled and 5 more are waiting to be picked up. This is well ahead of the pace set last year as there were 55 at this point last year. Meetings have been taking place and more are scheduled for this week for MN Manufacturing Week.

Sullivan stated O'Reilly Auto Parts, Rockstad and Co Relics and Wares, and KAS Bodyworks were recently opened or would be opening soon.

Commissioner Lorinser asked on the status of the Pub and Grub project. Lorinser indicated that there was a restaurant was opening in Fridley.

Sullivan indicated the he was unaware of any change of plans for the Isanti location.

Commissioner Collison stated that RR BMX did not receive 2018 National Event. One reason was the lack of Hotel in community.

President Wimmer stated that the Hotel was looking at a December 2017 because it had been delayed by Isanti County. We also stated that the level of involvement by the city has changed through this process. The City will not be a partner nor a source of financing (in the form of Revenue Bonds) for the project as previously contemplated.

President Wimmer mentioned that the City had met with representatives of Quik Trip and Riverside Market to discuss a possible project.

a. Business Prospects
b. Marketing Materials
c. EDAM
d. GPS 45:93
e. Financial Resource Summit – ECRDC
f. 2017 Minnesota Manufacturing Week
g. Housing Starts in 2017
h. Business Arrivals and Departures in Isanti 2017

6. Adjournment

Lundeen motioned, second by Bergley to adjourn at 7:27 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 5th day of October, 2017.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

L.4.

RESOLUTION 2017-XXX

A RESOLUTION APPROVING APPLICATION FOR AN EXEMPT GAMBLING PERMIT FOR CAMBRIDGE-ISANTI REDLINE HOCKEY CLUB

WHEREAS, the City has received an application for an exempt gambling permit from the Cambridge-Isanti Redline Hockey Club to hold a fundraiser event on December 19, 2017 at the Isanti Ice Arena, 600 1st Avenue NW, Isanti, MN; and

WHEREAS, the applicant estimates the value of prizes to be awarded is less than $1,500; and

WHEREAS, the City of Isanti has no objection to the conduct of lawful gambling by the applicant, in accordance with law, at the designated location.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that the Cambridge-Isanti Redline Hockey Club application for an exempt gambling permit is approved for the following date:

Tuesday, December 19, 2017
At the Isanti Ice Arena; and

BE IT FURTHER RESOLVED, that approval is subject to:

a. A successful background check has been revived from the Police Department.
b. The approval for such permits under the laws of the State of Minnesota and their compliance with all laws.

This Resolution is hereby approved by the Isanti City Council this 21st day of November 2017.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources / City Clerk

A Community For Generations.

Isanti

APPLICATION FOR LOCAL GAMBLING PERMIT

City of Isanti
110-1st Avenue NW
PO Box 428
Isanti, MN 55040
Phone: 763.444.5512
Fax: 763.444.5560

Applicant Instructions:

1. Fee upon application is $50.00 and must be made payable to **City of Isanti.**

Name of Organization: Cambridge-Isanti Redline Hockey Club

Address of Organization: PO Box 214, Isanti, MN 55040

Name and address of the officers and person accounting for receipts, expenses, and profits for the event:

Scott Nelson, [redacted], Cambridge, MN [redacted]
Name Address Phone No.

Melissa Skidmore, [redacted], Isanti, MN [redacted]
Name Address Phone No.

Dee Dee Jankovich, [redacted], Isanti, MN [redacted]
Name Address Phone No.

Type of Event: Raffle Drawing Date of Event: 12/19/17

Type of gambling activity your organization will conduct: Raffle Drawing

Use of Proceeds: To purchase items needed for the girls high-school hockey team that are not covered in the high-school budget including hockey bags & team dinners and/or events.

Location and address of event:

Isanti Arena, 6000 1st Ave. NW, Isanti, MN 55040

Estimated value of prizes to be awarded: $1,500.00

Name of applicant: Scott Nelson Applicant's phone number: [redacted]

Signature of applicant: [signature]

Date: 10/13/17

Approved by City Council _____ Resolution # _____

POS = 3 /311
S:\OFFICE\Forms\Master Forms\Licensing-Permits\Gambling Application - Local.doc

City of Isanti
110 1st Ave NW
PO Box 428
Isanti MN 55040 (763) 444-5512

Receipt No: 1.022775 Nov 2, 2017

Cambridge-Isanti Red Line Hockey Club

LICENSES & PERMITS	
12-19-17 Cambridge Isanti Red Line Hockey Club	50.00
Total:	50.00
CHECK	
Check No: 8392	50.00
Payor: Cambridge-Isanti Red Line Hockey Club	
Total Applied:	50.00
Change Tendered:	.00

11/02/2017 12:14PM

L.5.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer & City Council

From: Don Lorsung, City Administrator

Date: November 13, 2017

Subject: Resolution Amending Council Meeting Procedures to Clarify Agenda Requests

---

Please find attached a resolution clarifying the process for reviewing City Council Agenda Request Forms. The current policy is unclear regarding the review process, other than requiring that certain information be provided on the form (see attached City Resolution 2012-230). The proposed resolution has been reviewed by DOAC and the City Attorney.

RESOLUTION NO. 2017-XXX

RESOLUTION AMENDING COUNCIL MEETING PROCEDURES TO CLARIFY AGENDA REQUESTS PROCESS

WHEREAS, the City Council, on March 1, 2005, adopted Resolution No. 2005-023, Council Meeting Procedures; and

WHEREAS, as a part of Council Meeting Procedures, an Agenda Request Form was developed for individuals to complete to have an item placed before the City Council for action; and

WHEREAS, Agenda Request Forms were put in place to further the decorum and order at City Council meetings by providing the name of the individual, subject to be placed on the agenda, requested action, and reasons for the requested action. Other information necessary from requesting parties was added through City Council Resolution 2012-230; and

WHEREAS, The Development and Operations Advisory Committee has reviewed the need to add further definition regarding the process for considering Agenda Request Forms;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that:

1. Agenda Request Forms, submitted by a party, shall be reviewed by the City Clerk as to completeness. Completed forms shall be forwarded to the Mayor to consideration of addition to the business agenda of the regular City Council meeting. As per his Office and as Presider of the City Council meeting, it shall be the Mayor's prerogative to add or not add the Requester's item to the City Council Agenda.

2. Any Party whose request is not included in the City Council Agenda may appeal that decision directly to the City Council at their regular meeting.

This Resolution is hereby approved by the Isanti City Council this 21th day of November, 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2012-230

RESOLUTION AMEMDING COUNCIL MEETING PROCEDURES TO CLARIFY AGENDA REQUESTS

WHEREAS, the City Council, on March 1, 2005, adopted Resolution No. 2005-023, Council Meeting Procedures; and

WHEREAS, as a part of Council Meeting Procedures, an Agenda Request Form was developed for individuals to complete to have an item placed before the City Council for action; and

WHEREAS, Agenda Request Forms were put in place to further the decorum and order at City Council meetings by providing the name of the individual, subject to be placed on the agenda, requested action, and reasons for the requested action; and

WHEREAS, further clarification is requested by city staff on who or what entities may make and complete Agenda Request Forms;

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota that:

1. Agenda Request Forms must include the name of the individual making the request. Individual is defined as a person, legal entity, or group with verified legal status registered with the MN Secretary of State.
2. Regarding a legal corporation, or group with verified legal status, the name of the individual that is the spokesperson; to be recognized by the Mayor or Presiding Officer, must be identified and written on the form.
3. A signature line shall be added to the Agenda Request Form. The signature shall be that of the individual making the request or an authorized representative from the legal entity or group with verified legal status.

This resolution was duly adopted by the Isanti City Council this 18th day of September, 2012.

Attest:

Mayor George A. Wimmer

Donald C. Lorsung, City Administrator/City Clerk

(SEAL)

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Wimmer and Members of City Council**

From: Finance Director Betker

Date: November 21st, 2017

Subject: Resolution Approving 2017 Audit Engagement Letter

Background:
Resolution 2016-298 designated Abdo, Eick & Meyers, LLP as the City's audit firm for 2017. The attached audit engagement letter documents and confirms the auditor's acceptance of the appointment, the objective and scope of the audit, the extent of the auditor's responsibilities to the client and the form of any reports.

Finance Director Betker has reviewed the engagement letter and is recommending acceptance.

Request:
Consider resolution approving engagement letter for 2017 audit.

Attachment(s):
- Resolution 2017-XXX – Approving the Engagement Letter for the 2017 Audit
- 2017 Audit Engagement Letter

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING THE ENGAGEMENT LETTER FOR THE 2017 AUDIT

WHEREAS, MN State Statutes require the City of Isanti to employ a certified public accounting firm to audit, examine and report upon the books and records of the accounts of the City; and

WHEREAS, the City of Isanti, through Resolution 2016-298, designated the public accounting firm of Abdo, Eick & Meyers, LLP for their auditors for 2017;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby approves the Engagement Letter for the 2017 Audit in the amount of $28,180, with funding as follows:

1. 50% 101-41500-301 Financial Administration
2. 10% 101-42401-301 Building Inspection Administration
3. 10% 601-49400-301 Water Utility
4. 10% 602-49450-301 Sanitary Sewer Utility
5. 10% 603-49500-301 Storm Water Utility
6. 10% 609-49750-301 Liquor Store

This resolution was duly adopted by the Isanti City Council this 21st day of November 2017.

Attest: _____ Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

ABDO EICK & MEYERS LLP
Certified Public Accountants & Consultants

October 31, 2017

Management, Honorable Mayor and City Council
City of Isanti
Isanti, Minnesota

We are pleased to confirm our understanding of the services we are to provide the City of Isanti (the City) for the year ended December 31, 2017. We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City as of and for the year ended December 31, 2017. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis
2) Schedule of Funding Progress and Employer's Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1) Combining and Individual Fund Financial Statements and Schedules
2) Summary Financial Report - Revenues and Expenditures for General Operations - Governmental Funds

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1) Introductory Section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the City Council of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will prepare a general ledger trial balance for use during the audit. Our preparation of the trial balance will be limited to formatting information in the general ledger into a working trial balance. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. We will also use the financial statements to complete the Office of the State Auditors' Reporting Forms. We will also enter the current year capital asset transactions into our software based on information you provide. These nonaudit services do not constitute and audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information. With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Abdo, Eick & Meyers, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any Regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Abdo, Eick & Meyers, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in February 2018 and to issue our reports no later than June 30, 2018. Steven R. McDonald, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be as follows:

Audit	$ 27,500
2017 Office of the State Auditor's Reporting Form	680
Total	$ 28,180

You may also be billed for travel and other out-of-pocket costs such as report production, typing, postage, etc if not included in the fee listed above.. The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Amounts not paid within 30 days from the invoice date will be subject to a late payment charge of .66 percent per month (8 percent per year). If for any reason the account is turned over to collections, additional fees will be added to cover collections cost. In accordance with our Firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed your audit. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Except in the event of your failure to make a payment when due, in the event of a dispute related in any way to our services, our Firm and you agree to discuss the dispute and, if necessary, to promptly mediate in a good faith effort to resolve. We will agree on a mediator, but if we cannot, either of us may apply to a court having personal jurisdiction over the parties for appointment of a mediator. We will share the mediator's fees and expenses equally, but otherwise will bear our own attorneys' fees and mediation cost. Participation in such mediation shall be a condition to either of us initiating litigation. In order to allow time for the mediation, any applicable statute of limitations shall be tolled for a period not to exceed 120 days from the date either of us first requests in writing to mediate the dispute. The mediation shall be confidential in all respects, as allowed or required by law, except our final settlement positions at mediation shall be admissible in litigation solely to determine the prevailing party's identify for purposes of the award of attorneys' fees. In the event you fail to make a payment for services or to reimburse for costs advanced by the Firm on your behalf, the Firm reserves the right to take all legally permissible action, including commencement of litigation in lieu of mediation, and shall have the right to collect its costs, including reasonable attorney's fees, incurred in any such collection or litigation activities.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 Peer Review Report accompanies this letter.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please electronically sign this letter.

Sincerely,

Abdo Eick & Meyers, LLP

ABDO, EICK & MEYERS, LLP
Certified Public Accountants & Consultants

RESPONSE:

This letter correctly sets forth the understanding of the City of Isanti.

By:

Title:

BRADY MARTZ

CERTIFIED PUBLIC ACCOUNTANTS
AND CONSULTANTS

System Review Report

September 10, 2014

To the Partners of
Abdo, Eick & Meyers, LLP
and the Peer Review Committee of the Minnesota Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick & Meyers, LLP (the firm) in effect for the year ended May 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Audit Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, Eick & Meyers, LLP in effect for the year ended May 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, Eick & Meyers, LLP has received a peer review rating of *pass*.

Brady Martz

Brady Martz and Associates, P.C.

BRADY MARTZ & ASSOCIATES, P.C.
401 Demers Avenue Suite 300 P.O. Box 14296
Grand Forks, ND 58208-4296 (701) 775-4685 Fax (701) 795-7498

www.bradymartz.com

McGladrey Alliance | McGladrey

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the Isanti City Council

FROM: Clark Joslin, Isanti City Attorney

DATE: November 15, 2017

SUBJECT: Resolution for Approval of certified student attorney Meagan Guptill

---

Pursuant to the Minnesota Court Rules: Professional Rules: Student Practice Rules- I am requesting that the Isanti City Council approve Ms. Meagan Guptill to practice as a certified student attorney intern in behalf of the City of Isanti under the supervision of City Attorneys, Joslin & Moore Law Offices, P.A. under the applicable Student Practice Rules which provide that:

1) Under the supervision of a member of the bar, an eligible law student may represent and appear on behalf of any state, local, or other government unit.

2) An eligible law student is one who:
(1) is duly enrolled at the time of the original certification in a school of law approved by the American Bar Association;
(2) has completed at the time of original certification legal studies equivalent to at least two semesters of full-time study;
(3) has been certified by the state, local or other government unit or agency, or organization or persons representing indigents as being a paid or unpaid intern working for said unit, agency, organization, or persons;
(4) has been certified by the dean or designee of the law school as being of good academic standing; and
(5) has been identified as a student and accepted by the client.

3) The attorney who supervises a student shall:
(1) be a member of the bar of this court;
(2) assume personal professional responsibility for and supervision of the student's work;
(3) assist the student to the extent necessary;

(4) sign all pleadings;
(5) appear with the student in all trials
(6) appear with the student at all other proceedings unless the attorney deems his or her personal appearance unnecessary to assure proper supervision. This authorization shall be in writing and shall be available to the judge or other official conducting the proceedings upon request.

4) Ms. Meagan Guptill meets all of the requirements for an eligible law student to practice as a certified student attorney and city attorney Clark Joslin and all other licensed attorneys with Joslin & Moore Law Offices, P.A. meet all of the requirements for a supervising attorney.

5) In addition, Ms. Guptill has previous experiences in serving as an intern with the Kanabec County Attorney's Office and with the Isanti County Attorney's Office. I am confident that Ms. Guptill will do a good job on behalf of the city. I have confirmation with both Chief Gene Hill and City Administrator Don Lorsung that they have no objections or concerns with Ms. Guptill serving as certified student attorney for the city.

Attachments
-Proposed Resolution

RESOLUTION 2017-XXX
RESOLUTION AUTHORIZING CERTIFIED STUDENT ATTORNEY REPRESENTATION

WHEREAS, City Attorney Clark A. Joslin has proposed that Ms. Meagan Guptill, a certified student attorney under applicable student practice rules approved by the Supreme Court of Minnesota be authorized to serve as a student attorney intern in behalf of prosecution matters for the City of Isanti; and,

WHEREAS, Ms. Meagan Guptill is an eligible law student who is duly enrolled in a law school approved by the American Bar Association; and,

WHEREAS, Ms. Meagan Guptill is duly certified to practice as a student attorney pursuant to the Student Practice Rules of the Minnesota Court; and,

WHEREAS, Clark A. Joslin, Isanti City Attorney or another licensed attorney from Joslin & Moore Law Offices, P.A. as city attorneys will supervise Ms. Meagan Guptill in the performance of her duties in behalf of the City of Isanti.

NOW, THEREFORE, IT IS HEREBLY RESOLVED that the City Council of Isanti, Minnesota hereby authorizes Certified Student Attorney Meagan Guptill to serve as a student intern in behalf of the City of Isanti in accordance with applicable Student Practice Rules, under the supervision of City Attorney Clark Joslin or any other licensed attorney with Joslin & Moore Law Offices, P.A., as City Attorneys.

This Resolution is hereby approved by the Isanti City Council this 21th day of November, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
November 7, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by President Wimmer at 7:20 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer and Steve Lundeen
Commissioners Absent:	Tara Hallberg (Excused)
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

Motion by Lundeen, second by Lorinser approve the Agenda as presented. Motion passed unanimously.

2. Approve Minutes of October 3, 2017 Regular Economic Development Meeting

Motion by Bergley second by Lundeen to approve the minutes as presented for October 3, 2017. Motion passed unanimously.

3. Isanti Hotel Update

Economic Development Director Sullivan outlined the remaining processes/steps involved in the 60 Unit Best Western Plus Hotel Project. He stated that a complete site plan application had been submitted in October and that it would be reviewed at the November 21 Planning Commission Meeting. He indicated that all city site plan approvals would be received by City Council on December 5th if there were no issues. The Developer and Bank are finalizing financing and the city expects to see an executed term sheet soon.

No action was taken on this item.

4. City Promo Bag Order

Economic Development Director Sullivan highlighted the history of the promo bag program. He indicated it was successful last year and he recommended continuing it again next year. He obtained quotes from 3 vendors and the lowest vendor was Promo Direct for 1000 bags. The

recommendation from Economic Development Director Sullivan was to have the EDA recommend to the City Council to select Promo Direct and to order 1000 bags for next year. The expense would be coded to EDA Marketing – 495.

Motion by Lundeen, second by Bergley to have the EDA recommend to the City Council to select Promo Direct and to order 1000 bags for next year and to have them funded through EDA marketing -495. Motion passed unanimously

5. Other Business / Updates

Sullivan stated that he and President Wimmer attended the Ribbon Cutting for Rockstad and Co Relics and Wares on October 27th. He indicated that the new owner appreciated the grand opening and publicity for the event. It's a great addition to Isanti.

President Wimmer noted that the Chamber of Commerce was also in attendance and that the business has been doing well since it opened.

Commissioner Lorinser stated that he wanted to thank Economic Development Director Sullivan and President Wimmer and acknowledge an outstanding job putting the hotel deal together.

President Wimmer indicated that it was the intention of the Developer to break ground in December 2017 if possible.

Sullivan called out the fact the MOAT Trailers and Speed Wagon had not yet moved into a building but are still actively looking in Isanti.

6. Adjournment

Lundeen motioned, second by Lorinser to adjourn at 7:28 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 7th Day of November, 2017.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

M.2.

A Community For Generations.

Isanti

Isanti Police Department Monthly Report

October 2017

Reported Crime	Month to Date	Year to Date
Theft	7	111
Assault	3	32
Vandalism/Damage to Property	6	51
Narcotics	1	32
Burglary	0	10
Domestics	7	65
Crim Sex	1	6
Robbery	0	0
Loud Party/Disturbance	11	138
Medical	23	261
Permit to Purchase (Eff 3/1/2016)	6	77

Traffic Offenses	Month to Date	Year to Date
No Insurance	2	73
DUI	3	15
Accidents	11	66
Hit & Run	0	8
Warrant P/U	2	46
Speed	13	188
DAR/DAS	2	47
Administrative Citations (Including Speed)	7	115

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	52,634	683	13,680
Dodge 222	126,188	1,741	14,969
Ford Explorer 224	29,722	1,062	12,666
Dodge 225 - Out of Service	157,293		409
Chevy Silverado 220	106,422	355	5,198
Chevy Impala 223	85,099	337	4,426
Ford F150 225	3,571	512	3,571

CEZT REPORT
October 2017

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**679**	**646**	**561**	**474**	**373**	**256**	**162**
TOTAL OPEN CASES	**41**	**59**	**73**	**88**	**71**	**53**	**37**
VIOLATIONS CLOSED THIS PERIOD	**49**	**85**	**97**	**80**	**79**	**75**	**32**
NEW ISSUES THIS PERIOD	**33**	**85**	**87**	**101**	**117**	**94**	**41**
CAN-Proh Animals	1	1	1				
CCV-Comm Vehicle Storage							
CDO--Dogs							
CPA-Park & Store	16	15	14	9	22	9	17
CSN-Snow Removal							
CSP-Solicitors/Peddlers			5				
CST--Fish Houses, PODS, Rolloffs							
GAR - Garage Sales			1				
H2O-Water restrictions				4			
NEX-Exterior Structure, Paint/Repair						1	1
NGA-Garbage Service & Storage							
NGR--Grass Length		56	50	81	74	62	
NJU--Junk/Brush	7	5	7		2	11	5
NOX-Noxious Weeds					1	3	
NUV-Unlicensed vehicle or missing plates	3	2	1		1	1	6
RNT-Unlicensed rental		1	1	2	10	3	
SGN-Signs	6	2	5	5	6	4	13
ZAC-Accessory Building		1	2				
ZFE-Fence		2			1		
ZTD--Temporary Dwelling							
Compliance Letters Mailed this period	35	142	98				44
Administrative Citations Issues/period	1	0	3	1			1
Criminal Citations Issued/period							
Abated Properties/Period	2	10	17	1			
Admin Hearings Requested							
Admin Hearings Held w positive judgement							
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**33**	**12**	**11**	**15**	**18**	**10**	**19**

M.3.

CITY OF ISANTI MONTHLY REPORT

October 2017

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	6	80	$0.00	$0.00	$6.00	$7.00	$480.00	$6,482.50		
Decks	0	24	$0.00	$76,588.00	$0.00	$0.00	$0.00	$3,924.70		
Basement Finish	2	21	$36,000.00	$213,118.00	$18.00	$18.00	$1,049.40	$7,462.90		
Addtns. Remodel	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Garages	0	2	$0.00	$70,000.00	$0.00	$0.00	$0.00	$1,729.20		
Miscellaneous	16	133	$0.00	$20,000.00	$16.00	$17.00	$1,802.50	$16,809.50		
Single dwellings	8	82	$1,375,753.50	$13,812,551.00	$687.85	$687.85	$16,533.60	$190,082.12		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	9	100			$9.00	$11.00	$675.00	$7,629.00		
Plumbing	13	114			$13.00	$14.00	$1,128.00	$9,776.00		
									$57,554.00	
Resid. Totals	**54**	**557**	**$1,411,753.50**	**$14,192,257.00**	**$749.85**	**$754.85**	**$21,668.50**	**$243,975.92**	**$57,554.00**	**$624,872.00**
Commercial										
New Buildings	1	3	$298,000.00	$1,147,642.00	$149.00	$149.00	$3,775.20	$9,113.95		
Addtns./Remodel	0	4	$0.00	$60,000.00	$0.00	$0.00	$0.00	$1,713.50		
Plumbing	0	1	$0.00	$12,000.00	$0.00	$0.00	$0.00	$180.00		
Mechanical	1	2	$36,000.00	$36,000.00	$18.00	$18.00	$891.00	$966.00		
Roofing	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Tenant Change/Fill	5	36	$0.00	$0.00	$5.00	$5.00	$298.00	$4,051.50	**$0.00**	**$12,772.80**
Comm. Totals	7	47	**$334,000.00**	**$1,255,642.00**	**$172.00**	**$172.00**	**$4,964.20**	**$16,104.95**		
Resid. Plus Comm. Totals	**61**	**604**	**$1,745,753.50**	**$15,447,899.00**	**$921.85**	**$926.85**	**$26,632.70**	**$260,080.87**	**$57,554.00**	**$637,644.80**

YEARLY BUILDING PERMIT COMPARISONS

M.4.

YTD October 2017

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	247	9	0	1	$2,638,592.36	$50,406.19	$81,872.00
2014	437	34	0	2	$14,621,172.44	$172,187.41	$280,048.17
2015	404	37	0	0	$8,026,537.06	$147,002.54	$279,405.00
2016	500	59	0	4	$20,051,192.20	$285,254.82	$673,445.88
2017	604	82	0	3	$15,447,899.00	$260,080.87	$637,644.80

Total permit fees do not include Sac / Wac or State Surcharge fees

COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$716,154.00	$13,362.40
February	31	$1,014,368.00	$17,395.55
March	46	$1,098,291.50	$20,525.25
April	78	$2,738,163.00	$37,233.45
May	77	$1,016,972.00	$21,668.02
June	74	$1,567,000.50	$28,537.87
July	67	$2,012,736.50	$35,530.17
August	64	$1,905,976.00	$30,656.24
September	68	$1,632,484.00	$28,539.22
October	61	$1,745,753.50	$26,632.70
November	0	$0.00	$0.00
December	0	$0.00	$0.00
Totals	604	$15,447,899.00	$260,080.87

M.5.

BOLTON & MENK
Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: November 8, 2017

To: Honorable Mayor Wimmer and Members of the City Council

From: Bradley C. DeWolf, P.E.

Subject: Project Status Report
Isanti, MN
Project No.: R13.113062

Please find listed below a status report of the current projects in the City of Isanti:

1) 2017 Palomino Road Improvements

The Contractor has paved the first lift of pavement. The final pavement lift and striping will occur next spring. Sod will be placed this month if the weather improves, otherwise, temporary mulch will be installed for the winter. If temporary mulch is used, final sodding will take place in the spring prior to the final pavement installation.

2) 2017 Pavement Maintenance Project

This project is complete. The contractor will submit all final paperwork to close out the project.

3) Arts & Science Addition & Park

The first lift of pavement has been placed. The final pavement lift will occur next spring. The park is complete and ready to be turned over to the City.

4) MS4 Phase 2 & 3 Implementation

We will continue to assemble documents to assist the City in meeting the requirements of the MS4 permit for Phase 2 and Phase 3 of the implementation schedule.

5) Wastewater Treatment Improvements

Final punchlist items are scheduled to be completed this month.

6) Cajima Street/TH 65 Signal Study

We have completed the Intersection Control Evaluation (ICE) report and will make any City requested revisions this month.

In addition to the current projects listed above we have completed and accepted 44 private developments and 48 city contracts since being selected as your City Engineer in 2008.

Please contact me if you have any questions.

Bolton & Menk is an equal opportunity employer.

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 5, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards

F. Approve City Council Final Minutes
1. November 21, 2017 - Regular Meeting of the City Council
2. November 21, 2017 – Closed Meeting of the City Council

G. Citizens Input

H. Announcements

1. City Council Meeting	Tuesday, December 19, 2017 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, December 19, 2017 at 7:00 p.m. *(Immediately following City Council Meeting)*
3. CITY OFFICES CLOSED	Friday, December 22, 2017 (*Beginning at Noon*) Monday, December 25, 2017 (*All day*) *(In observance of the Christmas holiday)*

I. Council Committee Reports

J. Public Hearings

K. Business Items
1. Establishing a Date for the City Council Goal Setting Meeting (Mayor Wimmer)

Finance Director Mike Betker
2. 2018 Final Budget and Levy Presentation
   a. Resolution 2017-XXX Adopting the Final Budget for Year 2018
   b. Resolution 2017-XXX Adopting the Final 2017 Tax Levy, Collectible in 2018
   c. Resolution 2017-XXX Adopting the Final Budget for the Enterprise Funds for Year 2018
   d. Resolution 2017-XXX Approving a Cost of Living Adjustment (COLA) for Non-Union Employees

City Administrator Don Lorsung
3. Resolution 2017-XXX Engineering Services RFP / Review
4. Resolution 2017-XXX Site Plan Building Appearance Review for Isanti Hotel Partners, LLC

Chief of Police Gene Hill
5. Resolution 2017-XXX Police Department Events Costs

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $186,768.77 and Payroll in the amount of $139,667.35
2. Pay Request No. 2 for the 2017 Palomino Road Improvements to C & L Excavating in the Amount of $247,948.29
3. Final Meeting Minutes for the October 24, 2017 Parks, Recreation and Culture Meeting
4. Final Meeting Minutes for the October 17, 2017 Planning Commission Meeting
5. Resolution 2017-XXX Accepting Minnesota Department of Health Grant for WHPP Implementation in the amount of $3,055.50 (Josi Wood)
6. Resolution 2017-XXX Approving a Check be Written to Girl Scouts for Volunteering at the Community Movie Night
7. Resolution 2017-XXX Accepting the Resignation of Public Works Employee Mike Harris
8. Resolution 2017-XXX Accepting the Resignation of Building Official Nick Henly
9. Resolution 2017-XXX Approving Permanent Hire of Community Development Director Ryan Kernosky

M. Other Communications

1. Draft Meeting Minutes for the November 28, 2017 Parks, Recreation and Culture Meeting
2. Draft Meeting Minutes November 21, 2017 Planning Commission Meeting

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, November 21, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Steve Lundeen, and Ross Lorinser

Members Absent: None

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, City Attorney Clark Joslin, Economic Development Director Sean Sullivan, Community Development Director Ryan Kernosky, and Chief Gene Hill

Others Present: Derek Ogren, Lori Kenison, Andy Strom, Jason Bourke, Elizabeth Anderson, George Hemen, John Moore, members of the Cambridge-Isanti Rotary Club

D. Adopt Agenda

1. Councilmember Lundeen requested Consent Item L.5. Resolution Amending Council Meeting Procedures to Clarify Agenda Requests Process, be moved to Business Item K.4. for discussion by the City Council.

Motion by Lundeen, second by Bergley to approve the agenda with the modification above. Motion carried.

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

1. November 7, 2017 - Regular Meeting of the City Council

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion carried.

G. Citizens Input

None.

H. Announcements

1. Parks, Rec, and Culture Board Meeting — Tuesday, Nov. 28, 2017 at 6:00 p.m.
2. **CITY OFFICES CLOSED** — Thursday & Friday, Nov. 23 & 24, 2017
   (In observance of the Thanksgiving holiday)
3. City Council Meeting — Tuesday, Dec. 5, 2017 at 7:00 p.m.
4. Economic Development Authority Meeting — Tuesday, Dec. 5, 2017
   (Immediately following the City Council Meeting)

I. Council Committee Reports

Mayor Wimmer reported there was a request from the Fire District to look at the lease agreement. He said they are trying to discuss what changes the Fire District is wanting so it does not have to be mediated.

J. Public Hearings

None.

K. Business Items

1. **Resolution 2017-282 Accepting Picnic Table Donations from the Cambridge-Isanti Rotary Club**

Derek Ogren, President of the Cambridge-Isanti Rotary Club, along with several other Rotarian members presented the City of Isanti with five industrial-grade picnic tables to be used in City of Isanti parks. Two of the construction grade steel picnic tables are ADA compliant with an extendable platform for wheelchair users. Mayor Wimmer said the City of Isanti has received several donations through the Cambridge-Isanti Rotary Club, for which he profusely thanked them for, and that the picnic tables were a great donation to the parks.

Motion by Lundeen, second by Lorinser to accept the donation of the picnic tables from the Cambridge-Isanti Rotary Club. Motion carried.

2. **Resolution 2017-283 Approving a Special Event Permit Application for Art and Science Academy 5K Color Run**

Lori Kenison, a member of the Board of Directors for the Art and Science Academy (ASA), would like to do a color run on April 28, 2018 as a fundraiser for the school. The ASA Board has obtained permission from the soccer complex to use the parking lot and tracks for the event. The color material is cornstarch and food coloring which will easily wash off. She said it will be a great day to run a 5k, throw color, and have fun while supporting the school.

Motion by Lundeen, second by Bergley to approve the request as presented. Motion carried.

3. **Resolution 2017-284 Approving a Special Event Permit Application for the BMX Fire and Ice Series Final**

Andy Strom, President of Rum River BMX, said the BMX Fire and Ice Series Final is coming up. It is the local track point series and is a great event which showcases the City of Isanti. It draws people in from five different states and is a fan favorite with huge awards. Mayor Wimmer agreed that it pulls in a large number of people into the City of Isanti, which is great.

Motion by Lorinser, second by Collison to approve the request as presented. Motion carried.

4. **Resolution 2017-286 Amending Council Meeting Procedures to Clarify Agenda Requests Process**

Councilmember Lundeen said he has received some calls regarding the resolution, and he agrees that it seems like censorship on the part of the City. Mayor Wimmer shared that other cities, such as Cambridge and North Branch, do not allow for their residents to add agenda items to the City Council Agenda at all. This resolution is to prevent the addition of agenda items that are not germane to City Council business. Nothing prevents that now as long as they get it in by the deadline of noon on Wednesday.

Councilmember Lundeen said he understands where the Mayor is coming from, but felt that worded as it currently was, it did not allow for citizens of the City to approach the Council with any issues they wanted addressed. He was concerned that it would fall to one person that would make the decisions, and that person may not feel an issue needs to be heard. Councilmember Collison asked if it would work if the committees handled the decision of including citizen-generated agenda items. Mayor Wimmer said he would be happy with that. Councilmember

Bergley clarified that if something were to be denied by a committee, the Mayor or Councilmembers could still put it on the agenda if they felt it needed to be discussed. Mayor Wimmer agreed they could.

After the Councilmembers further discussed the issue, Councilmember Bergley made a motion to table the issue for further study. The motion died for lack of a second. The Mayor and Councilmembers continued to discuss this matter for several minutes.

Councilmember Lundeen said he agrees with Councilmember Collison that it would be nice if citizen-generated agenda items went to a committee to be reviewed. Councilmember Bergley said even with a committee review, the City of Isanti would still be offering more options than other cities.

Discussion on the issue continued which resulted in a motion by Collison to approve the resolution providing it was changed to allow the appropriate committee to review citizen-generated items for inclusion to the Agenda.

Motion by Collison, second by Bergley to approve the Resolution with changes. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $163,008.37 and Payroll in the amount of $119,431.62
2. Contractor Pay Request No. 2-Final 2017 Pavement Management Project Payment to Astech Corp. in the amount of $7,938.54
3. Final Meeting Minutes for the October 3, 2017 Economic Development Authority Meeting
4. **Resolution 2017-285 Approving Gambling Permit for Cambridge-Isanti Redline Hockey Club**
5. **Resolution 2017-287 Approving the Engagement Letter for the 2017 Audit**
6. **Resolution 2017-288 Approving Authorization of Certified Student Attorney Representation by City Attorney Student Intern Megan Guptill**

Motion by Lundeen, second by Lorinser to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes for the November 7, 2017 Economic Development Authority Meeting
2. October Police Department Report
3. October Code Enforcement Report
4. October Building Inspector Report
5. November Engineering Report

N. Closed Session

1. City Administrator Performance Review

At 7:21 p.m. the City Council went into a closed session.

O. Open Session

At 7:54 p.m. Council came out of closed session. Mayor Wimmer requested that City Attorney Clark Joslin provide a summary of the closed session. City Attorney Joslin said the Closed Session began at 7:36 p.m. for the annual performance review of City Administrator Don Lorsung. During the closed session, Council addressed Mr. Lorsung as to his job performance. It was the consensus of the Council

that Mr. Lorsung has done, and continues to do, a fine job as City Administrator. Following discussion with Mr. Lorsung, closed session ended.

Adjournment
Motion to adjourn by Lundeen, second by Bergley. Motion carried. The meeting was adjourned at 7:56 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

A Community For Generations.

Isanti

K.2.

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Finance Director Betker

Date: November 29, 2017

Subject: Consider Resolutions Relating to the 2018 Budget

Background:
The following changes from the 2018 Preliminary Budget approved in September have been reviewed by the Finance Committee and are included in the attached 2018 Final Budget:

	Change	Effect on cash	Account
1	Reduce MS4 hours, clerical error doubled budgeted hours	7,484	603-49500-100
1	Reduce MS4 hours, clerical error doubled budgeted hours	1,134	603-49500-120
2	Change in workers comp. ins. experience modification	(346)	603-49500-151
3	Adjust transfer to match amount in General Fund	(327)	602-13300
4	Reduce General Fund levy for 5% decrease in tax rate	(47,441)	101-31000
5	Increase PRC budget for storm pond fence	(3,800)	101-45300-500
6	Add 2017 storm pond maint. to 2018 budget	(37,500)	603-49500-500
7	Add account for Isantian ad revenue	4,200	101-34106

Current Action:
Consider the following resolutions:
Resolution Adopting the 2018 Final Budget
Resolution Adopting the Final 2017 Tax Levy, Collectible 2018
Resolution Adopting the Final 2018 Enterprise Fund Budgets
Resolution Approving a Cost of Living Adjustment (COLA) for Non-Union Employees

Attachments:
2018 Budget
Resolution Adopting the 2018 Final Budget
Resolution Adopting the Final 2017 Tax Levy, Collectible 2018
Resolution Adopting the Final 2018 Enterprise Fund Budgets
Resolution Approving a Cost of Living Adjustment (COLA) for Non-Union Employees

City of Isanti
2018 Final Budget

Presented December 5th, 2017 Council Meeting

2018 Preliminary Budget

Table of Contents

Revenues..... 1
Expenditures..... 2
Bond Schedule..... 3
Pay Schedule 4
Wage and Benefit Information..... 5

Wage and Benefit by Department..... 10

Administration
Council 11
Elections..... 12
Financial Administration..... 13
Municipal Building..... 17
Animal Control..... 19

Parks, Rec & Culture
Parks, Rec & Culture 20

Planning, Building Inspections, EDA
Planning/Zoning..... 25
Building Inspection..... 27
EDA..... 30

Public Safety
Police 34
Code Enforcement..... 38
Civil Defense..... 39

Public Works
General Maintenance..... 40
Streets..... 42
Street Lighting..... 45
Sanitation..... 46
Water..... 48
Sewer..... 54
Storm Water..... 60

Fire
Fire District Payment..... 47

Liquor
Liquor Fund..... 64

Other
Transfers..... 68
Capital Outlay & Reserve for Replace 69

Revenues

REVENUES	2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
Property Taxes (Less MVHC Reduction)	$ 2,172,468	$ 2,009,086	$ 1,624,000	$ 1,921,733	$ 1,357,265	$ 1,425,810	$ 1,449,770	$ 1,340,110
Property Taxes (Fire District Budget)	-	-	110,000	-	-		-	-
Property Taxes (Pavement Management)	-	-	100,000	-	-	-	-	-
Property Taxes (Court Ordered Abatements)	-	-	75,000	-	-	-	-	-
Propert Taxes (Compost Site)	-	-	25,000	-	-	-	-	-
Property Taxes (Debt Service Levy)	530,936	578,475	451,561	620,000	-	314,943	426,104	360,178
Property Taxes (Abatement Levy)	-	-	155,000	-	-	-	-	-
Special Assessments	-	-	-	-	-	-	-	-
PERA Rebate	1,205	1,205	1,205	1,205	1,205	1,205	1,205	1,205
Business Licenses	13,000	13,000	13,000	13,350	12,675	11,975	12,200	15,350
Non Business Licenses and Permits	200,000	120,000	87,500	355,975	178,442	203,568	80,507	81,523
Local Government Aid	631,811	585,318	-	581,099	571,231	545,485	313,359	313,359
Police State Aid	62,500	60,000	60,000	66,150	55,829	60,928	57,908	48,005
Post Training	3,000	3,000	3,000	2,839	3,286	3,218	3,076	2,989
County-State Highway Aid	-	-	-	-	-	-	-	-
Fines & Forfeits	25,400	25,300	25,000	31,609	26,006	28,407	22,916	27,457
Grants & Aids	5,000	9,000	8,000	9,071	22,301	60,460	50,382	88,045
Municipal State Aid - Streets	58,734	60,000	58,000	59,117	58,266	54,494	52,167	54,172
Administrative Citations	7,000	7,000	5,000	9,150	11,303	5,365	4,700	5,650
Charges for Services	4,200	-	-	-	-	-	-	-
General Government	3,000	3,000	3,000	5,853	6,172	3,678	5,860	5,095
Planning & Zoning	8,000	7,500	7,500	12,190	8,025	8,331	6,767	4,341
Snow Removal	-	-	-	406	673	1,071	4,785	5,662
Weed & Grass	-	-	-	436	89	(1,401)	470	(2,879)
Park & Recreation	1,850	1,850	1,500	1,864	2,102	1,678	1,980	20
Public Works-Other	2,450	4,650	1,000	5,215	2,127	5,403	5,350	1,590
Police Department	2,450	3,250	3,500	2,070	3,425	3,178	4,379	7,247
Community Center Charges	11,000	10,500	10,500	11,233	11,763	12,713	8,010	7,896
Rental Fees	1,400	9,000	8,500	7,329	16,058	4,393	9,140	8,296
School District Resource Officer	29,300	27,000	27,711	27,738	27,037	20,496	20,496	20,496
Lease Revenue	124,800	123,100	122,173	123,741	81,729	20,668	19,593	17,693
Transfer of Liquor Store Profits	350,000	350,000	330,360	330,360	300,000	200,000	150,000	150,000
Transfer of P&R Dedication Interest	-	-	-	-	-	-	-	130,111
Transfer from EDA to Parks, Rec & Culture	19,150	19,150	16,150	16,150	16,150	16,150	-	-
Transfer from Technology Fund	-	-	-	-	-	-	-	-
Transfer from Capital Replacement	-	-	-	-	-	-	-	-
Transfer From Railroad Ave Imp Fund	-	-	-	-	-	-	-	-
Transfers to Close Funds	-	-	-	-	-	-	-	-
Transfer from Community Involvement Fund	-	-	-	-	-	-	-	-
Miscellaneous	26,000	26,000	25,000	39,002	77,958	30,347	27,292	31,446
Interest on Investments	12,000	25,000	25,000	11,858	16,766	38,426	(13,765)	24,728
Reserved Fund Balance - Fee Study	-	-	-	-	-	-	-	-
C/O 2008 Budget - Council Training	-	-	-	-	-	-	-	-
C/O 2009 Budget - Elections, Sealcoating	-	-	-	-	-	-	-	-
C/O 2011 Budget - Elections	-	-	-	-	-	-	-	-
Fund Balance Loan (3yr 0%)	-	-	-	-	-	-	-	-
C/O Prior Year LGA Collections	-	-	-	-	-	-	-	-
Gap Funding Sources	-	-	-	-	-	-	-	-
General Fund Fund Balance	-	-	-	-	-	-	-	-
Total	$ 4,306,654	$ 4,081,384	$ 3,383,160	$ 4,266,743	$ 2,867,882	$ 3,080,988	$ 2,724,650	$ 2,749,785

Exp Summary

	2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
Mayor & Council	$ 41,323	$ 42,553	$ 42,672	$ 26,901	$ 39,314	$ 25,533	$ 29,304	$ 22,281
Elections	15,560	7,350	16,709	7,788	1,078	4,172	1,128	4,472
Financial Administration	481,400	444,551	423,709	483,428	364,956	361,628	381,531	356,613
Municipal Building	37,636	34,927	31,841	37,184	52,354	31,127	23,159	19,778
Animal Control	5,309	5,721	5,896	4,705	4,903	4,665	4,007	5,069
Parks, Rec & Culture	433,135	406,884	320,165	281,854	259,868	311,818	176,905	186,674
Planning & Zoning	121,733	111,557	100,467	101,457	84,495	72,202	89,975	82,255
Building Inspections	157,977	162,392	160,659	185,276	151,435	123,354	122,344	129,052
Economic Development Authority	92,340	144,405	146,563	146,563	92,767	98,140	117,775	85,479
Police	1,359,375	1,300,339	1,288,476	1,246,995	1,128,273	1,036,830	969,531	930,661
Code Enforcement	38,731	37,962	46,193	39,456	28,634	26,138	18,903	19,004
Civil Defense	2,300	2,500	2,500	2,140	2,140	1,386	1,386	1,386
General City Maintenance	54,010	54,912	52,172	45,465	129,553	230,060	45,943	42,456
Streets	390,728	367,282	350,457	346,287	300,022	373,452	293,871	320,010
Street Lighting	80,000	83,125	77,662	71,766	86,329	58,818	59,873	59,738
Sanitation	18,377	18,649	43,627	32,983	6,426	6,714	6,468	6,288
Fire Protection	233,593	233,593	196,479	203,125	180,256	187,697	151,688	142,376
Miscellaneous	-	-	-	1,232	2,027	21,400	1,644	4,871
Txfr to City Hall (Bldg Loan) 2006-2015	-	-	-	-	49,252	49,255	49,255	49,255
Txfr to Sewer (3rd Ave Loan) P&I	9,525	10,502	10,502	10,502	10,502	10,502	10,502	10,502
Txfr to Water/Sewer (Deer Haven)	3,179	3,180	3,180	3,179	3,180	3,179	3,179	3,179
Txfr to Park Dedication Fund	-	-	-	-	-	-	-	-
Txfr to Forfeiture Fund	-	-	-	-	-	-	-	-
Txfr to Capital Projects	-	-	-	-	257,798	-	-	-
Fund Balance 3 Year Loan	-	-	-	-	-	-	-	-
Fund Balance - Replenish	-	-	-	-	-	-	-	-
Tax Abatements (101-49110-604)	1,231	9,920	10,399	10,399	10,877	11,630	12,349	12,948
Capital Replacement	27,500	7,500	7,500	7,500	-	-	-	-
G.O. Debt Service	530,936	578,475	606,561	620,000	-	314,943	426,104	360,178
Total Expenditures	4,135,898	4,068,278	3,944,388	3,916,185	3,246,439	3,364,643	2,996,824	2,854,528
Estimated Revenues	4,306,654	4,081,384	3,383,160	4,266,743	2,867,882	3,080,988	2,724,650	2,749,785
Surplus/(Deficit)	170,756	13,106	(561,228)	350,558	(378,558)	(283,655)	(272,174)	(104,742)

Debt Svc

Bond	Project Name	Original Amount	12/31/2017 Bond Payable Balance	Final Maturity	3/31/2017 Cash Balance	Required Levy Amt	2017 Special Assessments	2018 Debt Payment
2006 GO Improvement (Streets)	Dahlin, Richard, Candy, Shawn, Main & Broadway (Fund 918)	$ 2,355,000	$ -	1-Jan-17	$ 30,977	$ -	$ -	$ -
2008 GO Improvement (Streets)	1st & 2nd Ave, Broadway St., Elizabeth St., Alley NNSF; 2007 SE Quadrant Hwy 65 (Fund 919)	1,275,000	90,000	1-Dec-18	183,029	-	21,703	93,825
2009A GO Crossover Refunding	Refunded 2001A GO Imp Bonds (Fund 928 was 914)	610,000	-	1-Dec-17	111,862	-	20,293	-
2010B GO Improvement Refunding	Refunded 2003 and 2004 GO Impr Bonds (Fund 929 was 915 and 916)	1,825,000	1,225,000	1-Dec-21	558,420	**250,000**	9,752	231,090
2011A GO Improvement (Streets & Utilities)	Broadway St SW, Elizabeth St SW, 2nd Ave SW, 3rd Ave SW, 4th Ave SW, 5th Ave SW (Fund 930)	790,000	420,000	1-Feb-22	124,965	**7,061**	26,194	89,138
2014A GO Tax Abatement Bonds	BMX Facility and Related Site Improvements (Fund 931)	2,560,000	2,275,000	1-Feb-30	21,457	**221,616**	-	212,613
2014B General Obligation Bonds (Equipment Portion)	Capital Equipment (Fund 932)	390,000	310,000	1-Feb-24	5,011	**52,259**	-	44,960
Total			**$ 4,320,000**		**$ 1,035,721**	**$ 530,936**	**$ 77,942**	**$ 671,625**

2018 Debt Service	Required Levy Amt
2006 Street Improvement (Fund 918)	$ -
GO 2008 Improvement (Fund 919)	$ -
2009A GO Crossover Refunding (Fund 928)	$ -
2010B GO Improvement Refunding (Fund 929)	$ 250,000
2011A GO Improvement (Fund 930)	$ 7,061
2014A GO Tax Abatement Bonds (Fund 931)	$ 221,616
2014B General Obligation Bonds (Fund 932)	$ 52,259
Total Debt Service	**$ 530,936**

Pay 2018

JOB CLASSIFICATION 2018	POINTS	STEP 1 0.895	STEP 2 0.930	STEP 3 0.965	STEP 4 1.000	STEP 5 1.035	STEP 6 1.070	STEP 7 1.105
City Administrator	864	$7,889.53	$8,198.06	$8,506.59	$8,815.12	$9,123.65	$9,432.18	$9,740.71
per hour		$45.52	$47.30	$49.08	$50.86	$52.64	$54.42	$56.20
per year		$94,674.40	$98,376.75	$102,079.10	$105,781.45	$109,483.80	$113,186.15	$116,888.51
Finance Director	665	$6,893.32	$7,162.89	$7,432.46	$7,702.03	$7,971.60	$8,241.17	$8,510.74
per hour		$39.77	$41.32	$42.88	$44.43	$45.99	$47.55	$49.10
per year		$82,719.81	$85,954.67	$89,189.52	$92,424.37	$95,659.23	$98,894.08	$102,128.93
Public Services Director/Asst. City Administrator	650	$6,645.34	$6,905.21	$7,165.09	$7,424.96	$7,684.83	$7,944.71	$8,204.58
per hour		$38.34	$39.84	$41.34	$42.84	$44.34	$45.83	$47.33
per year		$79,744.08	$82,862.56	$85,981.05	$89,099.53	$92,218.02	$95,336.50	$98,454.98
Police Chief	643	$6,466.36	$6,719.24	$6,972.11	$7,224.99	$7,477.86	$7,730.74	$7,983.61
per hour		$37.31	$38.76	$40.22	$41.68	$43.14	$44.60	$46.06
per year		$77,596.36	$80,630.85	$83,665.34	$86,699.84	$89,734.33	$92,768.83	$95,803.32
Community Development Director	511	$5,842.55	$6,071.03	$6,299.51	$6,527.99	$6,756.46	$6,984.94	$7,213.42
per hour		$33.71	$35.03	$36.34	$37.66	$38.98	$40.30	$41.62
per year		$70,110.56	$72,852.32	$75,594.07	$78,335.83	$81,077.58	$83,819.33	$86,561.09
Economic Development Director	417	$5,782.13	$6,008.25	$6,234.36	$6,460.48	$6,686.60	$6,912.71	$7,138.83
per hour		$33.36	$34.66	$35.97	$37.27	$38.58	$39.88	$41.19
per year		$69,385.55	$72,098.95	$74,812.35	$77,525.75	$80,239.15	$82,952.55	$85,665.96
Police Lieutenant	394	$5,053.46	$5,251.08	$5,448.70	$5,646.33	$5,843.95	$6,041.57	$6,239.19
per hour		$29.15	$30.29	$31.43	$32.57	$33.72	$34.86	$36.00
per year		$60,641.54	$63,013.00	$65,384.46	$67,755.91	$70,127.37	$72,498.83	$74,870.28
Liquor Store Manager	358	$5,008.88	$5,204.76	$5,400.64	$5,596.52	$5,792.39	$5,988.27	$6,184.15
per hour		$28.90	$30.03	$31.16	$32.29	$33.42	$34.55	$35.68
per year		$60,106.57	$62,457.11	$64,807.65	$67,158.18	$69,508.72	$71,859.26	$74,209.79
Police Investigator	297	$4,834.68	$5,013.22	$5,191.75	$5,368.50	$5,545.25	$5,723.78	$5,902.31
per hour		$27.89	$28.92	$29.95	$30.97	$31.99	$33.02	$34.05
per year		$58,016.19	$60,158.59	$62,300.99	$64,421.97	$66,542.94	$68,685.34	$70,827.74
Human Resources/City Clerk	280	$4,915.65	$5,107.88	$5,300.11	$5,492.34	$5,684.57	$5,876.80	$6,069.04
per hour		$28.36	$29.47	$30.58	$31.69	$32.80	$33.90	$35.01
per year		$58,987.74	$61,294.53	$63,601.31	$65,908.09	$68,214.88	$70,521.66	$72,828.44
Building Official	28080	$4,473.60	$4,648.55	$4,823.49	$4,998.44	$5,173.38	$5,348.33	$5,523.27
per hour		$25.81	$26.82	$27.83	$28.84	$29.85	$30.86	$31.87
per year		$53,683.20	$55,782.54	$57,881.88	$59,981.23	$62,080.57	$64,179.91	$66,279.25
Assistant Finance Director	233	$4,071.07	$4,230.28	$4,389.48	$4,548.69	$4,707.89	$4,867.09	$5,026.30
per hour		$23.49	$24.41	$25.32	$26.24	$27.16	$28.08	$29.00
per year		$48,852.89	$50,763.34	$52,673.78	$54,584.23	$56,494.68	$58,405.13	$60,315.58
Community Events/Parks Coordinator	230	$3,837.36	$3,987.42	$4,137.49	$4,287.55	$4,437.61	$4,587.68	$4,737.74
per hour		$22.14	$23.00	$23.87	$24.74	$25.60	$26.47	$27.33
per year		$46,048.29	$47,849.06	$49,649.83	$51,450.60	$53,251.37	$55,052.14	$56,852.91
Asst. Liquor Store Manager	195	$3,604.80	$3,745.77	$3,886.74	$4,027.71	$4,168.68	$4,309.65	$4,450.62
per hour		$20.80	$21.61	$22.42	$23.24	$24.05	$24.86	$25.68
per year		$43,257.63	$44,949.27	$46,640.90	$48,332.54	$50,024.18	$51,715.82	$53,407.46
Police Secretary/Administrative Assist.	183	$3,526.00	$3,663.89	$3,801.78	$3,939.67	$4,077.56	$4,215.44	$4,353.33
per hour		$20.34	$21.14	$21.93	$22.73	$23.52	$24.32	$25.12
per year		$42,312.03	$43,966.69	$45,621.35	$47,276.01	$48,930.67	$50,585.33	$52,239.99
Utility Billing Clerk/Accounting Clerk	173	$3,331.24	$3,461.52	$3,591.79	$3,722.06	$3,852.33	$3,982.60	$4,112.88
per hour		$19.22	$19.97	$20.72	$21.47	$22.22	$22.98	$23.73
per year		$39,974.92	$41,538.18	$43,101.45	$44,664.71	$46,227.98	$47,791.24	$49,354.51
Receptionist/Utility Billing Clerk	150	$3,065.28	$3,185.15	$3,305.02	$3,424.89	$3,544.77	$3,664.64	$3,784.51
per hour		$17.68	$18.38	$19.07	$19.76	$20.45	$21.14	$21.83
per year		$36,783.36	$38,221.82	$39,660.27	$41,098.73	$42,537.19	$43,975.64	$45,414.10
Receptionist/Secretary/Data Entry	144	$2,947.38	$3,062.64	$3,177.90	$3,293.16	$3,408.42	$3,523.68	$3,638.94
per hour		$17.00	$17.67	$18.33	$19.00	$19.66	$20.33	$20.99
per year		$35,368.51	$36,751.63	$38,134.76	$39,517.89	$40,901.01	$42,284.14	$43,667.26
Code Enforcement/Zoning Technician	142	$2,880.92	$2,993.58	$3,106.24	$3,218.96	$3,331.57	$3,444.23	$3,556.89
per hour		$16.62	$17.27	$17.92	$18.57	$19.22	$19.87	$20.52
Administrative Data Clerk	125	$2,616.44	$2,718.76	$2,821.08	$2,923.40	$3,025.72	$3,128.04	$3,230.35
per hour		$15.09	$15.69	$16.28	$16.87	$17.46	$18.05	$18.64
Liquor Store Clerk II	125	$2,616.44	$2,718.76	$2,821.08	$2,923.40	$3,025.72	$3,128.04	$3,230.35
per hour		$15.09	$15.69	$16.28	$16.87	$17.46	$18.05	$18.64
Liquor Store Clerk III	125	$2,386.01	$2,479.31	$2,572.62	$2,665.93	$2,759.24	$2,852.54	$2,945.85
per hour		$13.77	$14.30	$14.84	$15.38	$15.92	$16.46	$17.00
Liq. Store Clerk less than 20	125	$1,943.32	$2,019.32	$2,095.32	$2,171.31	$2,247.31	$2,323.30	$2,399.30
per hour		$11.21	$11.65	$12.09	$12.53	$12.97	$13.40	$13.84
PT Custodian	125	$1,941.99	$2,017.93	$2,093.87	$2,169.82	$2,245.76	$2,321.71	$2,397.65
per hour		$11.20	$11.64	$12.08	$12.52	$12.96	$13.39	$13.83
		Start	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Police Officer (Union)	280	$4,768.63	$4,929.31	$5,098.91	$5,275.66	$5,457.76	$5,638.08	$5,821.97
per hour		$ 27.51	$ 28.44	$ 29.42	$ 30.44	$ 31.49	$ 32.53	$ 33.59
per year		$ 57,223.50	$ 59,151.66	$ 61,186.94	$ 63,307.92	$ 65,493.17	$ 67,656.99	$ 69,863.66
Police Officer (Non-Union)	280	$4,681.96	$4,842.64	$5,012.25	$5,188.99	$5,371.10	$5,551.42	$5,735.31
per hour		$ 27.01	$ 27.94	$ 28.92	$ 29.94	$ 30.99	$ 32.03	$ 33.09
per year		$ 56,183.50	$ 58,111.66	$ 60,146.94	$ 62,267.92	$ 64,453.17	$ 66,616.99	$ 68,823.66
		Start	6 Months	1 Year	2 Year	3 Year	4 Year	5 Year
Maintenance Tech I (Union)		$2,886.88	$2,997.57	$3,108.27	$3,220.74	$3,333.22	$3,445.69	$3,561.74
per hour		$ 16.66	$ 17.29	$ 17.93	$ 18.58	$ 19.23	$ 19.88	$ 20.55
per year		$ 34,642.61	$ 35,970.90	$ 37,299.18	$ 38,648.90	$ 39,998.61	$ 41,348.32	$ 42,740.88
Maintenance Tech II (Union)	188	$3,576.02	$3,715.28	$3,852.75	$3,993.79	$4,131.26	$4,274.09	$4,415.13
per hour		$ 20.63	$ 21.43	$ 22.23	$ 23.04	$ 23.83	$ 24.66	$ 25.47
per year		$ 42,912.27	$ 44,583.34	$ 46,232.99	$ 47,925.49	$ 49,575.14	$ 51,289.06	$ 52,981.55
Equipment Mechanic (Union)		$3,917.02	$4,066.99	$4,218.74	$4,372.28	$4,525.82	$4,679.36	$4,836.47
per hour		$ 22.60	$ 23.46	$ 24.34	$ 25.22	$ 26.11	$ 27.00	$ 27.90
per year		$ 47,004.26	$ 48,803.87	$ 50,624.91	$ 52,467.38	$ 54,309.84	$ 56,152.30	$ 58,037.62
Working Foreman/Leadman (Union)	280	$4,545.46	$4,568.67	$4,740.06	$4,915.02	$5,088.20	$5,256.02	$5,430.98

NOTE: 1st step is after 6 months

Wage and Benefit Information

	By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +?% over 2017 Rates adjust for EXP MOD Workers Comp
Mayor and City Council															
Mayor				$ 5,225.00					$ 5,225.00	$ 399.71					
4 City Council				$ 16,552.00					$ 16,552.00	$ 1,266.23					
	100% Council			$ 21,777.00					$ 21,777.00	$ 1,665.94	$ -	$ -	$ -	$ -	$ -
EDA Board															
5 City Council Members				$ 3,000.00					$ 3,000.00	$ 229.50					
2 Members				$ 600.00					$ 600.00	$ 45.90					
	100% EDA			$ 3,600.00					$ 3,600.00	$ 275.40	$ -	$ -	$ -	$ -	$ -
Parks Rec & Culture Board															
1 City Council Member				$ 600.00					$ 600.00	$ 45.90					
4 Members				$ 1,200.00					$ 1,200.00	$ 91.80					
	100% Parks/Rec/Cult			$ 1,800.00					$ 1,800.00	$ 137.70	$ -	$ -	$ -	$ -	$ -
Planning Commission															
2 City Council Members				$ 1,200.00					$ 1,200.00	$ 91.80					
5 Members				$ 1,500.00					$ 1,500.00	$ 114.75					
	100% Plan/Zone			$ 2,700.00					$ 2,700.00	$ 206.55	$ -	$ -	$ -	$ -	$ -
Finance Committee															
2 City Council Members				$ 2,400.00					$ 2,400.00	$ 183.60					
									$ -	$ -					
	100% Admin			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -
Personnel Committee															
2 City Council Members				$ 2,400.00					$ 2,400.00	$ 183.60					
									$ -	$ -					
	100% Admin			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -
Development & Operations Advisory Committee															
2 City Council Members				$ 2,400.00					$ 2,400.00	$ 183.60					
	50% EDA								$ -	$ -					
	50% Plan/Zone			$ 2,400.00					$ 2,400.00	$ 183.60	$ -	$ -	$ -	$ -	$ -
Police Committee															
2 City Council Members				$ 400.00					$ 400.00	$ 30.60					
									$ -	$ -					
	100% Police			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -
Public Works Committee	25% Streets														
2 City Council Members	25% Water			$ 400.00					$ 400.00	$ 30.60					
	25% Sewer								$ -	$ -					
	25% Storm Water			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -
Liquor Committee															
2 City Council Members				$ 1,200.00					$ 1,200.00	$ 91.80					
									$ -	$ -					
	100% Liquor			$ 1,200.00					$ 1,200.00	$ 91.80	$ -	$ -	$ -	$ -	$ -
Bldg & Grounds Committee															
2 City Council Members	50% Muni Bldg			$ 400.00					$ 400.00	$ 30.60					
	25% Police								$ -	$ -					
	25% Parks/Rec/Cult			$ 400.00					$ 400.00	$ 30.60	$ -	$ -	$ -	$ -	$ -
Other Commissions, Boards and Advisory Committees															
1 City Council Member				$ 3,150.00					$ 3,150.00	$ 240.98					
									$ -	$ -					
	100% Council			$ 3,150.00					$ 3,150.00	$ 240.98	$ -	$ -	$ -	$ -	$ -

Wage and Benefit Information

		By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp
Administration Department																
Administrator	8810	69.0% Admin														
1/1/18	Step 7	5.2% Bldg Insp	2,080	$56.20	$116,888.51	$ 2,275.95				$ 119,164.46	$ 9,116.08	$ 8,937.33	$ 20,209.92	$ 1,608.39	$ 75.90	$ 1,020.05
		10.0% Liquor														
		9.0% Sewer														
		6.8% Water														
Finance Director	8810	71.7% Admin														
1/1/18	Step 3	2.5% Bldg Insp	896	$42.88	$ 38,420.10											
6/5/18	Step 4	10.0% Liquor	1,184	$44.43	$ 52,610.80					$ 91,030.90	$ 6,963.86	$ 6,827.32	$ 20,209.92	$ 1,608.39	$ 75.90	$ 779.22
		9.0% Sewer														
		6.8% Water														
HR/City Clerk	8810	74.2% Admin														
1/1/18	Step 5	0.0% Bldg Insp	744	$32.80	$ 24,399.94											
5/9/18	Step 6	10.0% Liquor	1,336	$33.90	$ 45,296.60											
		9.0% Sewer			$ 69,696.54					$ 69,696.54	$ 5,331.79	$ 5,227.24	$ 9,198.00	$ 1,127.07	$ 75.90	$ 596.60
		6.8% Water														
Administrative Data Clerl	8810	74.2% Admin														
1/1/18	Step 3	10.0% Liquor	1,300	$16.28	$ 21,158.09					$ 21,158.09	$ 1,618.59	$ 1,586.86	$ -	$ -	$ -	$ 181.11
		9.0% Sewer														
		6.8% Water														
Economic Dev Director	8810	100.0% EDA	2,080	$41.19	$ 85,665.96					$ 85,665.96	$ 6,553.45	$ 6,424.95	$ 20,209.92	$ 1,608.39	$ 75.90	$ 733.30
1/1/18	Step 7															
Asst. Finance Director	8810	69.0% Admin														
1/1/18	Step 7	5.2% Bldg Insp	2,080	$29.00	$ 60,315.58					$ 60,315.58	$ 4,614.14	$ 4,523.67	$ 9,198.00	$ 529.20	$ 75.90	$ 516.30
		10.0% Liquor														
		9.0% Sewer														
		6.8% Water														
Recept/Utility Billing	8810	5% Liquor														
		25% Sewer														
1/1/18	Step 7	25% Water	2,080	$21.83	$ 45,414.10					$ 45,414.10	$ 3,474.18	$ 3,406.06	$ 20,209.92	$ 1,608.39	$ 75.90	$ 388.74
		25% Admin														
		10% Bldg Insp														
		3.5% Plan/Zone														
		3.0% EDA														
		3.5% Parks/Rec/Cult														
Utility Billing Clerk	8810	45.0% Water							WAIVE							
1/1/18	Step 1	45.0% Sewer	336	$19.22	$ 6,457.49											
2/27/18	Step 2	10.0% Storm Water	1,744	$19.97	$ 34,828.17					$ 41,285.66	$ 3,510.18	$ 3,096.42	$ 4,599.00	$ 1,608.39	$ 75.90	$ 353.41
TOTAL ADMINISTRATION DEPARTMENT										$ 533,731.27	$ 41,182.27	$ 40,029.85	$ 103,834.68	$ 9,698.22	$ 531.30	$ 4,568.74
Community Development Department																
Community Dev Director	9410	80% Plan/Zone														
1/1/18	Step 2	10% Bldg Insp	864	$35.03	$ 30,261.73											
5/30/18	Step 3	0% Parks/Rec/Cult	1,216	$36.34	$ 44,193.46					$ 74,455.19	$ 5,695.82	$ 5,584.14	$ 9,198.00	$ 529.20	$ 75.90	$ 613.44
		10% Code Enforce														
Building Official	9410	100% Bldg Insp														
1/1/18	Step 3		2,080	$29.22	$ 60,775.98					$ 60,775.98	$ 4,649.36	$ 4,558.20	$ 20,209.92	$ 1,127.07	$ 75.90	$ 500.73
Code Enforce/Zoning Tec	9410	100% Code Enforce														
1/1/18	Step 2		1,008	$17.27	$ 17,408.83											
12/18/18	Step 3		32	$17.92	$ 573.46					$ 17,982.29	$ 1,375.64	$ 1,348.67	$ -	$ -	$ -	$ 148.16
TOTAL COMMUNITY DEVELOPMENT DEPARTMENT										$ 153,213.45	$ 11,720.83	$ 11,491.01	$ 29,407.92	$ 1,656.27	$ 151.80	$ 1,262.33

Wage and Benefit Information

		By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp
Police Department	7720															
1/1/18	Step 7	100% Police	2,080	$46.06	$ 95,803.32	$ 2,210.85				$ 98,014.17	$ 1,421.21	$ 15,878.30	$ 20,209.92	$ 1,608.39	$ 75.90	$ 4,331.34
Lieutenant	7720	100% Police								$ 82,090.95	$ 1,190.32	$ 13,298.73	$ 20,209.92	$ 1,608.39	$ 75.90	$ 3,627.68
1/1/18	Step 7		2,080	$37.80	$ 78,613.80		$ 3,477.15									
Investigator	7720	100% Police							WAIVE	$ 76,164.72	$ 1,171.07	$ 12,338.68	$ 4,599.00	$ 1,608.39	$ 75.90	$ 3,365.80
1/1/18	Step 7		2,080	$34.73	$ 72,244.30		$ 3,195.42	$ 725.00								
Officer	7720	100% Police								$ 64,070.33	$ 929.02	$ 10,379.39	$ 9,198.00	$ 529.20	$ 75.90	$ 2,831.33
1/1/18	Step 1		560	$ 28.44	$ 15,925.45											
4/7/18	Step 2		1,520	$ 29.42	$ 44,713.54		$ 2,706.35	$ 725.00								
Officer	7720	100% Police							WAIVE	$ 79,408.95	$ 1,218.12	$ 12,864.25	$ 4,599.00	$ 1,608.39	$ 75.90	$ 3,509.16
1/1/18	Step 6		2,080	$ 35.60	$ 74,055.48	$ 1,352.94	$ 3,275.53	$ 725.00								
Officer	7720	100% Police								$ 78,797.64	$ 1,142.57	$ 12,765.22	$ 20,209.92	$ 1,608.39	$ 75.90	$ 3,482.15
1/1/18	Step 6		1,040	$ 34.93	$ 36,329.11	$ 1,502.07	$ 3,213.73	$ 725.00								
7/1/18			1,040	$ 35.60	$ 37,027.74											
Officer	7720	100% Police							WAIVE	$ 78,273.67	$ 1,201.65	$ 12,680.33	$ 4,599.00	$ 1,608.39	$ 75.90	$ 3,458.99
1/1/18	Step 6		2,080	$ 34.93	$ 72,658.21	$ 1,676.73	$ 3,213.73	$ 725.00								
Officer	7720	100% Police								$ 76,454.52	$ 1,108.59	$ 12,385.63	$ 20,209.92	$ 1,608.39	$ 75.90	$ 3,378.60
1/1/18	Step 6		120	$ 34.26	$ 4,111.21	$ -	$ 3,151.93	$ 725.00								
1/21/18			1,960	$ 34.93	$ 68,466.39											
Officer	7720	100% Police								$ 76,516.33	$ 1,109.49	$ 12,395.65	$ 20,209.92	$ 1,608.39	$ 75.90	$ 3,381.33
1/1/18	Step 6		256	$ 33.59	$ 8,598.60	$ 1,612.24	$ 3,090.12	$ 725.00								
2/13/18			1,824	$ 34.26	$ 62,490.36											
Police Secretary	8810	100% Police								$ 52,943.22	$ 4,050.16	$ 3,970.74	$ 20,209.92	$ 1,127.07	$ 75.90	$ 436.20
1/1/18	Step 7		2,080	$25.12	$ 52,239.99	$ 703.23										
PT Data Entry Clerk	8810	100% Police								$ 21,142.07	$ 1,617.37	$ 1,585.66	$ -	$ -	$ -	$ 174.19
1/1/18	Step 6		1,040	$20.33	$ 21,142.07											
TOTAL POLICE DEPARTMENT										$ 783,876.57	$ 16,159.55	$ 120,542.58	$ 144,254.52	$ 14,523.39	$ 759.00	$ 31,976.78

Wage and Benefit Information

		By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp
Public Services Department		21.2% Streets														$ 5,192.38
Director/Asst City Mgr	5506	4.1% Gen Maint								$ 93,681.30	$ 7,166.62	$ 7,026.10	$ 20,209.92	$ 1,608.39	$ 75.90	
1/1/18	Step 5	1.0% Sanitation	1,104	$44.34	$ 48,946.49											
7/1/18	Step 6	25.0% Parks/Rec/Cult	976	$45.83	$ 44,734.82											
		4.3% Storm Water														
		18.6% Water														
		25.8% Sewer														
Mntc Tech II	5506	24.6% Streets								$ 57,416.27	$ 4,392.34	$ 4,306.22	$ 20,209.92	$ 1,608.39	$ 75.90	$ 1,420.63
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55											$ 140.07
	C/D Licenses	1.1% Sanitation	2,080	$ 2.00	$ 4,160.00											$ 32.10
		13.1% Parks/Rec/Cult			$ 57,141.55	$ 274.72										$ 348.48
		5.0% Storm Water														$ 159.12
		21.5% Water														$ 632.69
		29.9% Sewer														$ 951.52
Mntc Tech II	5506	24.6% Streets								$ 57,557.55	$ 4,403.15	$ 4,316.82	$ 20,209.92	$ 1,127.07	$ 75.90	$ 1,424.13
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55											$ 140.42
	C/D, Pest Licenses	1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 32.18
		13.1% Parks/Rec/Cult			$ 57,557.55											$ 349.34
		5.0% Storm Water														$ 159.51
		21.5% Water														$ 634.25
		29.9% Sewer														$ 953.87
Foreman	5506	24.6% Streets							WAIVE	$ 64,235.66	$ 5,265.85	$ 4,817.67	$ 4,599.00	$ 1,608.39	$ 75.90	$ 1,589.36
1/1/18	Year 2	4.8% Gen Maint	1,400	$ 28.36	$ 39,698.26											$ 156.71
9/2/18	Year 3	1.1% Sanitation	680	$ 29.36	$ 19,961.40											$ 35.91
	C/D, Mech, Pest Licenses	13.1% Parks/Rec/Cult	2,080	$ 2.20	$ 4,576.00											$ 389.87
		5.0% Storm Water			$ 64,235.66											$ 178.02
		21.5% Water														$ 707.84
		29.9% Sewer														$ 1,064.54
Mntc Tech II	5506	24.6% Streets								$ 58,185.48	$ 4,451.19	$ 4,363.91	$ 20,209.92	$ 1,608.39	$ 75.90	$ 1,439.66
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55											$ 141.95
	C/D Licenses	1.1% Sanitation	2,080	$ 2.00	$ 4,160.00											$ 32.53
		13.1% Parks/Rec/Cult			$ 57,141.55	$ 1,043.93										$ 353.15
		5.0% Storm Water														$ 161.25
		21.5% Water														$ 641.17
		29.9% Sewer														$ 964.27
Mntc Tech II	5506	24.6% Streets								$ 57,557.55	$ 4,403.15	$ 4,316.82	$ 20,209.92	$ 1,608.39	$ 75.90	$ 1,424.13
1/1/18	Year 5	4.8% Gen Maint	2,080	$ 25.47	$ 52,981.55											$ 140.42
	C/D, Pest Licenses	1.1% Sanitation	2,080	$ 2.20	$ 4,576.00											$ 32.18
		13.1% Parks/Rec/Cult			$ 57,557.55											$ 349.34
		5.0% Storm Water														$ 159.51
		21.5% Water														$ 634.25
		29.9% Sewer														$ 953.87
Equipment Mechanic	7520	50.0% Water								$ 55,592.48	$ 4,252.82	$ 4,169.44	$ 20,209.92	$ 1,127.07	$ 75.90	$ 1,424.64
1/1/18	Year 3	50.0% Sewer	632	$ 26.11	$ 16,501.84											$ 1,540.63
4/19/18	Year 4		1,448	$ 27.00	$ 39,090.64											
					$ 55,592.48											
Mntc Tech II	5506	50.0% Streets							WAIVE	$ 56,851.55	$ 4,700.97	$ 4,263.87	$ 4,599.00	$ 1,608.39	$ 75.90	$ 5,718.13
1/1/18	Year 3	25.0% Parks/Rec/Cult	696	$ 23.83	$ 16,588.60											
5/1/18	Year 4	25.0% Storm Water	1,384	$ 24.66	$ 34,126.95											
	C/D, Pest Licenses, Utility Lead		2,080	$ 2.95	$ 6,136.00											
					$ 56,851.55											
Comm Events & Parks C	9102	100.0% Parks/Rec/Cult								$ 50,965.78	$ 3,898.88	$ 3,822.43	$ 9,198.00	$ 529.20	$ 75.90	$ 2,361.30
1/1/18	Step 3		560	$23.87	$ 13,367.26											
4/6/18	Step 4		1,520	$24.74	$ 37,598.52											
Custodian	9102	100.0% Parks/Rec/Cult								$ 7,264.55	$ 555.74	$ 544.84	$ -	$ -	$ -	$ 336.57
1/1/18	Step 2		624	$11.64	$ 7,264.55											

Wage and Benefit Information

			By Department	Annual Hours	Hourly Rate	2018 Salary	2018 Sick Pay	2018 Holiday	2018 Certificates	2018 HINS	2018 Total Pay	7.65% 1.45% Police FICA Medicare	7.5% 16.2% Police Retirement	Assume +10% over 2017 Premiums Health	Assume +5% over 2017 Rates Dental	$.200 per $1,000 $.030 per $1,000 Life & AD&D	Assume +7% over 2017 Rates adjust for EXP MOD Workers Comp
MS4 TECH	8/1/18		100.0% Storm Water	433	$17.27	$ 7,483.67					$ 7,483.67	$ 572.50	$ 561.28	$ -	$ -	$ -	$ 346.73
TOTAL PUBLIC SERVICES DEPARTMENT											$ 566,791.85	$ 44,063.22	$ 42,509.39	$ 139,655.52	$ 12,433.68	$ 683.10	$ 35,848.60
Liquor Store																	
Manager	1/1/18	8017 Step 7	100% Liquor	2,080	$35.68	$ 74,209.79					$ 74,209.79	$ 5,677.05	$ 5,565.73	$ 20,209.92	$ 1,608.39	$ 75.90	$ 2,461.54
Asst. Manger	1/1/18	Step 1	100% Liquor	2,080	$20.80	$ 43,257.63					$ 43,257.63	$ 3,309.21	$ 3,244.32	$ 20,209.92	$ 1,608.39	$ 75.90	$ 1,434.86
Clerk II	1/1/18	8017 Step 7	100% Liquor	1,560	$18.64	$ 29,073.19					$ 29,073.19	$ 2,224.10	$ 2,180.49	$ 15,157.44	$ 1,206.20	$ 56.93	$ 964.36
Clerk III	1/1/18	8017 Step 2	100% Liquor	860	$14.30	$ 12,301.21					$ 12,301.21	$ 941.04	$ 922.59	$ -	$ -	$ -	$ 408.03
Clerk III	1/1/18	8017 Step 2	100% Liquor	820	$14.30	$ 11,729.06					$ 11,729.06	$ 897.27	$ 879.68	$ -	$ -	$ -	$ 389.05
		8017	100% Liquor								$ 36,029.08	$ 2,756.22	$ 2,702.18	$ -	$ -	$ -	$ 1,195.08
PT Clerk		Step 1		680	$11.21	$ 7,623.81											
PT Clerk		Step 1		480	$11.21	$ 5,381.51											
PT Clerk		Step 1		408	$11.21	$ 4,574.29											
PT Clerk		Step 4		580	$12.53	$ 7,265.54											
PT Clerk		Step 2		480	$11.65	$ 5,591.96											
PT Clerk		Step 2		480	$11.65	$ 5,591.96											
Total Part Time Clerks						$ 36,029.08											
TOTAL LIQUOR STORE											$ 206,599.96	$ 15,804.90	$ 15,495.00	$ 55,577.28	$ 4,422.98	$ 208.73	$ 6,852.92

Wages & Benefits By Dept

Total Wages and Benefts
Allocated by Department:

Mayor & Council	$	26,834
Finance/Adiministration	$	366,682
Municipal Building	$	215
Parks, Rec & Culture	$	204,141
Planning & Zoning	$	83,730
Building Inspections	$	127,216
EDA	$	132,982
Police	$	1,182,044
Code Enforcement	$	30,470
Liquor	$	358,302
Public Works:		
Streets	$	202,713
General Mntc	$	27,415
Sanitation	$	13,698
Storm Water	$	61,000
Water	$	252,351
Sewer	$	310,459
Total	**$**	**3,380,255**

Note: Uniforms, mileage, and unemployment claims are not included

Includes: Wages, Part-time, OT, Sick Pay, Holiday Pay, PERA, FICA, Health Ins., Dental Ins., Life Ins., AD&D Ins., and Workers Compensation

Council-41110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 24,927	$ 24,927	$ 25,177	$ 22,141	$ 23,027	$ 15,277	$ 15,277	$ 15,159
	Mayor	5,225								
	City Council Members	16,552								
	Other Commissions, Boards & Advisory Comm	3,150								
120	**Employer Contrib Ret General**		1,907	1,907	1,926	1,694	1,761	1,169	1,169	1,160
	FICA/Medicare - 7.65%									
151	**Worker's Comp Benefit**			-	-	88				
200	**Office Supplies (GENERAL)**		125	150	150	16	124	96	136	45
	Water/Name Plates									
208	**Training and Instruction**		4,750	4,750	4,750	400	2,294	610	1,163	1,113
	5 Members @ $750 Each	3,750								
	Goal Setting/Strategic Planning	1,000								
303	**Engineering Fees**		150	150	150	-	-	-	-	90
305	**Technology**		1,000	1,535	1,535	498	481	1,080	1,460	
	Council Chambers Equip Maint & Support	1,000								
	Switch Sound Convertor Software									
351	**Legal Notices Publishing**		2,500	3,000	3,000	1,833	2,370	1,991	4,468	2,934
361	**General Liability Insurance**		144	139	176	138	170	126	112	139
	Property/Liability/Volunteer Insurance	144								
433	**Dues and Subscriptions**		5,820	5,994	5,808	-	9,088	5,185	5,519	1,630
	League of MN Cities	5,790								
	MN Mayors Association	30								
437	**Other Miscellaneous**		-	-	-	94	-	-	-	13
439	**Election Expenses**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 41,323**	**$ 42,553**	**$ 42,672**	**$ 26,901**	**$ 39,314**	**$ 25,533**	**$ 29,304**	**$ 22,281**

Elections-41200

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 5,560	$ -	$ 5,400	$ 4,863	$ -	$ 2,690	$ -	$ 2,214
200	**Office Supplies (GENERAL)**		100	100	200	5	-	72	-	-
208	**Training and Instruction**		1,300	-	1,270	1,126	-	601	-	1,094
	Election Judge Training	1,000								
	Mileage	300								
303	**Engineering Fees**		-	-		-	94			
351	**Legal Notices Publishing**		200	250	250	111	-	164	-	425
361	**General Liability Insurance**		-	-	200	-	13	2	23	5
	Property/Liability/Volunteer Insurance	-								
439	**Election Expenses**		8,400	7,000	9,389	1,683	971	643	1,105	735
	Election Prep	200								
	Primary/General Meals	200								
	Misc Tabulator Costs	1,000								
	1 Automark machine (50% - split w/county)	-								
	2 DS200 voting machines (50% - split w/Cty)	6,000								
	Ballot Cost	1,000								
	Voting Stands	-								
	Voting Signs	-								
TOTAL BUDGET/EXPENDITURES			**$ 15,560**	**$ 7,350**	**$ 16,709**	**$ 7,788**	**$ 1,078**	**$ 4,172**	**$ 1,128**	**$ 4,472**

AdminFin-41500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 272,678	$ 261,615	$ 265,375	$ 248,171	$ 220,807	$ 212,634	$ 206,347	$ 189,741
	City Administrator	82,223								
	Finance Director/Asst City Administrator	65,269								
	HR/City Clerk	51,715								
	Administrative Data Clerk	15,699								
	Asst Finance Director	41,618								
	Receptionist/Data Entry/Utility Clerk	11,354								
	Finance Committee	2,400								
	Personnel Committee	2,400								
102	**FT Employees OT**					1,236	333	889		
103	**Health Stipend (HRA)**		-	-	-	-	-	686	55	-
112	**Contracted Services**		12,420	12,420	12,420	11,144	10,988	13,263	10,284	10,415
	Codification Maintenance Fee	1,000								
	Isantian Newsletter	7,420								
	Code Update	4,000								
120	**Employer Contrib Ret General**		40,951	39,467	39,844	36,673	31,970	31,188	29,718	27,221
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	**Employer Paid Ins General**		50,760	41,517	26,459	30,348	25,053	39,544	34,603	31,234
142	**Unemployment Comp Benefit**		-	-	-	184	-	-	-	-
151	**Worker's Comp Benefit**		2,293	2,095	2,087	2,323	2,650	1,554	1,693	1,874
200	**Office Supplies (GENERAL)**		3,500	3,250	3,250	3,838	3,736	2,992	2,174	1,761
	Misc (Envelopes, Letterhead, Toner, Supplies, Etc)	7,000								
	12.5% to EDA, PRC, P/Z, Bldg Insp	(3,500)								
202	**Duplicating and Copying Supply**		2,440	2,240	2,240	2,011	2,176	1,960	1,988	1,874
	Paper & Supplies	2,500								
	Copy Machine Annual Lease Agreement	3,600								
	15% to EDA, PRC, P/Z, Bldg Insp	(3,660)								
207	**Computer Supplies**		-	-	1,200	-	-	-	-	-
		-								

AdminFin-41500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		6,885	8,870	8,035	5,228	10,002	6,767	5,517	3,971
	MCFOA Conference - C Clerk	500								
	Clerk's Orientation - C Clerk	245								
	MN Municipal Clerk Institute	600								
	General HR training	1,240								
	ICMA Conference - C Mgr	2,200								
	MCMA Conference - C Mgr	600								
	League Conference - C Mgr	800								
	MNGFOA Conference - Fin Dir	700								
	OSA Training - Fin Dir									
	GFOA training									
	CPE for CPA (40 Hrs) - Fin Dir									
220	**General Supplies**					-	958			
300	**Professional Srvs (GENERAL)**		51,385	38,398	28,652	51,084	22,597	24,433	61,297	51,169
	36 Meetings @ $212 + 3% Increase	7,861								
	165 Hrs @ $127 + 3% Increase	21,584								
	12.5% to Bldg Insp	(2,698)								
	Mediation/arbitration	10,000								
	FMLA/Personnel Policy (6 mos. Benefits)	9,638								
	Labor attorney	5,000								
301	**Audit & Accounting Services**		14,425	16,150	15,445	56,896	16,395	10,415	14,677	23,784
	AEM Annual Audit	28,850								
	Interim Services/AUP Engagements									
	10% to Liquor, Water, Sewer, Storm Water, Bldg Insp	(14,425)								
303	**Engineering Fees**		90	900	900	63	-	54	429	-
	General Consulting Services	100								
	10% to Bldg Insp	(10)								

AdminFin-41500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
305	**Technology**		5,056	3,292	2,220	4,900	3,105	1,577	1,808	
	US Internet Anti-Spam Software	245								
	IT Solutions	26,300								
	Split IT solutions to other departments (85%)	(22,355)								
	Civic System support (8.27%)	866								
320	**Communications (GENERAL)**		4,750							
	Midco fiber internet (375 per mth + 250 hookup)	4,750								
322	**Postage**		5,385	5,605	5,697	3,884	4,724	4,956	3,258	3,612
	Bulk Mailing - Isantian	2,000								
	PO Box Fee	120								
	Postage (6,000*$.49)	2,940								
	Certified Letters	325								
335	**Auto Expense**		2,953	2,953	2,973	2,719	2,847	2,916	2,983	2,956
	Mileage Allowance - $350/mth - Lorsung %	2,898								
	City Car (Fuel, Oil, Etc)	550								
	10% to P/Z	(55)								
	20% to Water, Sewer, Liquor, Bldg Insp	(440)								
351	**Legal Notices Publishing**		600	200	100	579	582	57	106	50
361	**General Liability Insurance**		2,561	2,609	3,868	2,577	3,726	3,526	3,359	4,100
	Property/Liability/Volunteer Insurance	2,561								
366	**Bonds/Life Insurance**		-	-	-	-	-	-	-	-
404	**Repairs/Maint Machinery/Equip**		-	-	-	-	-	-	-	-

AdminFin-41500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
433	**Dues and Subscriptions**		2,269	2,969	2,944	2,047	2,137	2,213	2,339	1,601
	MN City/Cty Management Assoc	130								
	MN Clerks & Finance Officers Assoc	35								
	SHRM Membership	185								
	ICMA	800								
	MN GFOA	60								
	Int'l Institute of Muncipal Clerks	255								
	American Planning Association	360								
	IPMA HR	149								
	MPERLA	200								
	MN Society of CPAs	0								
	AICPA	0								
	MN Board of Accountancy	0								
	TCHRA	95								
	National GFOA	0								
437	**Other Miscellaneous**		-	-	-	25	19	4	148	-
	Employee wellness	-								
500	**Capital Outlay (GENERAL)**		-	-	-	17,498	150	-	-	-
511	**Land Acquisition**		-	-	-	-	-	-	(1,250)	1,250
TOTAL BUDGET/EXPENDITURES			**$ 481,400**	**$ 444,551**	**$ 423,709**	**$ 483,428**	**$ 364,956**	**$ 361,628**	**$ 381,531**	**$ 356,613**

Muni Bldg-41941

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 200	$ 200	$ 200	$ -	$ -	$ -	$ -	$ -
	Bldg & Grounds Committee (50%)	200								
112	**Contracted Services**		1,350	1,161	1,134	1,393	1,035	711	547	486
	Alarm Monitoring (Simplex Grinnell)	600								
	Shred N Go	900								
	10% to Bldg Insp	(150)								
120	**Employer Contrib Ret General**		15	15	15	-	-	-	-	-
	FICA/Medicare - 7.65%									
210	**Operating Supplies (GENERAL)**		2,565	1,575	1,575	2,635	2,295	979	1,214	404
	Supplies	1,800								
	Flags	350								
	Furnace Filters	250								
	Ice Melt	200								
	Flourescent Bulb Replacement	250								
	10% to Bldg Insp	(285)								
300	**Professional Srvs (GENERAL)**					-	-	98		
303	**Engineering Fees**					-	(231)	4,402		
305	**Technology**		6,800	5,237	5,227	12,897	6,351	3,205	537	
	Panic Button Monitoring	225								
	IT Solutions (25%)	6,575								
320	**Communications (GENERAL)**		3,642	3,720	3,720	4,824	3,511	3,836	3,329	3,403
	Long Distance ($20 per mth)	240								
	Monthly Billing ($285 per mth)	3,420								
	Maintenance Agreement (Marco)	2,250								
	10% to EDA, PRC, P/Z, Bldg Insp	(2,268)								

Muni Bldg-41941

361	**General Liability Insurance**		2,054	2,009	2,460	1,986	2,367	2,175	1,514	1,674
	Property/Liability/Volunteer Insurance	2,054								
380	**Utilities**		9,018	9,018	9,018	8,181	8,019	8,963	8,397	6,891
	Connexus	7,200								
	Centerpoint	2,280								
	City of Isanti - Storm Water Utility	540								
	10% to Bldg Insp	(1,002)								
401	**Maint & Repairs - Bldgs**		8,492	8,492	8,492	5,268	16,639	6,758	7,620	6,871
	Disposal Service $9/Mth	108								
	Equipment Service	1,250								
	Janitorial Service $290/Mth	3,480								
	Window Washing - 7 mths	530								
	Annual Sprinkler Inspection	465								
	Rug Service	1,152								
	Annual Carpet Cleaning	450								
	Audio, Video, Wiring - Maint & Repair Est	2,000								
	10% to Bldg Insp	(944)								
410	**Rentals**		-	-	-	-	-	-	-	50
500	**Capital Outlay (GENERAL)**		3,500	3,500	-	-	12,367	-	-	-
	Landscaping - city hall south side	3,500								
	North City Hall doors	-								
	Electronic door locks	-								
700	**Transfers (GENERAL)**		-	-	-	-	-	-	-	-
	TOTAL BUDGET/EXPENDITURES		**$ 37,636**	**$ 34,927**	**$ 31,841**	**$ 37,184**	**$ 52,354**	**$ 31,127**	**$ 23,159**	**$ 19,778**

Animal Ctrl-42700

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
112	**Contracted Services**		$ 5,000	$ 5,200	$ 5,200	$ 4,590	$ 4,631	$ 4,384	$ 3,635	$ 4,920
	Animal Control/Kennel Services	5,000								
210	**Operating Supplies (GENERAL)**		200	200	150	96	247	182	183	68
	Misc Supplies	200								
219	**Disposal-Animal**		90	300	300	-	-	-	163	-
	3@$30	90								
300	**Professional Srvs (GENERAL)**		-	-	-	-	-	-	-	49
322	**Postage**		-	-	220	-	-	-	-	-
	Misc Mailings	0								
361	**General Liability Insurance**		19	21	26	19	25	25	26	33
	Property/Liability/Volunteer Insurance	19								
417	**Uniform Rentals**					-	-	75		
TOTAL BUDGET/EXPENDITURES			**$ 5,309**	**$ 5,721**	**$ 5,896**	**$ 4,705**	**$ 4,903**	**$ 4,665**	**$ 4,007**	**$ 5,069**

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 130,727	$ 120,396	$ 108,274	$ 106,383	$ 96,885	$ 98,976	$ 59,757	$ 54,352
	Community Events & Parks Coord	50,966								
	Receptionist/Data Entry/Utility Clerk (3.5%)	1,589								
	PS Director & 5 Main Tech's	62,059								
	PW Maint Tech	14,213								
	Parks Rec & Culture Board (100%)	1,800								
	Bldg & Grounds Committee	100								
101	**PT Salaries & Wages**		17,730	12,325	10,983	3,760	2,439	6,346	4,612	-
	PT Custodian	7,265								
	Seasonal	5,965								
	Intern	4,500								
102	**FT Employees OT**		-	-	-	7,966	3,541	2,897	96	1
103	**Health Stipend (HRA)**		-	-	-	-	-	5	2	-
112	**Contracted Services**		7,465	7,305	6,605	6,410	5,320	5,862	12,214	14,614
	Portable Restrooms	6,265								
	Quarterly Carpet Cleaning/Floor Waxing/Windows	1,200								
120	**Employer Contrib Ret General**		21,336	19,987	17,928	17,500	15,145	15,271	8,966	7,807
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,527								
130	**Employer Paid Ins General**		29,846	26,315	21,597	23,475	31,381	29,256	10,394	16,090
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		4,502	6,000	2,644	4,393	3,878	3,322	2,572	1,854
200	**Office Supplies (GENERAL)**		1,175	1,113	1,063	1,014	1,039	2,023	1,629	435
	12.5% from Financial Administration	875								
	Misc Office Supplies	300								
202	**Duplicating and Copying Supply**		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		1,650	1,350	1,210	1,749	2,388	1,973	523	24
	PW Technician Licensing	200								
	Community Events & Parks Coord - Misc. Training	650								
	Public Services Director Misc Training	800								
	Illustrator Software Training	0								
210	**Operating Supplies (GENERAL)**		3,700	5,370	4,600	3,296	2,133	1,428	1,258	-
	Misc Operating Supplies - IIA	1,200								
	Misc Operating Supplies - ICC	800								
	Misc Operating Supplies - Garden	500								
	Park Flags	800								
	Misc Operating Supplies - PRC	400								
212	**Motor Fuels**		1,800	2,500	2,500	1,104	1,188	2,658	2,458	2,102
220	**General Supplies**		3,700	7,582	2,500	2,170	2,636	1,584	885	3,049
	ICC Replacement Chairs	1200								
226	**Signs**		1,200	2,000	2,000	735	874			
	Reserved Parking Signs	400								
240	**Small Tools and Minor Equip**		4,200	5,350	2,000	1,394	1,132	5,302	19	-
	Winch for side by side	1000								
	Weed Sprayer	1500								
	Push Mower	700								
300	**Professional Srvs (GENERAL)**		1,493	1,493	1,493	2,097	1,980	1,231	1,692	1,357
	Safety Training	743								
	Attorney Fees	750								
303	**Engineering Fees**		1,500	1,500	1,500	658	1,987	9,304	332	315
305	**Technology**		2,315	1,000	1,240	3,403	740	705	1,212	-
	IT Solutions (5%)	1,315								
	Civic Systems (3.82%)	400								
	ICC Wireless Internet Firewall	600								

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
320	**Communications (GENERAL)**		2,847	2,860	2,860	2,377	2,515	3,017	1,824	1,067
	Monthly Billing	2,280								
	10% from Municipal Building	567								
322	**Postage**		25	50	50	6	-	21		
335	**Auto Expense**		-	-	-	-	-	-	-	-
340	**Advertising**		2,983	2,483	2,483	1,151	1,553	435		
	Park Brochure & Advertisng	1,983								
	Misc	1,000								
351	**Legal Notices Publishing**		200	200	200	48	211	169	227	107
361	**General Liability Insurance**		20,844	19,900	23,343	17,520	14,837	16,318	18,319	19,291
	Property/Liability/Volunteer Insurance	20,844								
	IIA	-								
380	**Street Lighting**		17,974	17,974	17,974	16,442	18,945	12,769	11,445	12,207
	Centerpoint	3,600								
	Connexus Energy	9,180								
	City of Isanti - Storm Water Utility	2,835								
	City of Isanti - IIA	2,359								
400	**Ground Maintenance**		27,000	25,000	21,000	9,223	6,336	20,910	18,805	35,021
	Special Assessments	-								
	Fertilizer, Grass Seed, Mulch, Weed Killer, LimeAgg, Etc.	20,667								
	Snow Removal ICC/IIA Retainer	333								
	Base mulch for BB/Riverside/RR Meadows Parks/VFW	6,000								

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
401	**Maint & Repairs - Bldgs**		10,760	10,343	12,100	7,796	5,695	5,728	2,888	2,476
	Disposal Service $120/Mth	1,440								
	Rug Service $30/Mth	360								
	Annual Sprinkler Inspection/Alarm Notification	760								
	Ansol Fire Suppression Semi-Annual Service	400								
	Misc Maint & Repairs	2,000								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
	Shop Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Fire Extinguisher Inspections - IIA & ICC	200								
	Replace Exterior North ICC Doors	4,400								
404	**Repairs/Maint Machinery/Equip**		14,500	16,600	11,000	12,288	8,790	9,627	7,696	11,478
	Repairs/Maint Park Maint Equipment	4,500								
	Repairs/Replacement Park Structures/Equip	6,500								
	Replacement Sand Digging Play Equipment	3,500								
410	**Rentals**		450	450	450	1,185	288	83	481	470
417	**Uniform Rentals**		739	739	739	680	717	671	516	553
	Cleaning $40 per month	480								
	Allowance	259								
433	**Dues and Subscriptions**		1,989	1,364	635	507	75	150	75	75
	TCALMC (25%)	75								
	MFMA	70								
	MRPA	280								
	NRPA	165								
	Graphic stock membership	99								
	Adobe suite annual dues (InDesign, Illust, etc.)	600								
	APWA (25%)	100								
	ICC Wireless Internet Firewall	600								

PRC-45300

	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
437	**Other Miscellaneous**		3,340	4,500	4,500	3,340	3,890	3,340	3,340	-
	C-I Bike/Walk Trail Agreement	3,340								
491	**Recreation Program**		3,550	4,983	4,804	1,443	5,030	4,461	1,433	1,215
	City Rec programs	1,050								
	Movies at ICC	1,500								
	Misc Program Supplies	1,000								
494	**Property Management**					-	-	596		
497	**Summer Events**		9,200	6,475						
	Celebrate Isanti / Scavanger Hunt	9,200								
498	**Farmers Market**		3,000	3,000	3,000	2,929	1,960	2,504	-	-
499	**Street Dance**		16,150	16,150	13,150	13,740	13,060	12,023	-	-
500	**Capital Outlay (GENERAL)**		62,330	51,388	12,900	2,993	574	30,203	490	-
	BB Park asphalt pad conversion to parking lot	6,500								
	Kabota Lawn Mowers	20,000								
	Truck with plow (25% PRC, Sts, Water, Sewer)	12,250								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
	ASA Middle School Park Storm Pond Fence	3,800								
	Playground Refurbish - Bluebird Park									
	Mattson Tennis Court Resurfacing	18,800								
700	**Transfers (GENERAL)**		-	-	-	-	-	-	-	-
	TOTAL BUDGET/EXPENDITURES		**$ 433,135**	**$ 406,884**	**$ 320,165**	**$ 281,854**	**$ 259,868**	**$ 311,818**	**$ 176,905**	**$ 186,674**

P&Z-41910

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 65,054	$ 69,894	$ 65,427	$ 65,631	$ 57,380	$ 46,159	$ 56,034	$ 52,118
	Community Development Director	59,564								
	Receptionist/Data Entry/Utility Clerk	1,589								
	Planning Commission	2,700								
	Development & Operations Advisory Committee	1,200								
103	**Health Stipend (HRA)**		-	-	-	-	-	2	2	-
112	**Contracted Services**		-	-	-	-	-	-	-	-
120	**Employer Contrib Ret General**		9,563	10,296	9,620	9,864	8,425	6,456	7,898	7,426
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		8,609	7,566	7,750	6,878	7,019	6,256	11,258	12,084
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		504	440	582	434	552	744	671	340
200	**Office Supplies (GENERAL)**		1,100	1,288	1,288	966	973	770	765	908
	12.5% from Financial Administration	875								
	Misc Office Supplies	225								
202	**Duplicating and Copying Supply**		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								
208	**Training and Instruction**		1,130	2,050	2,000	939	1,167	3,103	1,565	1,178
	APA Membership & JAPA Subscription	430								
	MN APA Conference	700								
	Continuing Ed for CDD									
300	**Professional Srvs (GENERAL)**		5,000	4,000	4,000	4,765	3,659	3,355	3,264	2,721
	Attorney Fees	5,000								
	Comp Plan work									

303	**Engineering Fees**		4,500	4,000	3,000	4,687	3,240	1,803	5,495	2,450
	Zoning/Address Maps	1,500								
	Engineering Fees	3,000								
305	**Technology**		2,830	1,250	350	1,741	-	741	310	
	IT Solutions (10%)	2,630								
	Arcview software									
	Civic System support permits (1.91%)	200								
310	**Annexation Payments**		17,592	-	-	-	-	-	-	(16)
	Annexation Payments to Township	485								
	Annexation Payments to Township	3,958								
	Annexation Payments to Residents	13,149								
320	**Communications (GENERAL)**		817	830	830	770	599	551	528	823
	10% from Municipal Bldg	567								
	Other Misc. Communications	250								
322	**Postage**		-	-	-	54	-	-	10	-
335	**Auto Expense**		55	55	75	84	68	152	85	58
	10% from Financial Administration	55								
351	**Legal Notices Publishing**		300	400	400	199	148	207	374	226
	Newpaper Publications	300								
361	**General Liability Insurance**		372	316	386	311	371	310	346	414
	Property/Liability/Volunteer Insurance	372								
437	**Other Miscellaneous**		920	920	920	915	187	942	625	812
	Isanti County Recorder	920								
500	**Capital Outlay (GENERAL)**		2,472	7,412	3,000	2,540				
	ArcGIS Map for Desktop (x2)	2,472								
	Comprehensive Plan Update	-								
	TOTAL BUDGET/EXPENDITURES		**$ 121,733**	**$ 111,557**	**$ 100,467**	**$ 101,457**	**$ 84,495**	**$ 72,202**	**$ 89,975**	**$ 82,255**

Bldg Inspec-42401

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 84,372	$ 77,245	$ 73,452	$ 81,418	$ 97,272	$ 81,372	$ 76,664	$ 82,086
	Building Official (100%)	60,776								
	Community Development Director (10%)	7,446								
	Receptionist/Data Entry/Utility Clerk (10%)	4,541								
	City Administrator (5.2%)	6,197								
	Accounting Clerk (5.2%)	3,136								
	Finance Director/Asst City Administrator (2.5%)	2,276								
	HR/Deputy City Clerk (0%)	-								
101	**PT Salaries & Wages (intern)**		$ 2,400							
102	**FT Employees OT**		-	$ -		$ 93	$ 25	$ 67		
103	**Health Stipend (HRA)**		-	-	-	-	-	109	7	-
105	**Labor Credit - Work for Others**		-	-	-	-	-	-	-	(268)
112	**Contracted Services**		9,750	9,729	15,726	17,073	8,842	25	57	92
	Electrical Inspector (80% of Revenues-32219)	9,600								
	Building Official Transition	-								
	10% from Municipal Building	150								
120	**Employer Contrib Ret General**		12,966	11,717	11,128	12,231	14,406	11,963	11,334	11,983
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
130	**Employer Paid Ins General**		26,778	23,312	23,463	23,179	11,480	13,059	18,016	17,363
142	**Unemployment Comp Benefit**		-	-	-	6	-	-	-	-
151	**Worker's Comp Benefit**		700	541	1,120	629	1,123	1,134	932	654
200	**Office Supplies (GENERAL)**		1,265	1,013	1,013	1,196	1,857	696	625	701
	12.5% from Financial Administration	875								
	Misc Office Supplies	390								
202	**Duplicating and Copying Supply**		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								

Bldg Inspec-42401

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
207	**Computer Supplies**		-	300	-	-	-	-	-	-
208	**Training and Instruction**		1,600	1,900	1,100	1,099	779	585	569	608
	Building Official Certification Class	200								
	Univ of MN Conference	500								
	Building Code Books	400								
	Misc Training & Cont Ed	500								
210	**Operating Supplies (GENERAL)**		285	175	175	270	321	137	76	55
	10% from Municipal Building	285								
300	**Professional Srvs (GENERAL)**		4,500	3,559	3,377	4,337	4,155	4,280	4,103	5,487
	City Attorney - 12.5% from Fin Admin	2,698								
	Miscellaneous	852								
	Aware Safety Program	950								
301	**Auditing and Acctg Services**		2,885	3,230	3,089	11,379	3,279	2,083	2,446	3,180
	10% from Financial Administration	2,885								
303	**Engineering Fees**		10	100	100	-	-	-	40	-
	10% from Financial Administration	10								
305	**Technology**		3,325	1,539	618	5,256	1,608	1,198	1,399	
	PSN Annual Sec Compliance & Monthly eBill (20%)	138								
	Civic Sytems Bldg Permit Support (18.89%)	2,472								
	WiFi service	420								
	Upgrade StruCalc Software	295								
320	**Communications (GENERAL)**		1,215	1,655	820	1,388	872	740	730	737
	10% from Municipal Building	567								
	Cell Phone	648								

Bldg Inspec-42401

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
335	**Auto Expense**		2,110	2,810	2,700	894	2,035	2,423	1,963	2,048
	Mileage Allowance - $350/mth - Lorsung %	218								
	20% from Financial Administration	110								
	Fuel	1,300								
	General Maintenance	482								
351	**Legal Notices Publishing**		50	-	-	15	9	168	-	-
361	**General Liability Insurance**		670	647	867	639	835	743	687	1,125
	Property/Liability/Volunteer Insurance	670								
380	**Street Lighting**		1,002	1,002	1,002	849	831	936	933	766
	10% from Municipal Building	1,002								
401	**Maint & Repairs - Bldgs**		944	944	944	585	792	751	893	1,599
	10% from Municipal Building	944								
433	**Dues and Subscriptions**		235	135	125	-	135	235	125	125
	ICC Building Code Membership	135								
	BO Certification, Every 3 Years, Next due 2018	100								
437	**Other Miscellaneous**					-	14			
500	**Capital Outlay (GENERAL)**		-	20,000	19,000	22,059	60	-	-	-
		-								
		-								
		-								
700	**Transfers (GENERAL)**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 157,977**	**$ 162,392**	**$ 160,659**	**$ 185,276**	**$ 151,435**	**$ 123,354**	**$ 122,344**	**$ 129,052**

EDA-108-46500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 91,828	$ 88,469	$ 85,359	$ 85,527	$ 70,310	$ 67,325	$ 65,271	$ 64,097
	Economic Dev Director (100%)	85,666								
	Receptionist/Data Entry/Utility Clerk (3%)	1,362								
	EDA Board	3,600								
	Development & Operations Advisory Committee (50%)	1,200								
101	**PT Wages & Salaries**		4,000	4,000	-	$ 2,206	$ -	$ 2,741	$ 3,331	
	Economic Dev/Marketing Intern (100%)	4,000								
103	**Health Stipend (HRA)**		-	-	-	-	-	650	2	-
112	**Contracted Services**		-	-	-	-	-	-	-	-
120	**Employer Contrib Ret General**		13,858	13,349	12,571	12,968	9,955	9,766	9,597	9,181
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		22,551	19,859	20,127	15,717	16,741	16,982	16,727	18,941
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		745	734	610	697	793	496	527	614
200	**Office Supplies (GENERAL)**		875	813	813	844	915	705	579	616
	12.5% from Financial Administration	875								
202	**Duplicating and Copying Supply**		915	840	840	679	707	651	745	714
	15% from Financial Administration	915								
208	**Training and Instruction**		1,500	1,450	850	851	1,982	937	641	606
	EDAM Conference	850								
	Professional Development	600								
	Miscellaneous Luncheons	50								

EDA-108-46500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
300	**Professional Srvs (GENERAL)**		5,000	3,000	3,000	3,513	3,128	4,992	2,375	1,415
	Attorney	2,000								
	TIF/Tax Abatement Consultant	3,000								
303	**Engineering Fees**		1,000	1,000	-	250	873	206	1,213	-
305	**Technology**		1,581	300	300	285	450	1,679	734	
	IT Solutions (5%)	1,315								
	Civic Systems (2.55%)	266								
320	**Communications (GENERAL)**		1,191	1,840	1,840	1,387	1,513	1,657	1,286	1,249
	10% from Municipal Building	567								
	Cell Phone	624								
335	**Auto Expense**		-	-	-	-	-	-	-	-
351	**Legal Notices Publishing**		100	100	-	111	184	66	282	33
361	**General Liability Insurance**		565	396	413	391	397	414	361	417
	Property/Liability/Volunteer Insurance	565								
380	**Utilities**		1,079	1,079	1,079	1,054	1,083	1,079		
	City of Isanti - Storm Water Utility	1,079								
433	**Dues and Subscriptions**		1,145	1,000	1,100	545	-	650	500	260
	EDAM Membership	295								
	GPS 45:93	850								
	ICSC	-								
437	**Other Miscellaneous**		-	-	-	-	15	-	-	-
494	**Property Management**		-	-	-	3,450	-	1	1,672	-

EDA-108-46500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
495	**Marketing**		12,604	11,625	34,430	12,307	15,697	10,832	7,117	5,985
	Initiative Foundation	825								
	Direct Mail to Manufacturers	250								
	Mayor's Employer Luncheon	1,000								
	Chamber Meetings	-								
	Misc Signs & Sponsorships	300								
	MN Economic Development Magazine	-								
	Fam Tour	500								
	Real Estate Journal Flyer/Conference(s)	2,500								
	ICSC Conference Site Selector Event (Las Vegas)	-								
	NEW Print/Marketing Materials and or updates	2,000								
	DEED Opportunities (CORE NET, Trade Shows, Industrial)	-								
	Loopnet/MNCar Listings/Membership	-								
	Networking Events (ARCC, Chambers, MNCAR, DEED, EDAM)	229								
	Tourism (Hotel Contingent)	5,000								
498	**Farmers Market**		-	-	-	-	-	-	1,647	
499	**Street Dance**		-	-	-	-	-	-	12,929	
511	**Land Acquisition**		-	-	-	-	-	14,000		
531	**Improvement-Land**		-	-	-	-	-	-	-	-
602	**Loan Payment**		-	-	-	-	-	-	-	-
700	**Transfers (GENERAL)**		19,150	19,150	16,150	16,150	16,150	16,150	-	-
	Contribution to PRC (Farm Mkt/Street Dance)	19,150								
	TOTAL BUDGET/EXPENDITURES		**$ 179,687**	**$ 169,004**	**$ 179,481**	**$ 158,932**	**$ 140,891**	**$ 151,981**	**$ 127,536**	**$ 104,128**

EDA-108-46500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	REVENUES									
31000	Property Taxes		56,327							
33601	Regional Grants		-	-	-	-	-	-	-	-
33621	Cable Franchise Fee (60%)		18,000	18,000	18,000	19,195	18,229	16,009	16,235	13,690
34110	Land Rent		6,920							
34901	Assign & Assum Agreement		-	-	-	-	-	-	-	-
36200	Contribution from General Fund				-	-	-	-	-	-
36201	Refunds & Reimbursements		-	-	-	4,695	1,595	68	215	172
36210	Interest Earnings		600	600	600	587	438	1,226	310	1,252
36220	Farmer's Market Sponsorships/Vendor Fees		1,500	2,000	2,000	1,510	2,140	2,455	1,855	-
36225	Street Dance Sponsorships/Vendor Fees		4,000	4,000	3,000	3,600	4,150	3,635	1,085	-
36230	Contributions and Donations		-	-	-	-	-	411	11	75
39102	Sale of Property		-	-	-	-	-	-	-	-
39203	Transfer from Other Fund		92,340	144,405	146,563	146,563	92,767	98,140	117,775	85,479
	Carryover of Marketing Funds		-	-	-	-	-	-	-	-
	TOTAL REVENUES		$ 179,687	$ 169,005	$ 170,163	$ 176,150	$ 119,319	$ 121,944	$ 137,486	$ 100,668

Police-42110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 784,377	$ 708,880	$ 705,894	$ 695,877	$ 639,208	$ 589,789	$ 582,557	$ 559,494
	Wages & Salaries	783,877								
	Police Committee	400								
	Bldg & Grounds Committee (25%)	100								
101	**PT Officers Salaries & Wages**		35,000	32,109	31,109	34,398	28,257	40,432	34,592	36,524
102	**FT Employees OT**		31,000	31,000	25,000	29,113	34,088	19,807	26,890	17,845
102.1	**S&S Reimburseable OT**		(7,000)	(7,000)	(5,000)					
103	**Health Stipend (HRA)**		-	-	-	-	-	115	-	2,000
112	**Contracted Services**		-	-	-	-	-	1,995	-	-
113	**Uniform Pay**		12,780	11,780	11,856	13,114	12,201	11,373	11,536	8,764
	$1,020/Officer x 9 (gets COLA)	9,180								
	Firearm Maint Stipend	700								
	Misc/Repair/Replacement	2,900								
114	**Crime Prevention**		300	500	500	210	259	375	370	18
120	**Employer Contrib Ret General**		147,154	133,370	131,800	131,621	117,260	101,250	98,365	94,052
	PERA 16.2%									
	FICA/Medicare - 1.45%									
130	**Employer Paid Ins General**		159,537	140,871	139,578	108,886	110,674	92,192	89,085	117,948
151	**Worker's Comp Benefit**		31,977	38,485	38,910	32,635	41,078	37,955	26,892	21,944
200	**Office Supplies (GENERAL)**		4,000	4,000	4,000	3,074	4,811	3,930	6,620	2,467
207	**Computer Supplies**		100	250	250	-	-	-	757	214
	Misc Computer Supplies	100								

Police-42110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		16,500	18,500	18,500	16,626	9,967	7,817	7,073	6,791
	Ammunition	4,000								
	MN Chiefs Annual Conference	700								
	Jubiliee Days Meeting	350								
	Misc Training/Courses	7,450								
	Tuition Reimbursement	4,000								
240	**Small Tools and Minor Equip**		2,960	4,000	5,500	2,634	1,571	4,520	2,212	2,101
	Copy Machine Lease	960								
	Misc Small Tools/Equipment	800								
	Misc Investigator Equipment	1,200								
300	**Professional Srvs (GENERAL)**		42,493	41,701	41,701	61,527	42,523	41,817	2,478	2,857
	Prosecution ($3,234/month)	39,600								
	Safety Training	743								
	Admin Citation Payment	2,000								
	Random Testing ($30x5)	150								
305	**Technology**		12,646	8,300	8,300	9,599	15,451	7,913	4,171	
	LETG Software Maintenance and Support	7,400								
	IT Solutions (10%)	2,630								
	Civic Systems Support (22.27%)	2,330								
	Anti-Spam Software	286								

Police-42110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
320	**Communications (GENERAL)**		6,344	5,496	5,496	5,886	5,804	3,414	3,455	4,613
	Radar Calibration	200								
	CenturyLink	1,680								
	5 Aircards	2,100								
	Verizon - Investigator Cell	624								
	Squad Cell Phone	840								
	BCA Connection	200								
	Dennison Tech Group	700								
321	**Cell Phone Reimbursement**		-	-	720	720	720	570	720	240
	Cell Phone x2 (Chief, Lt)									
335	**Auto Expense**		38,400	50,000	50,000	25,203	30,595	37,028	43,539	33,912
	Fuel/Washes	17,400								
	PW Labor	1,000								
	Repairs	20,000								
336	**PD Reserves**		2,000	2,420	2,000	1,924	756	1,396	1,307	1,467
	MN Police Reserve Membership	200								
	Uniforms	1,000								
	Fuel/Washes	300								
	Taser Refresher Annual Training	500								
351	**Legal Notices Publishing**					1,332	219	8		
361	**General Liability Insurance**		22,543	20,312	21,982	25,071	21,923	20,847	15,716	7,095
	LMCIT Property/Liability/Volunteer Insurance	22,543								
	Isanti County Sherrif's Office - SRT Team Liab	-								

Police-42110

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
380	**Street Lighting**		6,780	6,780	7,247	5,630	6,350	6,724	6,345	5,659
	Connexus	4,200								
	Centerpoint	2,000								
	City of Isanti - Storm Water Utility	580								
401	**Maint & Repairs - Bldgs**	-	4,000	4,000	3,692	4,314	3,304	4,823	4,026	3,911
	Disposal Service $9/Mth	110								
	Janitorial Service $150/Mth	1,800								
	Window Washing	350								
	Annual Sprinkler Inspection	150								
	Rug Service	390								
	Annual Carpet Cleaning	500								
	Misc Bldg Repairs/Maintenance	700								
	Special Assessment	-								
404	**Repairs/Maint equipment**		-	1,500						
410	**Rentals**		-	-	-	-	-	-	-	-
433	**Dues and Subscriptions**		1,485	1,085	1,440	1,603	1,255	740	500	730
	Post License $90 every 3 years ('14-1,'15-5,'16-3)	180								
	Tri County Law Enforcement	75								
	MN Chiefs of Police Assoc	230								
	Range Dues/Special Response Team	1,000								
440	**Prisoner Expense**		-	-	2,000	-	-	-	223	-
442	**Forfeitures**		-	-	-	-	-	-	103	15
500	**Capital Outlay (GENERAL)**		4,000	42,000	36,000	36,000	-	-	-	-
	Squad Car Replacement / Equip / Graphics	-								
	Squad Video/ Integrated Body Camera System	-								
	PD Storage Enclosure	4,000								
721	**Contingency Fund**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 1,359,375**	**$ 1,300,339**	**$ 1,288,476**	**$ 1,246,995**	**$ 1,128,273**	**$ 1,036,830**	**$ 969,531**	**$ 930,661**

Code-42402

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 7,446	$ 8,059	$ 7,511	$ 7,951	$ 6,605	$ 5,334	$ 7,978	$ 10,408
	Community Development Director (10%)	7,446								
101	**PT Salaries & Wages**		$ 17,982	16,642	17,310	$ 14,305	$ 14,342	$ 11,996	$ 3,526	
	Code Enforcement/Zoning Technician (100%)	17,982								
120	**Employer Contrib Ret General**		3,852	3,742	3,760	3,446	3,159	2,516	1,633	1,502
	PERA 7.5%									
	FICA/Medicare - 7.65%									
130	**Employer Paid Ins General**		980	861	883	851	803	806	-	-
151	**Worker's Comp Benefit**		209	163	237	180	223	380	225	112
200	**Office Supplies (GENERAL)**		300	300	300	72	7	60	336	269
	Toner, Etc.	300								
207	**Computer Supplies**		300	300	-	-	-	-	-	-
208	**Training and Instruction**		250	250	250	-	530	638	-	-
300	**Professional Srvs (GENERAL)**		4,000	4,000	4,000	1,704	1,428	1,283	2,720	5,256
	Attorney/Nuisance Abatement/Admin Hearings									
305	**Technology**		1,186	1,400	500	1,122	240	372	1,018	
	Verizon WiFi	420								
	Civic System support permits (5.68%)	766								
320	**Communications**		450	450	-	-	-	-	-	-
322	**Postage**		50	50	50	-	-	-	-	27
335	**Auto Expense**		800	800	800	772	466	1,768	757	607
	Fuel/Maintenance	800								
351	**Legal Notices Publishing**		270	270	270	-	120	12	245	526
361	**General Liability Insurance**		255	275	322	271	306	569	464	299
	Property/Liability/Volunteer Insurance	255								
494	**Property Management**		400	400		175	404	404		
500	**Capital Outlay (GENERAL)**		-	-	10,000	8,607				
	PC and Monitor									
		-								
TOTAL BUDGET/EXPENDITURES			**$ 38,731**	**$ 37,962**	**$ 46,193**	**$ 39,456**	**$ 28,634**	**$ 26,138**	**$ 18,903**	**$ 19,004**

Civil Def-42500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
112	**Contracted Services**		$ 2,300	$ 2,500	$ 2,500	$ 2,140	$ 2,140	$ 1,386	$ 1,386	$ 1,386
	Siren Maintenance	2,140								
	Miscellaneous	160								
220	**General Supplies**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 2,300**	**$ 2,500**	**$ 2,500**	**$ 2,140**	**$ 2,140**	**$ 1,386**	**$ 1,386**	**$ 1,386**

Genl Maint-43010

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 17,999	$ 17,199	$ 16,564	$ 17,133	$ 16,303	$ 15,680	$ 15,151	$ 14,519
	PS Director (4.1%) & 5 Main Tech's (4.8%)	17,999								
102	**FT Employees OT**		500	500	500	194	85	282	929	0
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
120	**Employer Contrib Ret General**		2,817	2,695	2,585	2,607	2,382	2,316	2,303	2,111
	PERA 7.5%									
	FICA/Medicare - 7.65%	192								
130	**Employer Paid Ins General**		5,380	4,742	4,608	4,119	3,480	3,651	2,654	4,651
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		720	90	-	731	-	(1,141)	362	779
208	**Training & Instruction**		200	100		249	81	30		
220	**General Supplies**		500	450	450	488	809	199	911	326
	Misc General Supplies	500								
222	**Gen I Operating Expense**		5,325	7,500	7,500	5,311	5,207	2,348	4,323	5,880
	Torch Gases	225								
	Rugs/Towels Cleaning	600								
	Parts/Oil/Supplies/Hardware	4,500								
	Mosquito Control Chemicals	-								
240	**Small Tools and Minor Equip**		900	900	900	798	996	(48)	538	730
300	**Professional Srvs (GENERAL)**		-	-	-	-	77	220	-	-
303	**Engineering Fees**		-	-	-	-	-	31,189	504	-
305	**Technology**		66	100	100	175	249	9	58	-
320	**Communications (GENERAL)**		424	24	24	8	13	22	21	21
	CenturyLink Long Distance	24								
	Shop phone repair	400								

Genl Maint-43010

351	**Legal Notices**					-	3			
361	**General Liability Insurance**		1,152	1,110	1,439	1,097	1,385	1,301	1,162	1,161
	Property/Liability/Volunteer Insurance	1,152								
380	**Utilities**		13,500	15,000	15,000	8,163	11,963	15,819	13,772	10,250
	Connexus	4,500								
	Centerpoint	9,000								
400	**Ground Maintenance**		-	2,000	-	-	-	-	-	-
	Brush Disposal									
401	**Maint & Repairs - Bldgs**		3,100	2,000	2,000	4,041	2,948	3,145	2,084	1,413
	Disposal Service $118/Month	1,416								
	Misc Maint & Repairs - Bldgs	1,584								
	Rekeying facility	100								
404	**Repairs/Maint Machinery/Equip**		500	250	250	122	1,555	751	953	193
	Annual Lift Inspection	250								
410	**Rentals**		675	-	-	-	184	-	-	-
417	**Uniform Rentals**		252	252	252	229	245	320	218	421
	Cleaning ($15 per mth)	180								
	Allowance	72								
500	**Capital Outlay (GENERAL)**		-	-	-	-	50,391	-	-	-
	Mosquito Control Equipment	-								
501	**Replacement Fund**		-	-	-	-	-	-	-	-
530	**ImprovsOtherThanBldgs**		-	-	-	-	31,195	153,968		
700	**Transfers (GENERAL)**		-	-	-	-	-	-	-	-
701	**Equipment/Bldg Payments**		-	-	-	-	-	-	-	-
720	**Operating Transfers**		-	-	-	-	-	-	-	-
TOTAL BUDGET/EXPENDITURES			**$ 54,010**	**$ 54,912**	**$ 52,172**	**$ 45,465**	**$ 129,553**	**$ 230,060**	**$ 45,943**	**$ 42,456**

Streets-43100

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 120,945	$ 113,332	$ 110,042	$ 109,745	$ 108,477	$ 93,786	$ 94,802	$ 89,499
	PS Director (21.2%) & 5 Main Tech's (24.6%)	92,419								
	PW Main Tech (50.0%)	28,426								
	Public Works Committee (25%)	100								
101	**PT Salaries & Wages**		3,621	1,207	-	-	-	-	-	-
102	**FT Employees OT**		9,000	9,000	9,000	8,022	1,979	13,260	6,243	5,211
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
105	**Labor Credit - Work for Others**		(1,500)	(1,500)	-	(848)	(1,493)	(2,350)	(1,153)	(1,300)
112	**Contracted Services**		-	-	-	-	-	-	427	1,770
120	**Employer Contrib Ret General**		20,185	18,826	18,027	17,921	15,879	15,564	14,269	13,777
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,990								
130	**Employer Paid Ins General**		30,754	27,182	24,450	21,796	18,563	19,250	16,350	28,681
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		18,208	19,169	20,712	20,365	24,198	20,508	12,788	8,594
208	**Training and Instruction**		800	500	500	887	1,183	30	165	174
212	**Motor Fuels**		15,000	25,000	25,000	10,983	11,050	26,737	24,580	21,018
220	**General Supplies**		12,000	14,000	14,000	3,136	12,848	12,224	13,843	12,895
226	**Signs**		3,000	9,500	9,500	9,190	4,907	-	-	-
229	**Gravel**		7,800	3,900	3,900	4,067	3,505	32	1,591	430
230	**Salt/Sand**		40,000	40,000	40,000	35,431	31,447	25,899	40,066	25,432

Streets-43100

231	**Street Maintenance**		10,500	12,500	9,000	9,418	7,453	9,208	5,677	3,582
	Special Assessments	1,239								
	Misc Patching/Street repair	6,761								
	Seal Coating	-								
	Sidewalk repair	2,500								
240	**Small Tools and Minor Equip**		2,650	1,000	1,000	883	711	1,340	716	-
	Portable Radio (2) (25% Storm, Sts, Water, Sewer)	1,000								
	Felling trailer ramps	650								
300	**Professional Srvs (GENERAL)**		1,500	1,500	1,500	1,429	2,249	1,483	1,100	842
	Safety Training	743								
	CDL Drug Testing	757								
303	**Engineering Fees**		30,000	10,000	10,000	29,365	23,196	47,301	25,325	77,941
305	**Technology**		458	1,000	1,000	918	476	133	471	
	Civic Systems (3.82%)	400								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		3,180	1,752	1,752	3,058	2,381	1,828	1,611	1,401
	PW Cell Phones (1/3) On-Call Phone	2,400								
	Verizon HotSpot	420								
	PW Building Land Line	360								
351	**Legal Notices Publishing**		-	-	-	10	17	52		
361	**General Liability Insurance**		6,441	6,626	8,750	6,547	8,432	6,747	6,798	7,839
	Property/Liability/Volunteer Insurance	6,441								
380	**Utilities**		200	275	275	-	-	372	-	258

Streets-43100

400	**Grounds Maintenance**		1,000	1,000	-	-	-	-	-	-
401	**Maint & Repairs - Bldgs**		2,700	1,500	1,500	531	1,772	1,488	976	497
	Disposal Service $45/Month	540								
	Misc Repairs	960								
	Mech Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
404	**Repairs/Maint Machinery/Equip**		27,000	24,000	24,000	40,484	17,210	24,642	24,746	19,847
410	**Rentals**		350	1,000	1,000	336	83	-	42	197
417	**Uniform Rentals**		1,530	1,529	1,529	1,438	1,500	1,409	1,166	1,348
	Cleaning ($80 per mth)	960								
	Allowance	570								
433	**Dues and Subscriptions**		175	150	120	65	75	75	75	75
	TCALMC (25%)	75								
	APWA (25%)	100								
494	**Property Management**		1,500	1,500	-	-	1,460	1,322	705	
500	**Capital Outlay (GENERAL)**		21,730	21,834	13,900	11,110	463	42,807	490	-
	Bobcat Buyback Program	4,600								
	Brine tanks for Plow Truck	3,900								
	Truck with plow (25% PRC, Sts, Water, Sewer)	12,250								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
511	**Land Acquisition**		-	-	-	-	-	-		-
531	**Improvement-Land**		-	-	-	-	-	8,307		
	TOTAL BUDGET/EXPENDITURES		**$ 390,728**	**$ 367,282**	**$ 350,457**	**$ 346,287**	**$ 300,022**	**$ 373,452**	**$ 293,871**	**$ 320,010**

Str Light-43160

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
303	**Engineering Fees**		$ -	$ -	$ -	$ -	$ 59	$ -	$ -	$ -
361	**General Liability Insurance**		-	-	1	-	1	8	189	20
	Property/Liability/Volunteer Insurance	-								
380	**Utilities**		60,000	63,125	63,125	59,132	63,753	58,810	59,684	59,717
	Street Lighting	60,000								
500	**Capital Outlay (GENERAL)**		20,000	20,000	14,536	12,634	22,517	-	-	-
	Street Lighting Infill	20,000								
TOTAL BUDGET/EXPENDITURES			**$ 80,000**	**$ 83,125**	**$ 77,662**	**$ 71,766**	**$ 86,329**	**$ 58,818**	**$ 59,873**	**$ 59,738**

Sanitation-43210

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 4,181	$ 3,994	$ 3,842	$ 9,392	$ 3,753	$ 3,600	$ 3,466	$ 3,328
	PS Director (1.0%) & 5 Main Tech's (1.1%)	4,181								
101	**PT Salaries & Wages (seasonal)**		6,671	6,671	-	-	-	-	-	-
102	**FT Employees OT**		250	250	250	250	219	46	168	361
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
112	**Contracted Services**		-	-	-	-	-	-	-	-
120	**Employer Contrib Ret General**		1,185	1,156	620	1,050	578	528	521	536
	PERA 7.5%									
	FICA/Medicare - 7.65%	44								
130	**Employer Paid Ins General**		1,246	1,098	1,068	954	798	832	607	1,066
142	**Unemployment Comp Benefit**		-	-	-	-	-	-	-	-
151	**Worker's Comp Benefit**		165	21	-	-	-	-	-	-
208	**Training & Instruction**		50			-	12			
212	**Motor Fuels**		900	1,500	1,500	675	679	1,519	1,404	1,201
220	**General Supplies**		-	-	-	0	1	-	3	3
300	**Professional Srvs (GENERAL)**		150	300	300	55	133	140	223	(256)
	Clean-Up Day	150								
303	**Engineering Fees**		-	-	-	63	180	-	21	
305	**Technology**		-	-	-	39	17	2	13	
351	**Legal Notices**		-	-	-	-	1	-	-	-
361	**General Liability Insurance**		62	142	31	141	30	29	28	35
	Property/Liability/Volunteer Insurance	62								
400	**Ground Maintenance**		3,500	3,500	36,000	20,351	7	-	-	-
	Compost screening	3,500								
	Estimated Cost of ReOpening Site	-								
417	**Uniform Rentals**		17	17	17	14	19	19	14	14
	Allowance	17								
TOTAL BUDGET/EXPENDITURES			**$ 18,377**	**$ 18,649**	**$ 43,627**	**$ 32,983**	**$ 6,426**	**$ 6,714**	**$ 6,468**	**$ 6,288**

Fire-42280

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
300	**Professional Srvs (GENERAL)**					**0**	**0**	**23639.38**		
390	**Public Safety Expense**		233,593	233,593	196,479	203,125	180,256	163,983	151,688	142,376
401	**Maint & Repairs - Bldgs**					-	-	75		
TOTAL BUDGET/EXPENDITURES			**$ 233,593**	**$ 233,593**	**$ 196,479**	**$ 203,125**	**$ 180,256**	**$ 187,697**	**$ 151,688**	**$ 142,376**

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 127,314	$ 129,662	$ 118,855	$ 113,687	$ 116,845	$ 104,324	$ 93,219	$ 89,215
	PSD (18.6%) & 5 Main Techs (21.5%)	80,840								
	1 Main Tech (50%)	27,796								
	Utility Billing Clerk (45%)	18,579								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		10,000	10,000	10,000	10,814	10,764	11,321	9,910	8,195
103	**Health Stipend (HRA)**		-	-	-	-	-	97	20	-
108	**Wages & Salaries Admin**		35,926	34,448	34,256	29,430	29,362	33,975	27,733	25,585
	Receptionist/Data Entry/Utility Clerk (25%)	11,354								
	Administrator, Finance Director, City Clerk, Accounting Clerk (6.8%)	23,134								
	Administrative Data Clerk (6.8%)	1,439								
112	**Contracted Services**		15,250	15,250	10,250	2,017	2,096	6,868	16,071	20,683
	Cummins NPower Annual Svc Agreement	2,000								
	Watermain Breaks	7,000								
	Misc Leak/Curb Stop Repairs	6,000								
	Code Updates	250								
120	**Employer Contrib Ret General**		21,000	21,211	19,514	19,336	18,514	17,397	14,577	13,716
	PERA 7.5%									
	FICA/Medicare - 7.65%	2,665								
128	**Employer Contrib Ret Admin**		5,462	5,238	5,190	4,270	4,350	4,247	4,004	3,679
	PERA 7.5%									
	FICA/Medicare - 7.65%	248								
129	**Pension Expense (GASB 68)**		1,200	1,200		4,069	1,173			
130	**Employer Paid Ins General**		37,683	34,803	34,429	31,555	28,546	26,720	20,578	29,934
138	**Employer Paid Ins Admin**		9,825	8,341	6,962	6,781	6,188	11,895	8,234	6,290
142	**Unemployment Comp Benefit**		-	-	-	17	-	-	-	-
151	**Worker's Comp Benefit**		5,141	5,212	6,822	5,282	6,922	6,593	6,037	4,357
208	**Training and Instruction**		2,800	2,500	2,500	2,751	3,227	1,948	649	2,585
	Registration/Lodging/Meals Expense	2,514								
	Mileage Allowance - $350/mth - Lorsung %	286								

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
211	**S/W Billing Supplies**		1,788	1,788	1,788	1,210	1,596	3,520	1,495	57
	Post Card Paper	788								
	Printer Toner	270								
	Window Envelopes	280								
	Misc Supplies	450								
212	**Motor Fuels**		3,110	4,110	4,000	1,693	1,731	3,881	3,554	3,031
	20% from Financial Administration	110								
	Maintenance Fuel	3,000								
220	**General Supplies**		9,000	9,000	9,000	10,123	7,474	8,923	7,198	6,662
221	**Chemicals**		32,000	32,000	32,000	30,969	13,988	30,128	27,217	21,764
	Water Treatment Chemicals	32,000								
232	**Water Meters**		15,000	25,318	10,000	23,168	13,486	16,339	1,694	(1,581)
240	**Small Tools and Minor Equip**		2,000	1,000	1,000	1,548	(19)	775	1,120	10
	Portable Radio (2) (25% Storm, Sts, Water, Sewer)	1,000								
300	**Professional Srvs (GENERAL)**		4,200	5,243	5,243	1,431	1,749	1,148	1,993	2,005
	City Attorney	2,000								
	Safety Training	950								
	CDL Drug Testing	500								
	Northland Securities Cont Disc Report	750								
301	**Auditing and Acctg Services**		2,885	3,230	3,089	15,567	3,279	2,083	2,446	3,379
	10% from Financial Administration	2,885								
	2015 Rate Study (45%)	-								
303	**Engineering Fees**		24,000	24,000	24,000	6,164	28,117	11,636	31,650	20,781

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
305	**Technology**		4,361	3,960	2,280	3,434	2,317	2,586	2,122	
	Civic System support (11.48%)	1,396								
	IT Solutions (10%)	2,630								
	PSN Annual Sec Compliance & Monthly eBill (35%)	241								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		4,296	3,360	3,360	3,997	3,189	3,003	2,502	2,258
	PW Cell Phones (1/3)	2,400								
	PW wifi hotspot	600								
	Century Link Services	1,296								
322	**Postage**		4,501	4,411	4,501	2,396	3,991	1,947	1,184	-
	PO Box Fee (45%)	45								
	Monthly Statement Mailing (45%)	3,213								
	Pre-Stamped Window Envelopes (45%)	1,103								
	Annual Mailing Fee (45%)	90								
	Water Samples	50								
351	**Legal Notices Publishing**		200	200	-	548	167	252	169	150
361	**General Liability Insurance**		16,953	16,507	19,365	16,311	18,625	18,033	16,944	20,373
	Property/Liability/Volunteer Insurance	16,953								
380	**Utilities**		46,030	48,313	48,313	41,042	43,344	47,428	44,203	43,529
	Connexus	38,093								
	Centerpoint	7,024								
	City of Isanti - Storm Water Utility	913								
400	**Ground Maintenance**		8,000	12,500	17,500	977	7,766	13,936	6,828	18
401	**Maint & Repairs - Bldgs**		4,850	2,000	2,000	2,976	2,378	4,372	2,491	24
	Rekeying W facilities	500								
	Mech Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Water tower door security	1,150								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
404	**Repairs/Maint Machinery/Equip**		10,000	10,000	10,000	5,744	12,556	9,830	6,900	772
405	**Depreciation (GENERAL)**		370,500	370,500	352,210	378,946	370,245	358,817	357,343	341,726
415	**Other Equipment Rentals**		-	500	500	-	-	-	-	-
417	**Uniform Rentals**		1,294	1,294	1,294	1,089	1,323	1,172	1,135	1,082
	Cleaning ($75 per mth)	900								
	Allowance	394								
433	**Dues and Subscriptions**		3,745	3,720	3,690	3,667	3,175	3,218	1,307	4,358
	Gopher State One-Call Locates	1,240								
	American Water Works Assocation (AWWA)	180								
	WTF Hazardous Chemical	25								
	Well Monitoring Permits	300								
	Annual Water Use Report	1,700								
	MN Rurual Water Assn (50%)	125								
	TCALMC (25%)	75								
	APWA (25%)	100								
437	**Other Miscellaneous**		350	325	325	446	322	292	266	2,451
	Railroad Mgmt Pipeline	350								
438	**Bank Charges**					5	35	5		
492	**Testing-Waste/Water**		2,500	1,500	1,500	1,776	1,009	431	655	743
494	**Property Management**		800	800	-	-	823	745	397	-
500	**Capital Outlay (GENERAL)**		19,230	47,826	13,809	2,992	60	-	-	303
	PPA-SL1000 Sample Analyzer	3,100								
	Fluoride Ion Analyzer	2,600								
	Shop Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Truck with plow (25% PRC, Sts, Water, Sewer)	12,250								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
530	**Improvements Other Than Bldg**		-	-	-	-	-	-	-	-
535	**2011 Water Impr Projects**		-	-	-	-	-	-	-	-
536	**2011 Water Meters**		-	-	-	-	-	-	-	-

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	BOND PAYMENTS									
	2005A GO Improv Bonds (2013A)									
22510	**Principal (45%)**		-	-	-	-	261,000	258,750	(205,023)	234,000
611	**Interest (45%)**		-	-	-	-	1,436	2,600	17,026	34,754
	2007 MFPA									
22530	**Principal**		52,000	51,000	49,000	49,000	48,000	47,000	46,000	44,000
611	**Interest**		13,676	15,017	16,306	16,306	17,568	18,805	20,014	21,172
	2009 MFPA									
22530	**Principal**		249,000	242,000	235,000	235,000	228,000	221,000	215,000	208,000
611	**Interest**		97,315	104,677	111,826	111,826	118,761	125,484	132,025	138,352
	2008B GO Water Rev Bonds (2013A)									
22530	**Principal**		30,000	35,000	25,000	425,000	25,000	20,000	20,000	20,000
611	**Interest**		7,640	7,990	20,700	20,700	29,753	22,613	23,263	23,913
	2010A GO Utility Rev Bonds									
22530	**Principal**		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
611	**Interest**		5,520	6,120	6,620	6,620	7,120	7,520	7,920	8,320
	2011 MPFA									
22530	**Principal**		32,000	32,000	32,000	32,000	31,000	31,000	30,125	17,920
611	**Interest**		7,696	8,186	8,677	8,677	9,152	9,627	9,867	5,481
	2013A GO Refunding									
22530	**Principal**					-				
611	**Interest**					7,990				
611	**Interest Accrual Adjustment**		-	-	-	(4,742)	(3,140)	4,977	(4,008)	(1,255)
620	**Fiscal Agent Fees (2010A)**		190	190	190	684	189	190	163	164
621	**Bond Discount**		-	-	-	-	-	-	27,382	
630	**Amortization of Bond Discount**		-	-	-	-	-	-		-
700	**Operating Transfers**		4,333	4,333	4,333	4,333	4,377	4,398		-
	GO Improv Bond 2011 A - Fund 930	4,333								
	TOTAL BUDGET/EXPENDITURES		**$ 1,382,564**	**$ 1,427,783**	**$ 1,349,195**	**$ 1,721,623**	**$ 1,568,926**	**$ 1,563,849**	**$ 1,083,599**	**$ 1,452,953**

Water-601-49400

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	REVENUES									
	Water Sales		$ 1,045,835	$ 906,923	$ 906,923	$ 980,455	$ 916,942	$ 906,923	$ 918,563	$ 969,146
	Water Connection Fees (WAC)		36,770	55,155	55,155	299,161	165,093	145,853	(7,314)	72,348
	Miscellaneous		30,000	-	-	16,108	9,762	14,462	11,646	9,885
	Contributions		-	-	-	-	-	-	-	3,859
	Special Assessments		-	-	-	-	(1,619)	864	1,119	1,371
	Interest Income		16,800	24,864	24,864	23,088	22,987	47,238	(3,613)	30,966
13300	**Deer Haven Improv - Principal Only 10 Years Beginning 2012 thru 2021**		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
13300	**2013 RR Ave & Walk Improv end 2015**		-	-	-	-	14,352	29,221	-	-
	TOTAL REVENUES		**$ 1,130,995**	**$ 988,532**	**$ 988,532**	**$ 1,320,401**	**$ 1,129,106**	**$ 1,146,151**	**$ 921,991**	**$ 1,089,165**
	PROFIT(LOSS)		**$ 149,071**	**$ (13,015)**	**$ 12,556**	**$ 361,181**	**$ 157,298**	**$ 149,241**	**$ (37,096)**	**$ 178,845**
	CASH FLOW		**$ 118,931**	**$ (68,751)**	**$ (8,453)**	**$ (22,275)**	**$ (69,575)**	**$ (58,881)**	**$ 195,734**	**$ (22,062)**

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 158,835	$ 159,782	$ 147,860	$ 144,651	$ 145,336	$ 130,764	$ 119,814	$ 115,323
	PSD (25.8%) & 5 Main Techs (29.9%)	112,361								
	1 Main Tech (50%)	27,796								
	Utility Billing Clerk (45%)	18,579								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		10,000	10,000	10,000	11,130	9,901	9,881	9,612	6,990
103	**Health Stipend (HRA)**		-	-	-	-	-	117	22	-
108	**Wages & Salaries Admin**		43,876	42,072	42,009	36,652	35,637	41,605	33,738	31,188
	Receptionist/Data Entry/Utility Clerk (25%)	11,354								
	Administrator, Finance Director, City Clerk, Accounting Clerk (9%)	30,619								
	Administrative Data Clerk (9%)	1,904								
112	**Contracted Services**		5,750	4,750	4,750	3,600	9,088	8,141	16,997	20,872
	Cummins NPower Annual Svc Agreement	3,000								
	Code Updates	250								
	WWTP Meter Calibrations	1,000								
	Sewer Repair Services	1,500								
120	**Employer Contrib Ret General**		25,801	25,798	23,909	24,032	22,538	21,170	18,330	17,268
	PERA 7.5%									
	FICA/Medicare - 7.65%	3,002								
128	**Employer Contrib Ret Admin**		6,647	6,399	6,364	5,195	5,283	5,171	4,871	4,484
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
129	**Pension Expense (GASB 68)**		1,500	1,500		7,933	1,481			
130	**Employer Paid Ins General**		47,103	43,106	42,497	38,788	34,633	33,173	25,257	38,084
138	**Employer Paid Ins Admin**		11,233	9,480	7,634	7,548	6,758	12,770	9,207	7,161
142	**Unemployment Comp Benefit**		-	-	-	23	-	-	-	-
151	**Worker's Comp Benefit**		6,963	7,190	9,371	7,711	9,965	9,115	8,238	4,813

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		3,800	3,500	3,500	3,979	2,654	2,069	3,927	1,465
	Registration/Lodging/Meals Expense	3,422								
	Mileage Allowance - $350/mth - Lorsung 9%	378								
211	**S/W Billing Services**		1,788	1,788	1,788	1,210	1,596	3,520	1,578	18
	Post Card Paper	788								
	Printer Toner	270								
	Window Envelopes	280								
	Misc Supplies	450								
212	**Motor Fuels**		3,110	4,110	4,000	1,688	1,561	3,493	3,339	2,730
	20% from Financial Administration	110								
	Maintenance Fuel	3,000								
220	**General Supplies**		7,500	10,000	10,000	5,934	6,863	5,400	7,465	6,434
221	**Chemicals**		100,000	100,000	100,000	88,589	77,717	24,776	119,839	105,983
240	**Small Tools and Minor Equip**		2,000	1,000	1,000	870	607	704	899	75
	Portable Radio (2) (25% Storm, Sts, Water, Sewer)	1000								
260	**Hauling**		-	-	-	-	-	-	-	-
300	**Professional Srvs (GENERAL)**		2,243	3,243	3,243	1,018	1,764	1,032	1,310	1,182
	Safety Training	743								
	Northland Securities Cont Disc Report	500								
	City Attorney	1,000								
301	**Auditing and Acctg Services**		2,885	3,230	3,089	14,072	3,279	2,083	2,446	3,653
	10% from Financial Administration	2,885								
	2015 Rate Study (45%)	-								
303	**Engineering Fees**		4,000	4,000	4,000	2,819	2,262	10,185	1,186	-

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
305	**Technology**		4,427	2,842	1,940	3,004	2,180	2,290	2,261	
	Civic Systems support (12.12%)	1,462								
	IT Solutions (10%)	2,630								
	PSN Annual Sec Compliance & Monthly eBill (35%)	241								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
320	**Communications (GENERAL)**		3,360	3,240	3,240	3,066	3,024	3,626	3,097	2,903
	PW Cell Phones (1/3)	2,400								
	PW wifi hotspot	600								
	Century Link Services	360								
322	**Postage**		4,501	4,501	4,501	2,396	3,991	1,947	1,159	-
	PO Box Fee (45%)	45								
	Monthly Statement Mailing (45%)	3,213								
	Pre-Stamped Window Envelopes (45%)	1,103								
	Annual Mailing Fee (45%)	90								
	Miscellaneous Postage	50								
351	**Legal Notices Publishing**		200	100	-	290	62	304	27	-
361	**General Liability Insurance**		17,262	17,405	20,093	17,197	19,321	18,975	21,086	18,412
	Property/Liability/Volunteer Insurance	17,262								
380	**Utilities**		86,025	92,210	92,210	76,691	83,875	87,041	89,519	86,320
	Connexus	74,910								
	Centerpoint	8,030								
	Lakes Gas	2,075								
	City of Isanti - Storm Water Utility	1,010								

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
400	**Ground Maintenance**		1,000	1,500	1,500	-	214	1,104	-	2,498
401	**Maint & Repairs - Bldgs**		11,700	10,200	10,200	1,181	3,159	3,536	52,843	5,372
	Rekeying W facilities	500								
	Mech Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
404	**Repairs/Maint Machinery/Equip**		20,000	20,000	20,000	17,972	18,149	20,445	8,214	19,179
405	**Depreciation (GENERAL)**		461,000	461,000	421,317	477,425	460,958	449,077	457,792	451,332
410	**Rentals**		-	-	-	-	35	5,132	-	462
415	**Other Equipment Rentals**		-	-	500	-	-	-	-	-
417	**Uniform Rentals**		1,560	1,399	1,399	1,481	1,698	1,548	1,466	1,473
	Cleaning ($75 per mth)	960								
	Allowance	600								
433	**Dues and Subscriptions**		1,850	1,825	1,795	2,977	1,675	1,643	1,550	563
	WWTF Hazardous Chemical	25								
	WWTP Annual Permit Fee	1,500								
	MN Rurual Water Assn (50%)	125								
	MWOA	25								
	TCALMC (25%)	75								
	APWA (25%)	100								
437	**Other Miscellaneous**		-	-	-	-	46	-	-	-
438	**Bank Charges**		-	-	-	-	-	-	-	-
492	**Testing-Waste/Water**		8,000	10,000	10,000	4,862	5,535	7,935	5,354	4,873
494	**Property Management**		800	800	-	-	857	776	414	-
500	**Capital Outlay (GENERAL)**		131,744	35,826	1,009	2,992	60	-	-	303
	Replace double disc pump valves	8,514								
	Clarifier rehab	100,000								
	Truck with plow (25% PRC, Sts, Water, Sewer)	12,250								
	Repair backwash filter pump	10,000								
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
530	**Improvements Other Than Bldg**		-	-	-	-	(1)	-	-	-

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	BOND PAYMENTS									
	1997 MFPA									
22530	**Principal**		-	261,862	255,661	255,661	249,068	242,644	236,386	230,290
611	**Interest**		-	5,173	11,941	11,941	18,534	24,958	31,216	37,312
	2005A GO Improv Bonds (2013A)									
22510	**Principal (55%)**		-	-	-	-	319,000	316,250	304,698	286,000
611	**Interest (55%)**		-	-	-	-	1,755	3,178	12,671	42,477
	2009A GO Crossover Refund Bonds									
22530	**Principal**		55,000	55,000	50,000	50,000	50,000	50,000	50,000	50,000
611	**Interest**		3,850	5,555	7,005	7,005	8,355	9,605	10,730	11,730
	2010A GO Utility Rev Bonds									
22530	**Principal**		35,000	35,000	30,000	30,000	30,000	30,000	30,000	30,000
611	**Interest**		8,945	9,995	10,745	10,745	11,495	12,095	12,695	13,295
	2014B GO Bonds									
22530	**Principal**		100,000	95,000	90,000	90,000	-	-	-	-
611	**Interest**		14,568	15,375	15,933	15,933	13,465	-	-	-
	2016A GO Bonds									
22530	**Principal**		65,000	-	-	-	-	-	-	-
611	**Interest**		50,500	50,500	-	19,078	13,465	-	-	-
22530	***PFA Loan Forgiven***		173,893	173,893	173,893	173,893	173,893	173,893	173,893	173,893
611	**Interest Accrual Adjustment**		-	-	-	1,747	(1,159)	(2,400)	(4,657)	(2,986)
620	**Fiscal Agent Fees (2009A/2010A)**		575	575	575	-	504	19,621	510	470
621	**Bond Discount**		-	-	-	71,498	-	9,391	21,448	
630	**Amortization of Bond Discount**		-	-	-	(3,009)	-	-	-	-
700	**Operating Transfers**		34,668	34,668	34,668	34,668	35,013	35,185	-	-
	GO Improv Bond 2011 A - Fund 930	34,668								
	TOTAL BUDGET/EXPENDITURES		**1,740,462**	**1,846,391**	**1,695,136**	**1,788,135**	**1,907,148**	**1,854,967**	**1,912,444**	**1,833,891**

Sewer-602-49450

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
	REVENUES									
	Sewer Sales		$ 1,379,000	$ 1,379,000	$ 1,341,517	$ 1,398,803	$ 1,375,982	$ 1,341,517	$ 1,321,607	$ 1,291,380
	Sewer Connection Fees (SAC)		64,590	64,590	64,590	361,336	193,703	166,673	(8,570)	84,732
	Miscellaneous		8,000	-	-	8,209	2,703	6,623	6,155	6,827
	Special Assessments		-	-	-	-	(1,520)	1,659	2,179	2,696
	Contributions		-	-	-	-	-	-	-	33,205
	Interest Income		30,000	16,029	16,029	37,140	27,370	28,086	(2,849)	15,567
	Loan Forgiveness		173,893	173,893	173,893	173,893	173,893	173,893	173,893	173,893
13300	Municipal Building - Principal Only 2010-2015		-	-	-	-	49,252	49,255	49,255	49,255
13300	Deer Haven Improv - Principal Only 2012-2021		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
13300	3rd Ave Improv - Principal 2010-2019		9,525	9,542	9,241	9,241	8,951	8,669	8,396	8,131
13300	2013 RR Ave & Walk Improv end 2015		-	-	-	-	14,352	29,221	-	-
36210	3rd Ave Improv - Interest 2010-2019		650	960	1,261	1,261	1,552	1,833	2,106	2,371
	TOTAL REVENUES		**$ 1,667,248**	**$ 1,645,604**	**$ 1,608,121**	**$ 1,991,473**	**$ 1,847,826**	**$ 1,809,019**	**$ 1,553,761**	**$ 1,669,647**
	PROFIT(LOSS)		**$ 411,308**	**$ 444,663**	**$ 502,717**	**$ 705,053**	**$ 688,553**	**$ 678,104**	**$ 377,054**	**$ 546,963**
	CASH FLOW		**$ 387,786**	**$ 260,213**	**$ 334,302**	**$ 677,754**	**$ 401,635**	**$ 403,129**	**$ 99,110**	**$ 287,088**

Storm-603-49500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 44,701	$ 36,193	$ 33,868	$ 33,787	$ 36,981	$ 32,912	$ -	$ -
	PSD (4.3%) & 5 Main Techs (5%)	18,776								
	MS4 Tech	7,484								
	PW Main Tech (25.0%)	14,213								
	Utility Billing Clerk (10%)	4,129								
	Public Works Committee (25%)	100								
102	**FT Employees OT**		350	350	450	71	115	288	-	-
103	**Health Stipend (HRA)**		-	-	-	-	-	-	-	-
108	**Wages & Salaries Admin**		-	-	-	-	-	-	-	-
	Utility Billing Clerk (10%)									
112	**Contracted Services**		250	250	250	181	-	552	-	-
	Code Updates	250								
120	**Employer Contrib Ret General**		6,940	5,612	5,192	4,887	5,378	4,263	-	-
	PERA 7.5%									
	FICA/Medicare - 7.65%	1,603								
128	**Employer Contrib Ret Admin**		-	-	-	-	-	-	-	-
	PERA 7.5%									
	FICA/Medicare - 7.65%									

Storm-603-49500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
129	**Pension Expense (GASB 68)**		5,000	5,000	-	(3,225)	5,409	-	-	-
130	**Employer Paid Ins General**		7,810	7,228	6,088	5,499	4,743	4,054	-	-
138	**Employer Paid Ins Admin**		-	-	-	-	-	1,138	-	-
151	**Worker's Comp Benefit**		1,199	891	35	38	44	30	-	-
208	**Training and Instruction**		1,000	500	500	958	1,043			
211	**S/W Billing Supplies**		397	397	397	269	355	787	-	-
	Post Card Paper	175								
	Printer Toner	60								
	Window Envelopes	62								
	Misc Supplies	100								
212	**Motor Fuels**		1,250	1,250	1,250	843	849	-	-	-
	Maintenance Fuel (5%)	1,250								
220	**General Supplies**		500	1,000	1,000	220	230	406	-	-
230	**Salt/Sand/Sweepings**		5,500	3,500	3,500	10,398	3,754	3,128	-	-
231	**Street Maintenance**					312				
240	**Small Tools and Minor Equip**		1,750	1,000	1,000	737	459	-	-	-
	Portable Radio (2) (25% Storm, Sts, Water, Sewer)	1,000								
300	**Professional Srvs (GENERAL)**		39,460	500	500	176	119	-	-	-
	City Attorney	250								
	Bolton & Menk MS4 Assistance	39,210								
301	**Auditing and Acctg Services**		2,885	3,230	3,089	11,379	3,279	2,083	-	-
	10% from Financial Administration	2,885								
	2015 Rate Study (10%)	-								

Storm-603-49500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
303	**Engineering Fees**		40,000	40,000	40,000	36,842	21,717	4,143	-	-
305	**Technology**		379	1,111	887	606	538	4,774	-	-
	Civic System support (2.18%)	274								
	PSN Annual Sec Compliance & Monthly eBill (10%)	69								
	Anit-Spam Software	36								
	Microsoft Office for PW tablet	58								
322	**Postage**		989	989	989	533	887	445	-	-
	PO Box Fee (10%)	10								
	Monthly Statement Mailing (10%)	714								
	Pre-Stamped Window Envelopes (10%)	245								
	Annual Mailing Fee (10%)	20								
351	**Legal Notices Publishing**		250	500	500	48	283	41	-	-
361	**General Liability Insurance**		1,119	948	718	936	711	194	-	-
	Property/Liability/Volunteer Insurance	1,119								
380	**Utilities**		3,800	3,105	3,105	3,587	3,746	3,008	-	-
	City of Isanti - Storm Water Utility	3,800								
400	**Ground Maintenance**		15,000	40,000	20,000	7,740	-	145	-	-
	Rain Garden Incentive Program	5,000								
	Misc storm pond maintenance	10,000								
404	**Repairs/Maint Machinery/Equip**		6,200	8,000	8,000	2,650	2,902	5,265	-	-
	Shop Remodel (20% Streets, Parks, Water, Sewer, Storm)	900								
	Mech Lighting (20% Streets, Parks, Water, Sewer, Storm)	300								

Storm-603-49500

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
405	**Depreciation**		20,500	20,500	8,808	36,991	20,409	5,872	-	-
410	**Rentals**		1,000	250	250	587	-	-	-	-
417	**Uniform Rentals**		250	350	350	203	217	170	-	-
	G&K Services ($6.14 per mth)	84								
	Allowance	166								
433	**Dues & Subscriptions**		1,015	915	915	-	400			
	MS4 Stormwater Permit	400								
	MCSC Membership	515								
	APWA (25%)	100								
437	**Other Miscellaneous**		-	-	-	-	188			
500	**Capital Outlay (GENERAL)**		148,980	15,293	1,009	2,992	59	-	-	-
	Tool Box & Tools (20% Streets, Parks, Water, Sewer, Storm)	980								
	Storm Pond Maintenance Plan	148,000								
700	**Operating Transfers**		-	-	-	-	94,367	-	-	-
	TOTAL BUDGET/EXPENDITURES		**$ 358,474**	**$ 198,863**	**$ 142,651**	**$ 160,244**	**$ 209,182**	**$ 73,699**	**$ -**	**$ -**
	REVENUES									
	Storm Water Sales		$ 262,540	$ 262,540	$ 250,846	$ 266,632	$ 262,741	$ 240,275	$ -	$ -
	Other Sales		$ -	$ -	$ -	90,731.01	18,173.55	5,070.43	-	-
	Interest Income		250	250	250	(804)	(417)	(266)	-	-
	TOTAL REVENUES		**$ 262,790**	**$ 262,790**	**$ 251,096**	**$ 356,559**	**$ 280,498**	**$ 245,080**	**$ -**	**$ -**
	PROFIT(LOSS)		**$ 53,296**	**$ 63,927**	**$ 108,444**	**$ 196,315**	**$ 71,315**	**$ 171,381**	**$ -**	**$ -**
	CASH FLOW		**$ (75,184)**	**$ 84,427**	**$ 117,253**	**$ 233,306**	**$ 91,724**	**$ 177,253**		

Liquor-609-49750

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
100	**Wages & Salaries**		$ 171,771	$ 130,377	$ 127,370	$ 116,789	$ 116,093	$ 113,526	$ 114,763	$ 113,224
	Liquor Store Manager	74,210								
	Asst. Manager	43,258								
	Clerk II, Clerk III x2	53,103								
	Liquor Committee	1,200								
101	**PT Salaries & Wages**		36,029	47,229	46,303	60,873	48,601	41,706	41,258	38,985
102	**FT Employees OT**		-	-	-	179	48	129	-	-
103	**Health Stipend (HRA)**		-	-	-	-	-	98	130	-
105	**Labor Credit - Work for Others**		-	-	-	-	-	-	-	268
108	**Wages & Salaries Admin**		38,407	36,831	37,302	32,735	30,443	36,831	29,129	27,122
112	**Contracted Services**		-	-	-	3	-	-	102	-
120	**Employer Contrib Ret General**		31,392	26,817	26,221	26,674	23,853	22,559	21,950	21,219
	PERA 7.5%									
	FICA/Medicare - 7.65%									
128	**Employer Contrib Ret Admin**		5,819	5,608	5,651	4,484	4,539	4,480	4,217	3,901
	PERA 7.5%									
	FICA/Medicare - 7.65%	-								
129	**Pension Expense (GASB 68)**		550	550		15,883	581			
130	**Employer Paid Ins General**		60,209	34,143	34,196	31,284	31,481	32,345	33,731	36,465
138	**Employer Paid Ins Admin**		7,494	6,142	4,031	4,329	3,492	5,410	5,142	4,676
142	**Unemployment Comp Benefit**		-	-	-	93	83	993	13	-
151	**Worker's Comp Benefit**		7,182	9,658	8,005	8,595	8,130	7,322	6,245	4,016
200	**Office Supplies (GENERAL)**		6,000	7,000	7,000	4,771	5,690	7,825	6,272	6,043

Liquor-609-49750

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
208	**Training and Instruction**		2,700	2,700	2,710	1,622	1,109	1,730	1,854	1,354
	20% of City Car (from Finance)	110								
	Mileage Allowance - $350/mth - Lorsung 10%	420								
	MMBA Conference	600								
	MMBA Bootcamp	600								
	Alcohol Server Training	350								
	Food/Wine Pairing Training	200								
	Regional Meeting/Misc Training	420								
251	**Liquor for Resale**		600,459	567,318	539,407	585,813	553,481	526,250	505,569	475,924
252	**Beer for Resale**		1,042,697	1,013,139	1,004,176	1,017,266	988,429	979,684	965,745	963,314
253	**Wine for Resale**		169,135	151,658	143,699	165,010	147,959	140,194	141,266	127,189
257	**Ice for Resale**		8,592	8,292	7,437	8,383	8,090	7,255	6,894	7,558
259	**Other for Resale**		119,384	104,101	93,702	116,472	101,562	91,416	82,723	84,619
260	**Hauling**		7,904	7,294	7,317	7,712	7,116	7,139	6,743	6,686
300	**Professional Srvs (GENERAL)**		1,200	1,943	1,943	942	932	743	743	765
	Safety Training	960								
	Misc Attorney, Engineering, Etc.	240								
301	**Auditing and Acctg Services**		2,885	3,230	3,089	11,379	3,279	2,083	2,446	3,777
	10% from Financial Administration	2,885								
305	**Technology**		5,890	3,709	694	2,068	1,170	349	531	
	Civic System support (6.36%)	666								
	Battery backup for register	250								
	IT Solutions (10%)	2,630								
	Zabinski - Firewall, Software Updates	2,344								

Liquor-609-49750

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
320	**Communications (GENERAL)**		1,680	1,800	1,800	1,722	1,569	1,777	1,600	1,462
	CenturyLink	1,680								
322	**Postage**		-	-	-	-	-	-	-	-
340	**Advertising**		7,000	7,000	7,000	7,003	6,395	7,740	6,533	6,230
	Tastings	2,000								
351	**Legal Notices Publishing**		500	500	500	664	252	356	204	12
361	**General Liability Insurance**		3,954	3,818	4,735	3,773	4,553	4,446	4,622	5,484
	Property/Liability/Volunteer Insurance	3,954								
364	**Dram Shop**		2,914	2,715	2,881	2,649	2,619	2,619	3,710	3,396
	Insurance	2,914								
380	**Utilities**		13,300	12,520	13,776	12,905	13,319	13,955	12,877	12,361
	Connexus	12,000								
	Centerpoint	840								
	City of Isanti - Storm Water Utility	460								
400	**Ground Maintenance**		1,700	1,700	367	154	167	-	271	475
	Snow Removal Retainer	1,500								
	Outdoor Sprinkler System	200								
401	**Maint & Repairs - Bldgs**		4,988	4,976	4,976	15,937	1,395	2,091	2,927	2,449
	Disposal Service $41/Month	492								
	Window Washing Services $25/Month	300								
	Rug Service $33/Month	396								
	Floor Waxing 2x per Year	650								
	Misc Main & Repairs	3,150								
404	**Repairs/Maint Machinery/Equip**		3,550	3,550	3,550	2,485	933	3,393	1,797	2,267
	Logivision Dial Up Card - Every 3 yrs	400								
	Register Equipment Repairs Fee/Misc	1,650								
	Register Service	1,500								

Liquor-609-49750

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
405	Depreciation (GENERAL)		14,900	14,900	13,976	20,078	14,895	13,683	13,373	15,345
431	Over/Short		-	-	-	18	17	95	(95)	20
433	Dues and Subscriptions		2,010	1,992	1,894	1,870	1,905	1,788	1,630	1,740
	MMBA	1,700								
	Buyer's Card MOOFSL	20								
	Tobacco License	150								
	Other	140								
437	Other Miscellaneous		-	-	-	-	-	1	10,000	-
438	Bank Charges		31,000	28,000	27,000	30,545	28,146	27,345	25,713	24,732
443	Check Recovery Fee		-	-	-	-	-	-	-	-
490	Donations-Organizations		-	-	-	(273)	-	-	-	-
493	Alarm System		1,130	1,092	1,090	1,196	1,283	1,090	1,090	1,090
	Monitoring Service	1,130								
500	Capital Outlay (GENERAL)		-	-	-	-	30	-	-	1,466
	Caselle Clarity Modules	-								
501	Replacement Fund		-	-	-	-	-	-	-	-
520	Building Structures		-	-	-	-	-	-	-	-
720	Operating Transfers		350,000	350,000	330,360	330,360	300,000	200,000	150,000	150,000
TOTAL BUDGET/EXPENDITURES			**$ 2,764,324**	**$ 2,602,302**	**$ 2,514,157**	**$ 2,654,447**	**$ 2,463,639**	**$ 2,310,445**	**$ 2,213,720**	**$ 2,155,633**
REVENUES										
	Sales		$ 2,679,523	$ 2,537,815	$ 2,475,760	$ 2,614,169	$ 2,475,917	$ 2,415,375	$ 2,314,308	$ 2,268,932
	Interest Income		5,400	5,400	5,400	$ 5,041	$ 7,972	$ 14,087	$ (4,338)	$ 5,311
TOTAL REVENUES			**$ 2,684,923**	**$ 2,543,215**	**$ 2,481,160**	**$ 2,619,210**	**$ 2,483,889**	**$ 2,429,463**	**$ 2,309,970**	**$ 2,274,243**
PROFIT(LOSS)			**$ (79,401)**	**$ (59,087)**	**$ (32,997)**	**$ (35,237)**	**$ 20,251**	**$ 119,018**	**$ 96,250**	**$ 118,610**
CASH FLOW			**$ (64,501)**	**$ (44,187)**	**$ (19,021)**	**$ (15,159)**	**$ 35,146**	**$ 132,701**	**$ 109,623**	**$ 133,954**

Transfers

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2016 Actual	2015 Actual	2014 Actual	2013 Actual	2012 Actual
303	Engineering Fees		-	-	-	-	-	-	-	-
320	Communications (GENERAL)		-	-	-	-	-	-	-	-
380	Utilities		-	-	-	-	238	(881)	327	326
437	Other Miscellaneous		-	-	-	-	237	(511)	(789)	2,173
490	Donations-Organizations		-	-	-	-	-	-	-	-
604	TIF-Pay as You Go (101-49110-604)		1,231	9,920	10,399	10,399	10,877	11,630	12,349	12,948
612	Interest Expense		-	-	-	-	1,552	1,833	2,106	2,371
700	Transfers (GENERAL)		119,840	143,525	146,563	146,563	350,565	-	-	-
720	Operating Transfers		-	-	-	-	-	-	-	-
	Transfer to Water Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st Installment 2012)									
	Transfer to Sewer Fund - Deer Haven		1,590	1,590	1,590	1,590	1,590	1,590	1,590	1,590
	(10 year loan - 1st Installment 2012)									
	Transfer to City Hall Fund		-	-	-	-	49,252	49,255	49,255	49,255
	(10 year loan - 1st Installment 2006)									
	Transfer to Sewer Fund - 3rd Avenue		9,525	10,502	10,502	10,502	10,502	10,502	10,502	10,502
	(10 year loan - 1st Installment 2010)									
	TOTAL BUDGET/EXPENDITURES		$ 133,776	$ 167,127	$ 170,644	$ 170,643	$ 426,403	$ 75,008	$ 76,930	$ 80,755

- After Current Year Payment -									
Balance of Loan from Sewer Fund - City Hall Project (0% Interest)	$ -	$ -	$ -	$ -	$ (49,252)	$ 49,252	$ 98,507	$ 147,762
Balance of Loan from Sewer Fund - 3rd Avenue (3.25% Interest)	$ 6,714	$ 16,239	$ 26,741	$ 26,741	$ 37,243	$ 47,745	$ 56,415	$ 64,810
Balance of Loan From Sewer/Water Fund - Deer Haven (0% Interest)	$ 9,536	$ 12,715	$ 15,895	$ 15,895	$ 19,075	$ 22,255	$ 25,434	$ 28,614

Capital Outlay and Replacement

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2015 Final Budget	2014 Original Budget	2013 Original Budget	2012 Original Budget
500	**Capital Outlay (GENERAL)**								
	41000-Capital Outlay		$ -	$ -	$ -	$ -	$ 13,000	$ -	$ -
	41110-City Council (Special Projects)		-	-	-	-	-	-	-
	41200-Elections		6,000	-	-	-	-	-	-
	41500-Administration		-	-	-	-	-	-	4,917
	41910-Planning/Zoning		2,472	7,412	3,000	-	-	-	1,639
	41941-Muni Bldg		3,500	3,500	-	-	-	-	-
	42000-Public Safety		-	-	-	-	-	-	-
	42110-Police		4,000	42,000	36,000	-	29,000	-	-
	42401-Building Inspection		-	20,000	19,000	-	-	-	-
	42402-Code Enforcement		-	-	10,000	-	-	-	-
	45186-Community Ctr		-	-	-	27,000	-	-	-
	46500-EDA		-	-	-	-	-	-	-
	43010-General Maint		-	-	-	-	-	-	-
	43100-Streets		21,730	21,834	13,900	257,000	375,000	130,000	410
	43160-Street Lighting		20,000	20,000	14,536	-	-	-	-
	43210-Sanitation/Waste		-	-	-	-	-	-	-
	45200-Park Mnt Equip and Structures		-	-	-	7,000	10,000	-	410
	45300-Parks, Rec, Culture		62,330	69,190	12,900	7,000	10,000	-	410
Total Capital Outlay			**$ 120,032**	**$ 183,936**	**$ 109,336**	**$ 298,000**	**$ 437,000**	**$ 130,000**	**$ 7,786**

Capital Outlay and Replacement

Account	Description		2018 Preliminary Budget	2017 Current Budget	2016 Final Budget	2015 Final Budget	2014 Original Budget	2013 Original Budget	2012 Original Budget
501	**Replacement Fund**								
	Underfunded		$ -	$ -	$ -	$ -	$ -	$ -	$ -
	City Council Reserves (56738)		-	-	-	-	-	-	-
	Elections Reserve (56739)		-	-	-	-	-	-	-
	Admin Reserves (56740)		-	-	-	-	-	-	-
	Police Reserves (56741)		-	-	-	-	-	-	-
	Streets Reserves (56742)		-	-	-	150,000	-	-	-
	Maintenance Reserves (56743)		-	-	-	-	-	-	-
	Park Reserves (56744) (920-45300-501)		27,500	7,500	7,500	7,500	-	-	-
	Sanitation Reserves (56745)		-	-	-	-	-	-	-
	ICC Reserves (56746)		-	-	-	-	-	-	-
	Planning/Zoning Reserves (56748)		-	-	-	-	-	-	-
	Bldg Inspection Reserves (56749)		-	-	-	-	-	-	-
	Mun Bldg - Bldg Reserves (56750)		-	-	-	-	-	-	-
	Gen Maint - Bldg Reserves (56751)		-	-	-	-	-	-	-
	Park Structures Reserve (56752)		-	-	-	-	-	-	-
	Public Safety Impr Reserve (56753)		-	-	-	-	-	-	-
	Special Projects Reserves (56754)		-	-	-	-	-	-	-
	Reserve for Park Donations (56755)		-	-	-	-	-	-	-
	Reserve for Land Acquisition (56756)		-	-	-	-	-	-	-
	EDA Reserves (56757)		-	-	-	-	-	-	-
	Code Enforcement Reserves (56758)		-	-	-	-	-	-	-
	Total Reserve for Replacement		**$ 27,500**	**$ 7,500**	**$ 7,500**	**$ 157,500**	**$ -**	**$ -**	**$ -**

RESOLUTION NO. 2017-XXX

RESOLUTION ADOPTING THE 2018 FINAL BUDGET

BE IT RESOLVED, by the City Council of the City of Isanti, Minnesota, that the following budget for the year of 2018 is approved:

Department		**Amount**
Mayor & Council	$	41,323
Elections	$	15,560
Financial Administration	$	481,400
Municipal Building	$	37,636
Animal Control	$	5,309
Parks, Rec & Culture	$	433,135
Planning & Zoning	$	121,733
Building Inspections	$	157,977
Economic Development Authority	$	92,340
Police	$	1,359,375
Code Enforcement	$	38,731
Civil Defense	$	2,300
General City Maintenance	$	54,010
Streets	$	390,728
Street Lighting	$	80,000
Sanitation	$	18,377
Fire Protection	$	233,593
Txfr to Sewer (3rd Ave Loan) P&I	$	9,525
Txfr to Water/Sewer (Deer Haven)	$	3,179
Tax Abatements (101-49110-604)	$	1,231
Capital Replacement	$	27,500
G.O. Debt Service	$	530,936
Total Expenditures	**$**	**4,135,898**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 5th day of December, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2017-XXX

RESOLUTION ADOPTING THE FINAL 2017 TAX LEVY, COLLECTIBLE 2018

BE IT RESOLVED, by the City Council of the City of Isanti, County of Isanti, Minnesota that the following sums of money be levied for the current year, collectible in 2018, upon the taxable property in the City of Isanti, for the following purposes:

General Fund	**$**	**2,172,468**
EDA		**56,327**
2010B GO Improvement Ref. Bond		**250,000**
2011A GO Improvement Bond		**7,061**
2014A GO Tax Abatement Bond		**221,616**
2014B GO Bond (Equipment Portion)		**52,259**
Total Levy	**$**	**2,759,731**

The City Clerk is hereby instructed to transmit a certified copy of the resolution to the Isanti County Auditor, Isanti County, Minnesota.

This resolution is duly adopted by the Isanti City Council this 5th day of December, 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

K.2.c.

RESOLUTION NO. 2017-XXX

RESOLUTION ADOPTING THE FINAL 2018 ENTERPRISE FUND BUDGETS

BE IT RESOLVED, by the City Council of the City of Isanti, County of Isanti, Minnesota that the following budget for the year 2018 is approved:

Water Fund	**$ 1,382,564**
Sewer Fund	**$ 1,740,462**
Storm Water Fund	**$ 358,474**
Liquor Fund	**$ 2,764,324**

This resolution is duly adopted by the Isanti City Council this 5th day of December, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

K.2.d.

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING A COST OF LIVING ADJUSTMENT (COLA) FOR NON-UNION EMPLOYEES

WHEREAS, Section 6 of the Personnel Policy provides that employees may receive a cost of living adjustment (COLA) to their wage on January 1st of each year if the COLA has been approved by resolution of the City Council for the given budget year; and

WHEREAS, the 2018 budget includes a COLA of 3.0% for non-union employees; and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to hereby approve a 3.0% Cost of Living Adjustment to all non-union employees for budget year 2018.

This resolution was duly adopted by the Isanti City Council this 5th day of December, 2017.

Attested:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

(SEAL)

K.3.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Don Lorsung, City Administrator

Date: November 30, 2017

Subject: Professional Engineering Services

The current engineering contract with Bolton & Menk will expire in March, 2018. The current contract allows for continuation of services by mutual agreement. The current contract was extended by the City Council in 2012. The Finance Committee has reviewed this matter and is recommending consideration of requesting proposals for this service. Below staff has outlined a timeline of activities to procure this service, if desired by the City Council.

City Council – Review of Contract	December 5, 2017
City Council - Approval of RFP and Advertisement	December 5, 2017
Engineering Proposal Submittal Deadline	January 12, 2018
Committee Review of Proposals	January, 2018 (TBD)
City Council - Consideration of Recommendation for Interviews	February 6, 2018
City Council - Interviews (4:00 p.m. start)	February 20, 2018
Selection of Firm (Regular Meeting)	February 20, 2018
City Council - Approval of Engineering Contract	March 6, 2018

Attached for your consideration is a Resolution approving the Request for Proposals (RFP) and directing staff to advertise for engineering services.

RESOLUTION 2017-XXX

RESOLUTION APPROVING REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

WHEREAS, over time the City of Isanti has utilized contracted municipal engineering services provided by qualified professional engineering firms as necessary; and,

WHEREAS, the contract with Bolton & Menk, Inc., who provides professional engineering services to the City of Isanti expires in March, 2018; and,

WHEREAS, upon review by the Finance Committee, staff has prepared a Request for Proposals and timeline to procure professional engineering services.

NOW, THEREFORE, IT IS HEREBY RESOLVED (tabbed) by the City Council of the City of Isanti, Minnesota:

1. Approval of the Request for Proposals for Professional Engineering Services, attached as Exhibit "A".

2. Direct staff to publish a Notice of the Request for Proposals and distribution to seek proposals for such services from qualified consultants and firms.

This Resolution is hereby approved by the Isanti City Council this 5th day of December, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Exhibit A

REQUEST FOR PROPOSALS

FOR

PROFESSIONAL ENGINEERING SERVICES

PROPOSALS DUE: 4:30 p.m., January 12, 2018

CITY OF ISANTI
110 First Avenue N.W, PO Box 428
Isanti, MN 55040-428

TABLE OF CONTENTS

I. PURPOSE OF REQUEST

II. PROPOSAL CONTEXT - GENERAL INFORMATION

III. INSTRUCTIONS TO PROPOSERS

IV. PROPOSAL CONTENTS

V. SELECTION

VI. TERMS AND CONDITIONS

VII. PROPOSAL REVIEW TIMELINE

I. PURPOSE OF THE REQUEST

The City of Isanti is requesting proposals from Engineering Firms for City Engineering Services. Qualified firms are those that provide engineering services to Minnesota cities and have current municipal clients. Detailed information concerning the City's needs is outlined in the following Request for Proposals. The intent of the City of Isanti is to enter into a 5-year contract with the successful proposer for these services.

II. GENERAL INFORMATION

The City of Isanti is a full-service, suburban community of 5,614 residents located within 35 minutes of the Twin Cities. The community is located on the Highway 65 corridor. The City covers approximately 4.4 square miles in southern Isanti County.

The City operates under a Council-Administrator form of government. The City Council is the legislative and policy making body of the City. The Council is made up of four Council members and the Mayor. The City Administrator is accountable to the City Council for the implementation of Council direction and the administration of the day to day operations of the City. The City Council meets every first and third Tuesday of each month. The EDA meets on the first Tuesday of the month. The Planning Commission meets on the third Tuesday of the month. The Park and Recreation Board meets on the fourth Tuesday of every month.

City departments include: Public Services, Police, Community Development, Economic Development, Finance, Administration and Municipal Liquor. Fire suppression services are contracted from the Isanti Fire District. The Public Works Department is under the direction of the Public Services Director and has 7 full-time employees. The Public Works Department also performs park maintenance as a part of their duties.

III. INSTRUCTIONS TO PROPOSERS

A. All proposals should be sent and all questions and correspondence should be directed to:

Donald Lorsung, City Administrator
City of Isanti
P.O. Box 428
110 First Avenue NW
Isanti, MN 55040-0428
(763) 444-5512, ext. 117

B. All proposals must be received no later than 4:30 p.m., Friday, January 12, 2018. Ten copies of the proposal must be presented. The copies shall be sealed and clearly identified with "City Engineer Services Proposal" by the submittal deadline.

C. In order to be considered a valid proposal, each proposal must meet the following requirements:

1. Written proposals received after 4:30 p.m., January 12, 2018 will not be considered.

2. Each proposal must be signed by an officer of your company who can be held accountable for all representations.

D. The proposal shall be limited to a maximum of 25 pages (not including Disclosures and Assurances). Additional material, other than that requested by the City of Isanti, will be disregarded.

E. The City will review the proposals and may schedule interviews for finalists.

F. Proposers are prohibited from contacting any representatives of the City Council for purposes of lobbying to secure this contract.

IV. PROPOSAL CONTENTS

A. Cover Letter

(Maximum 2 pages)

Please provide a letter of introduction, discussing the firm, their interest in serving Isanti and the firm's qualifications.

B. Company Introduction

(Maximum 3 pages)

Please provide a memo regarding company history, location, services and company philosophy and/or mission.

C. Understanding of Community

(Maximum 3 page)

Please provide a memo regarding your knowledge of Isanti and the vision for your firm's role as a service provider to the City. As a part of that memo, please respond to the questions below:

As a part of engineering services, responsiveness to citizen inquiries and staff requests are paramount.

Whether the required response is to address citizen questions regarding driveway access during street improvement projects, or staff requests for information in order to respond to an economic development prospect, please comment on your firm's philosophy regarding the ability of your staff to respond to a variety of requests in a timely fashion and what the manner of response should be.

In addition, when you take on a new client (a new City); describe how you have gone about meeting, developing relationships, and communicating with the various types of individuals that you now serve (city staff, elected officials, and residents/business owners).

D. Identification and Qualifications of Key Staff

(Maximum 5 pages)

The ideal firm should have staff with extensive experience in municipal engineering including preparation of plans, administration and inspection of municipal construction projects, preparation of feasibility reports, preparation of assessment rolls, platting process and review. They should have general knowledge in water,

wastewater and storm water systems/facilities and utility operations. The employees directly serving the City should also have substantial experience in working with private commercial and residential developers in the role as a representative of a local government. Please provide the following:

1. The name of the person who will be responsible for the management and administration of the engineering contract with the City together with a resume describing that person's experience and qualifications. If that is different from the key employee designated to serve as City Engineer, please give information on both personnel.

2. The names and resumes of the professional support staff who will be assigned to this contract. This includes the primary field staff, project inspectors and surveyors.

3. An organizational chart identifying team members and their areas of responsibility.

4. A statement committing the aforementioned staff to this contract.

E. Basis for Compensation

1. The proposer should outline the basis for compensation including identification of all rates for staff (including any variation for general engineering consultation versus project work), reimbursables and sub-consultant markups. If the rates are subject to increases in the successive years of the contract, the proposer should outline any methodology or rate schedule for such rate adjustments.

2. The proposer should provide a sample bill for a municipal client that illustrates the program and task detail that would be included in City of Isanti billings.

F. Experience with Similar Cities / References

(Maximum 4-page limit)

Include information describing consulting and project work with similar cities served by the firm. As a part of this, please describe your approach to communication with residents, businesses, developers, staff, Commissions and City Council. Please provide a minimum of five references from public clients.

G. Approach to Scope of Work

(Maximum 8 pages)

The City of Isanti is searching for a firm that will provide professional services for engineering. Please describe your approach to the following work elements and tasks.

1. General and Project Management

- Assists in planning, coordinating, supervising and evaluating programs, plans, services, equipment and infrastructure. Assists with funding solutions.
- Evaluates City infrastructure needs and formulates short and long range plans to meet needs in all areas, including streets, water, sewer, storm drainage, street lights, parks, and buildings. Assists Public Services Director and/or Finance Director with upkeep of the Capital Improvement Plan as necessary.
- Directs engineering activities on City infrastructure improvements and oversees project management for the construction of the municipal public works projects.
- Ensures that costs and fees are charged back to development projects; works with the Finance Director to monitor charges and revenues associated with development projects. Assists in responding to questions regarding billing for engineering services.
- The firm's principal representative (designated as City Engineer) holds office hours at Isanti City Hall as per agreement with the City.

2. Construction Services

- Plan and review construction projects and specifications.
- Monitor the private and public construction process for compliance with codes, regulations, standards and with approved plans; assures financial accountability of private projects as they relate to escrows and letters of credit. Provide advice to the City during performance of construction projects, and shall give consideration and advice to the City during the performance of services.
- Prepare and review construction plans for public projects.
- Procure permits and required approvals from local, state and federal agencies.
- Review bids and prepare bid tabulations.
- Perform construction staking and surveying.
- Provide construction inspection services for private and public improvements.
- Work with City staff to close out private and public improvement projects in a timely manner.

3. Preparation of Engineering Reports and Technical Correspondence

- Determine the need for preliminary studies, reviews all preliminary studies for compliance with ordinances, comprehensive plans, engineering standards and financial guidelines including:
  - Feasibility reports
  - Construction inspection
  - Preparation of assessment rolls
  - Plat review
  - Utility studies
  - Traffic studies

- State aid reports
- Storm water system analysis and Management Plan
- Capital Improvement Planning studies (as directed)
- Planning and Design for City parks, trails and recreational amenities
- Prepare comments regarding reports, plans and studies of other agencies
- (as requested)
- Presents feasibility studies at public meetings
- Updates City Maps and Utility Records

4. Participates in city meetings, including:
   - Internal and external meetings involving engineering questions and issues.
   - Meets with developer and members of the public on proposed development projects in order to relate the processes and procedures involved with engineering and infrastructure development. Reviews development proposals for conformance with City Standards.
   - Acts as city liaison and city representative with other communities and county, state and federal agencies in areas of responsibility.
   - City Council meetings and work sessions.
   - Planning Commission and Park Board as needed.
   - Other City meetings as needed.

5. Response to Constituent Requests and Issues as Directed by Staff
   - Performs field inspections
   - Addresses constituent concerns personally and in writing
   - Makes public presentations
   - Provides recommendations to staff and City Council

6. Other Services
   - MS4 Program Activities (as contracted/defined)
   - Wellhead Protection Plan (as contracted/defined)
   - GIS Program (Program Maintenance/Upkeep)

H. Disclosures and Assurances (Appendix A)

1. Applicant Authority - Assurance that the signatory making representations in the proposal on behalf of the proposer has the authority to do so and to bind the firm to a contract.

2. Insurance Coverage - Documentation of current insurance coverage and limits, including professional liability insurance shall be provided with the proposal.

3. Conflicts of Interest - Potential conflicts of interest must be disclosed including all private client work.

4. Attach a copy of your standard engineering contract General Terms and Conditions.

V. SELECTION

A. The City of Isanti reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the City.

B. Selection of the firms to be interviewed shall be based upon the following criteria:

1. The firm's approach to and understanding of the Request for Proposal and Scope of Work.
2. The firm's experience with similar contracts and clients.
3. The experience and qualifications of the proposed staff in similar contracts.
4. The firm's demonstrated ability to deliver work on time and within budget.
5. The extent of contract involvement by key personnel.
6. The extent to which previous clients have found the firm's services acceptable.
7. The firm's most significant qualifications for this project.

VI. TERMS AND CONDITIONS

A. The City of Isanti reserves the right to cancel or amend the request for proposals at any time. The City of Isanti reserves the right to determine the successful respondent. The City of Isanti reserves the right to reject any or all proposals.

B. The City of Isanti will not be liable for any costs incurred by the firm responding to this request.

C. A contract will be executed between the successful respondent and the City of Isanti. It is anticipated that the successful firm's proposal and the specifications of this request, including the Terms and Conditions set forth herein, will be incorporated in the contract. In the event that the City and the firm are unable to agree upon all contract provisions, the City reserves the right to cease negotiations, and move on to select another proposer, or to reject all proposals.

D. The firm shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City of Isanti.

E. For the purposes of this agreement, the consultant shall be deemed to be an independent contractor, and not an employee of the organization. Any and all agents, servants, or employees of the firm or other persons, while engaged in the performance of any work or services required to be performed by the City of Isanti under this agreement, shall not be considered employees of the City of Isanti and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, servants, employees or other persons shall in no way be the obligation or

responsibility of the City of Isanti. The consultant, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of organization employees except as otherwise may be stated herein.

F. The consultant further agrees to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the firm's performance of the provisions of this agreement.

G. If, for any reason, the firm shall fail to fulfill in timely and proper manner the obligations under the contract, the City of Isanti shall reserve the right to terminate the contract by specifying the date of termination in a written notice to the firm at least thirty (30) calendar days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

H. No official or employee of the City of Isanti who exercises any responsibilities in the review, approval or carrying out of the contract shall participate in any decision which affects his or her direct or indirect personal or financial interest.

I. The City may choose to retain more than one consultant for specific duties.

J. All materials submitted in response to this RFP shall become the property of the City and will become public record after the evaluation process is completed and an award decision made. If the proposer submits information in response to the RFP that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minnesota Statutes 13.37, the proposer must:

1. Clearly mark all trade secret materials in its response at the time the response is submitted.

2. Include a statement with its proposal justifying the trade secret designation for each item and defend any action seeking release of the materials it believes to be a trade secret, an indemnify and hold harmless the City, its agents and employees, from any judgments or damages awarded against the City in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the City's award of a contract. In submitting a response to this RFP, the proposer agrees that this indemnification survives as long as the trade secret materials are in the possession of the City.

3. The City will not consider the prices submitted by the proposer to be proprietary or trade secret materials.

VII. PROPOSAL REVIEW TIMELINE

City Council Approval of RFP/Advertisement	December 5, 2017
Engineering Proposal Submittal Deadline	January 12, 2018
Committee Review of Proposals	January, 2018 (TBD)
City Council Consideration of Recommendations for Interviews	February 6, 2018
City Council Interviews (4:00 p.m. start)	February 20, 2018
Selection of Firm (Regular Meeting)	February 20, 2018
City Council Approval of Engineering Contract	March 6, 2018

A Community For Generations

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the City of Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: December 5, 2017

SUBJECT: **SITE PLAN/BUILDING APPEARANCE REVIEW FOR ISANTI HOTEL PARTNERS, LLC**

Background

The City of Isanti has been working with Isanti Hotel Partners, LLC (Applicant) to develop a hotel in the City; the applicant has chosen to develop a 60-unit Best Western Plus on the vacant parcel between Main Street E, Broadway Street SE, and Hwy 65. The parcel is roughly 1.6 acres in size, and is currently split by Penny Lane SE. Several steps have already happened to get this project to this point. Penny Lane SE has been vacated, the property has been re-platted (to include a 60' Right-of-Way for a future extension of Richard Ave SE), and the sign that was on the property has been removed.

The hotel will be a three-story building at a height of 41 feet, and have 60 hotel rooms varying in style (two queen, king suite, etc.). A pool and hot tub is included in the plan, along with a community room.

The property is zoned 'B-2' General Business Zoning District with the 'TH 65' Hwy 65 Overlay Zoning District. In both Zoning Districts, *Hotels* are a permitted use.

Site Plan

The proposed site design includes 67 parking stalls (two fewer than the required number), three handicapped parking stalls, two outdoor patios, and extensive landscaping. Three access points to the property are provided, two off of Main Street East, one off of Broadway Street SE. Pedestrian sidewalks are located on the south-side of Broadway Street SE, and extend the entire length of Broadway Street SE.

The property is zoned 'B-2' General Business Zoning District with the 'TH 65' Hwy 65 Overlay Zoning District. Required and proposed setbacks are below:

Street Name	Required Minimum Setback	Proposed Setback
Main Street E	30'	94' (building) 55' (canopy)
Highway 65	30'	32'
Broadway Street SE	20'	20'
Richard Ave SE ROW	20'	134'

The property is required to have 25% green space, the total square feet of the property is 70,236 sq ft, which requires a minimum of 17,559 sq ft of green space. The proposed development provides 21,399 sq ft of green space, or 30.5%.

The parking lot is required to have 5% interior green space. The total area of the parking lot is 30,789 sq ft, which requires a minimum of 1,539 sq ft of green space. The proposed development provides 1,812 sq ft of interior parking green space, or 5.9%.

In review of the standards established in Section 18, Subd. 7 the following conclusions have been made (*conclusions to each requirement are shown in underlined italics):*

A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.

The location of the proposed hotel is consistent with the City's development guides, including the City's 2008 Comprehensive Plan. Furthermore, the City of Isanti Planning Commission and the City of Isanti EDA has adopted a redevelopment plan that includes the subject parcel.

B. Consistency with City Codes.

The proposed hotel development meets all City codes with the exception of off-street parking requirements and setback requirements for proposed patios. The two exceptions that are not consistent with the City Codes have been identified by the City and developer. The developer has applied for a variance from these two exceptions. That variance review is part of these facts and conclusions.

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

The proposed hotel development intends to keep as many of the street trees along Broadway Street and Main Street as reasonably possible. The existing site, and the proposed site, appear to be consistent with elevation grades of the neighboring developed or developing areas.

D. The amount and location of open space and landscaping.

The amount of open space and landscaping meets the requirements within our City Zoning Code.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives

and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

The proposed parking area, pedestrian circulation, access points to the public streets, and all other requirements have been met or are being addressed through a variance.

F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Surface drainage has been reviewed and approved by the City Engineer. There is not expected to be any other hindrances to surrounding property owners. The development will have down-ward directed lighting that will not spill onto adjacent properties. The site has been designed to minimize surrounding residential neighborhood hindrances, by having the parking lot and main entrance facing the north property line.

G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.

Stormwater management plans have been reviewed and approved by the City Engineer.

Landscaping has been reviewed, and meets all requirements under our landscaping code.

Building Appearance

Subdivision 7 of Section 11 in the Isanti Zoning Code identifies Exterior Building Material standards. The proposed building has an exterior that is EIFS (Exterior insulation and finish system, or cladding) that are two colors, brick, and cast stone. The building has a parapet in metal flashing. The proposed building meets the building appearance requirements.

The proposed lighting plans indicate that excess lighting will not spill onto any nearby residential properties, and generally meets the requirements within Section 14.

Refuse and Trash Receptacle Enclosures were identified on the plan, however, no formal materials were submitted as part of the plan set. This will be a condition of the approval.

Comprehensive Plan

The City of Isanti's 2008 Comprehensive Plan identifies three 'goals' of Economic Development. Those goals include:

#1 – Maintain, develop and grow industrial and commercial opportunities in the City to increase the number of jobs and diversify the tax base.

#2 – Promote efficient, planned commercial and industrial expansion with the City's growth areas, accessible to public infrastructure and transportation.

#3 – Enhance the character of the City's commercial and industrial development. Within the aforementioned goals, the City's main strategy is to *"Identify key commercial and industrial development opportunities within the City's planned growth areas in locations with access to major transportation systems."*

Staff believes that this project is consistent with our 2008 Comprehensive Plan.

Zoning Ordinance Purpose
Highway 65 provides the main entrance into Isanti from the north and south. It is the purpose of this district to enhance the first impression of Isanti through development of a corridor that is inviting, visually appealing and a place that community members want to visit and passersby want to stop. This district is designed and intended to promote the development of an attractive view of the community from Highway 65 through architectural and signage controls, landscaping, screening, building orientation and other features.

Certification of Taxes Paid
As of November 21, 2017, all taxes have been paid.

Public Notice
Notice was published on November 8, 2017 in the *Isanti County News.* Property owners within 350' were provided written notice. Two members of the public spoke during the public hearing held at the regularly scheduled Planning Commission meeting on November 21, 2017.

Development & Operations Committee
The Development & Operations Committee has reviewed the site plan and building appearance. The committee recommended approval of the site plan and building appearance.

City Planning Commission Recommendation
The City Planning Commission voted to recommend approval of the proposed Resolution.

Deadline for City Council Action
The City of Isanti received the Site Plan and Building Appearance Application on October 20, 2017. The application was deemed complete on October 31, 2017. City Council must take action on this item by December 30, 2017.

Staff Comments & Recommendation
This is an excellent site design with an aesthetically pleasing building. Staff is very pleased with the main parking area off of Main Street (focusing the activity of the hotel away from the surrounding neighborhood), the building pushed as close as allowed towards Broadway Street SE which provides a 'bookend' to the commercial district and frames Broadway Street SE. The site is extensively landscaped with excellent interior flow of traffic and pedestrians.

Staff is recommending APPROVAL of the site plan and building appearance with the conditions stipulated in the attached Resolution.

Attachments
- Submitted Site Plan/Building Appearance Submitted Materials
- Resolution No. 2017-XXX
- Findings of Fact and Conclusion
- Bolton & Menk Memo

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the City of Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: December 5, 2017

SUBJECT: **VARIANCE APPLICATION FOR ISANTI HOTEL PARTNERS, LLC**

Background

The City has been working with Isanti Hotel Partners, LLC to construct a 60-room Best Western Plus on PID 16.146.0010 (formerly PID 16.029.0101). Several steps have been taken to get this project to fruition, including vacating Penny Lane SE and re-platting the property.

The subject property lies between the southern side of Main Street E and the northern side of Broadway Street SE, and the eastern side of the Richard Avenue SE Right-Of-Way (recently dedicated) and the western side of TH 65. It is 1.6 acres in size.

Variance Request

Isanti Hotel Partners LLC is requesting two variances:

1) Reduction in the number of off-street parking spaces required.
    a. Section 17, Subd. 10 sets the number of required off-street parking stalls. This section requires 1 space per sleeping unit, plus 1 additional space for every 10 sleeping units, and 1 space per employee on peak shift. This would mean that the applicant is required to provide a total of 69 parking spaces.
    b. The proposed site plan calls for 67 parking spaces, or a reduction of two required stalls.

2) Allowing proposed patios on the south-side of the proposed building to be closer to the Broadway Street SE Right-of-Way than permitted by Isanti Zoning Code.
    a. Section 13 Article 2, Subd. 14(A) states that the patio area shall be contiguous to the principal structure and shall meet the setbacks of the primary structure. The setback requirement for Street Side Yard Setbacks from Broadway Street SE is 20 feet.
    b. While the principal structure (hotel) meets that setback, the patios proposed by the developer do not. The proposed patios are 8' off of the Broadway Street SE Right-of-Way line.

Variance Requirements

Section 21, Article 5 provides the process of obtaining a variance. The purpose of this section is to "... provide regulations and procedures for deviations from the literal provisions of this Ordinance including restrictions placed on nonconformities; in instances where the strict enforcement of this Ordinance would cause practical difficulties when it is demonstrated that such variances are found to be in harmony with the general purposes and intent of this Ordinance and such variances are found to be consistent with the Comprehensive Plan."

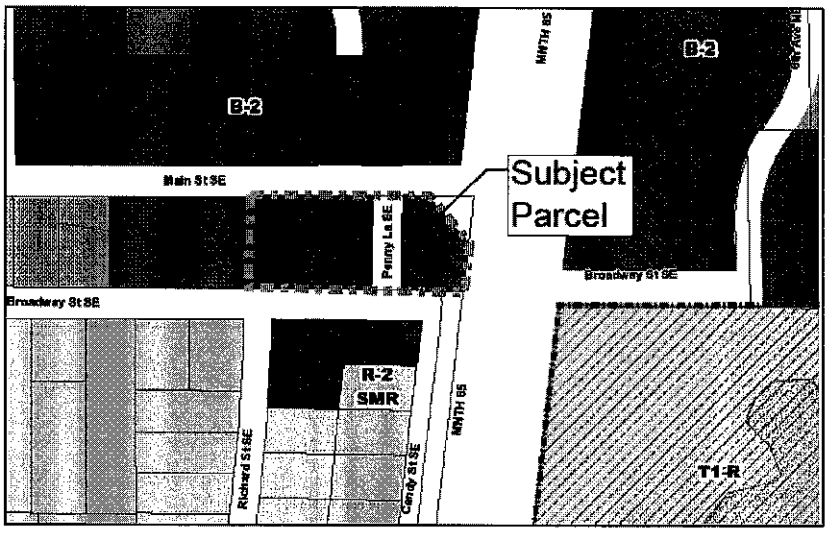
The City Planning Commission is to hold a public hearing on the proposed variances and consider whether or not the applicant meets all of the following criteria:

1. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
2. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner.
3. A variance, if granted, will not alter the essential character of the locality.
4. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.
5. Economic considerations alone do not constitute practical difficulties.

Staff Comment & Recommendation

Surrounding Zoning & Uses

North: B-2 & TH65 Overlay (Vacant)
South: B-2 w/ TH65 Overlay (Strike Funeral Home)
East: TH 65 ROW, B-2 w/ TH65 Overlay (TH 65 and O'Reilly Auto Parts)
West: B-2 (Hurricane Car Wash)



Off-Street Parking Reduction: The variation of two stalls between what is proposed and the requirement under our zoning code is pretty insignificant. This requirement could be met if the

City's Zoning code did not require a minimum of 25% green space within the parcel and 5% in the parking perimeter, however, keeping those requirements will assist in the aesthetics and the stormwater management of the parcel. As stated above, the City Planning Commission is to hold a public hearing on the proposed variances and consider whether or not the applicant meets all of the following criteria. City Staff Comments are *italicized*:

a. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance – *The proposed reduction in parking spaces is a reasonable manner, parking lots are required for development and are permitted by the zoning code. This criterion is met.*

b. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner – *The tight development site coupled with the green space requirements within our code provide a unique hardship to the developer. This criterion is met.*

c. A variance, if granted, will not alter the essential character of the locality – *The reduction in parking spaces will not alter the essential character of the locality. This criterion is met.*

d. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems – *The number of parking stalls does not impact access to sunlight for solar energy systems. This criterion is met.*

e. Economic considerations alone do not constitute practical difficulties – *The proposed reduction in parking spaces does not take into consideration economic considerations. This criterion is met.*

Because the green space is needed for aesthetic purposes and for stormwater management, it's appropriate to approve this variance request.

2) The lot is an infill parcel that is limited in size. Because of requirements for biofiltration, stormwater management, and parking, this development location becomes even more challenging. The hotel footprint itself meets the 20' setback requirement from the Broadway Street SE Right-of-Way, and the proposed patios are setback 8' from the Right-of-Way line.

a. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance – *The development is a <u>permitted</u> use under the B-2 zoning district. The property is completely surrounded by either City Streets, City Right of Way, or a State Highway. This causes larger setback requirements than that of parcels that are bordered on one or two sides by streets. Because of that, the property is being used in a reasonable manner not permitted by the zoning ordinance. This criterion is met.*

b. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner - *As stated above, the property is bordered on*

all sides by a public street or right of way. This is a unique circumstance that was not caused by the landowner. This criterion is met.

c. A variance, if granted, will not alter the essential character of the locality –*The principal structure of the development meets our setback requirements. By having the patios closer to the Broadway Street SE ROW will have no impact on the character of the locality. Furthermore, other commercial uses in this area are legal non-conforming structures that are already closer to the Broadway Street ST ROW, further justifying this variance request. This criterion is met.*

d. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems. *The proposed variance will not impact direct access of sunlight for solar energy systems. This criterion is met.*

e. Economic considerations alone do not constitute practical difficulties. *The proposed variance does not take into consideration any economic concerns. This criterion is met.*

The principal structure meets the setback requirements, if you would move the building further north to meet our setback requirements, you would reduce the amount of parking and thus cause greater need for a variance. It's appropriate to approve this variance.

Development and Operations Committee Review

The Development and Operations Committee Reviewed the proposed variances and recommend approval.

Planning Commission Recommendation

The City Planning Commission reviewed the proposed variance at the November 21, 2017 regularly scheduled meeting. After the public hearing was conducted, they voted to recommend approval of the variances.

Public Hearing

As required under Section 21, Article 5, Subd. 4(D), a public hearing has been scheduled for November 21, 2017 for the variances. Consistent with Section 21, Article 5, Subd. 4(C) all property owners within 350' of the subject parcel were notified of the public hearing.

The public hearing was held on November 21, 2017. Two citizens spoke during the public hearing.

Attachments

- Applicant Memo on Variances
- Site Plan Submittal
- Resolution No. 2017-XXX

RESOLUTION NO. 2017-XXX

A RESOLUTION APPROVING THE SITE PLAN/BUILDING APPEARANCE FOR THE CONSTRUCTION OF A 60-UNIT HOTEL AND VARIANCES REQUESTED FOR REDUCED REQUIRED OFF-STREET PARKING STALLS AND SETBACK REQUIREMENTS FOR PATIOS ON THE PROPERTY LEGALLY DESCRIBED AS LOT 1, BLOCK 1, ISANTI HOTEL ADDITION, ISANTI COUNTY, ISANTI, MINNESOTA

WHEREAS, Isanti Hotel Partners, LLC is requesting a Site Plan/Building Appearance approval to allow for the construction of a 60-Unit Hotel; and,

WHEREAS, Isanti Hotel Partners, LLC is requesting a Variance approval from the minimum required off-street parking stalls and the street-side setback requirements for two patios from twenty (20) feet to eight (8) feet; and,

WHEREAS, the City of Isanti Planning Commission evaluated the request against the criteria established in Ordinance No. 445 Zoning, Section 21, Article 5, Subd. 4(A), noting that the proposal met all of the criteria; and,

WHEREAS, following publication, posted and mailed notice thereof, the City of Isanti Planning Commission conducted a public hearing on the requested Site Plan/Building Appearance and Variance during the regularly scheduled meeting on November 21st, 2017; and,

WHEREAS, the City of Isanti Planning Commission recommended approval of the required Site Plan/Building Appearance, and Variances subject to the conditions as listed below based upon the Findings of Fact and Conclusion as presented; and,

WHEREAS, the City of Isanti City Council reviewed the requested Site Plan/Building Appearance, and Variances at its regularly scheduled meeting on December 5, 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ISANTI, MINNESOTA, that it adopts the Findings of Fact and Conclusion related to the requested Site Plan/Building Appearance, and Variance. **BE IT FURTHER RESOLVED** that the requested Site Plan/Building Appearance, and Variance for the property legally described herein, be approved subject to the following conditions:

1) Trash Enclosures are properly screened consistent with Section 14, Subd. 3(C) of the Isanti Zoning Code.

2) A minimum of four bicycle parking spaces shall be installed consistent with Section 17, Subd. 14 of the Isanti Zoning Code.

3) Exterior Signage specifics shall be submitted to the Community Development Department for review prior to installation.

4) Revisions to the plans based on review comments from the Community Development Director and City Engineer

Adopted by the Isanti City Council on this 5th day of December 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks,
Human Resources/ City Clerk

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
November 21, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:23 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley, and Jeff Miller.

Members Absent: Jim Kennedy

Staff Present: Ryan Kernosky, Community Development Director; Don Lorsung, City Administrator; Katie Brooks, City Clerk/Human Resources; Jason Cook, City Engineer.

1D. Agenda Modifications.

None

Motion by Lorinser, second by Lundeen to approve the Meeting Agenda. Motion was unanimously approved.

2. Approval of Minutes from October 17, 2017 Planning Commission Meeting

Motion by Lorinser, second by Collison to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing

A. Request from Isanti Hotel Partners, LLC (Troy Hoekstra, Agent) for approval of a Site Plan Review per Section 18, Subd. 2 to construct a 60-room Hotel, and for a variance from Section 17, Subd. 10 of the Isanti Zoning Code pertaining to parking requirements and Section 13, Article 2, Subd. 14(A) pertaining to setback requirements for PID 16.146.0010 more legally described as Lot 1, Block 1, of Isanti Hotel Addition, Isanti County, Isanti, Minnesota

Mayor Wimmer opened the Public Hearing at 7:25 p.m.

Jason Bourke, 208 Richard Ave – Mr. Bourke wanted to publicly state that he is against the variance in the parking reduction. He wanted to make sure that the flow of the traffic from the hotel would not impact his neighborhood. Mr. Bourke stated he was not opposed to the hotel, but did have concerns over traffic and the parking.

Hugo Strike – Mr. Strike would like to see the hotel moved West to not block his business from view. Mr. Strike asked about how the codes were set, Mayor Wimmer provided an example on variances from the Co-Op's required parking. Mayor Wimmer stated that the variance was

consistent with Best Western brand standards. Mr. Strike stated that he thought the City did not give out variances.

Mayor Wimmer closed the Public Hearing at 7:29 p.m.

Mr. Lundeen stated that the likelihood of traffic utilizing Richard Avenue is unlikely. Vehicles will more likely use the Main Street to get onto TH 65.

Mayor Wimmer discussed previous examples of increased traffic uses in the City. There are ways to limit traffic using Richard Street, like signage.

Mr. Collison stated that there can be signage used. Mr. Lundeen stated that trailers are normally kept on the site (like the rodeo grounds).

Director Kernosky stated that the activity is facing Main Street, and that he expected the majority of hotel guests to utilize the Main Street side more often than the Broadway Street side for access. Director Kernosky continued to state that our zoning code does require interior landscaping, and that another variance would be needed if they removed that to accommodate the full required parking.

Motion by Lorisner, second by Collison to recommend approval of Resolution 2017-XXX approving the Site Plan/ Building Appearance and Variance for the Best Western Plus. Motion passed unanimously.

4. Other Business.

A. None.

5. Other Communications.

A. None.

6. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the November 21, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:33 p.m.

Dated at Isanti, Minnesota this 22nd day of November, 2017.

Respectfully submitted,

Ryan Kernosky
Community Development Director

FINDINGS OF FACT AND CONCLUSION

Site Plan/Building Appearance Review
Variance Application Review

December 5, 2017
Prepared by Community Development Director Ryan Kernosky

Request

Request from Isanti Hotel Partners, LLC for a Site Plan/Building Appearance and Variance Application approval of a 60-Unit Best Western Plus on the property legally described as Lot 1, Block 1, Isanti Hotel Addition, Isanti County, Isanti, Minnesota.

Findings of Fact

1. The applicant is requesting to construct a 60-Unit Best Western Plus on the property legally described Lot 1, Block 1, Isanti Hotel Addition, Isanti County, Minnesota.
2. The subject property is zoned 'B-2' General Business Zoning District and is part of the 'TH-65' Highway 65 Corridor Overlay Zoning District.
3. Hotels are a permitted use in the B-2 Zoning District.
4. Hotels are a permitted use in the TH-65 Overlay Zoning District.
5. The petitioner submitted a Site Plan/Building Appearance and Variance Application on October 20, 2017. The application was deemed complete on October 31, 2017. Pursuant to Minnesota State Statute, the City must act on this request by December 30, 2017.
6. A public hearing was scheduled before the City of Isanti City Planning Commission on Tuesday, November 21, 2017 at 7:00 p.m. at City Hall within the City Council Chambers.
7. Notice of the Site Plan/Building Appearance Review and Variance Application was published within the *Isanti County News* on November 8, 2017. Notices were sent to all property owners located within 350 feet of the subject property.
8. Section 18, Subd. 7 Standards of the Zoning Ordinance shall be used to evaluate any proposed site plans.
9. Section 21, Article 5, Subd. 4(D) shall be used to evaluate any proposed variances.

Conclusions

1. In review of the standards established in Section 18, Subd. 7 the following conclusions have been made (*conclusions to each requirement are shown in underlined italics):*

   A. Consistency with the elements and objectives of the City's development guides, including the Comprehensive Plan.

   The location of the proposed hotel is consistent with the City's development guides, including the City's 2008 Comprehensive Plan. Furthermore, the City of Isanti Planning Commission and the City of Isanti EDA has adopted a redevelopment plan that includes the subject parcel.

   B. Consistency with City Codes.

   The proposed hotel development meets all City codes with the exception of off-street parking requirements and setback requirements for proposed patios. The two exceptions that are not consistent with the City Codes have been identified by the City and developer. The developer has applied for a variance from these two exceptions. That variance review is part of these facts and conclusions.

C. Preservation of the site in its natural state to the extent practicable by minimizing tree and soil removal and designing grade changes to be in keeping with the general appearance of neighboring developed or developing areas.

The proposed hotel development intends to keep as many of the street trees along Broadway Street and Main Street as reasonably possible. The existing site, and the proposed site, appear to be consistent with elevation grades of the neighboring developed or developing areas.

D. The amount and location of open space and landscaping.

The amount of open space and landscaping meets the requirements within our City Zoning Code.

E. Vehicular and pedestrian circulation, including walkways, interior drives, and parking in terms of location and number of access points to the public streets, width of interior drives and access points, general interior circulation, separation of pedestrian and vehicular traffic and arrangement and amount of parking.

The proposed parking area, pedestrian circulation, access points to the public streets, and all other requirements have been met or are being addressed through a variance.

F. Protection of adjacent and neighboring properties through reasonable provision of surface water drainage, sound and light buffers, preservation of views, lights, and air and those aspects of design not adequately covered by other regulations which may have substantial effects on neighboring land uses.

Surface drainage has been reviewed and approved by the City Engineer. There is not expected to be any other hindrances to surrounding property owners. The development will have down-ward directed lighting that will not spill onto adjacent properties. The site has been designed to minimize surrounding residential neighborhood hindrances, by having the parking lot and main entrance facing the north property line.

G. Consistency with the City's Engineering and Design standards as adopted by Resolution of the City Council.

Stormwater management plans have been reviewed and approved by the City Engineer.

2. In review of the Variance standards outlined in Section 21, Article 5, Subd. 4(D), the following conclusions have been made for the proposed reduction in parking spaces:

A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.

The proposed reduction in parking spaces is a reasonable manner, parking lots are required for development and are permitted by the zoning code. This criterion is met.

B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner.

The tight development site coupled with the green space requirements within our code provide a unique hardship to the developer. This criterion is met.

C. A variance, if granted, will not alter the essential character of the locality.

The reduction in parking spaces will not alter the essential character of the locality. This criterion is met.

D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.

The number of parking stalls does not impact access to sunlight for solar energy systems. This criterion is met.

E. Economic considerations alone do not constitute practical difficulties.

The proposed reduction in parking spaces does not take into consideration economic considerations. This criterion is met.

3. In review of the Variance standards outlined in Section 21, Article 5, Subd. 4(D), the following conclusions have been made for the proposed reduction in setbacks from 20' to 8' for the proposed patios:
   A. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.

   The development is a permitted use under the B-2 zoning district. The property is completely surrounded by either City Streets, City Right of Way, or a State Highway. This causes larger setback requirements than that of parcels that are bordered on one or two sides by streets. Because of that, the property is being used in a reasonable manner not permitted by the zoning ordinance. This criterion is met.

   B. The plight of the landowner is due to circumstances unique to the property and has not been caused by the landowner.

   As stated above, the property is bordered on all sides by a public street or right of way. This is a unique circumstance that was not caused by the landowner. This criterion is met.

   C. A variance, if granted, will not alter the essential character of the locality.

   The principal structure of the development meets our setback requirements. By having the patios closer to the Broadway Street SE ROW will have no impact on the character of the locality. Furthermore, other commercial uses in this area are legal non-conforming structures that are already closer to the Broadway Street ST ROW, further justifying this variance request. This criterion is met.

   D. Practical difficulties include but are not limited to, inadequate access to direct sunlight for solar energy systems.

   The proposed variance will not impact direct access of sunlight for solar energy systems. This criterion is met.

   E. Economic considerations alone do not constitute practical difficulties.

   The proposed variance does not take into consideration any economic concerns. This criterion is met.

Decision

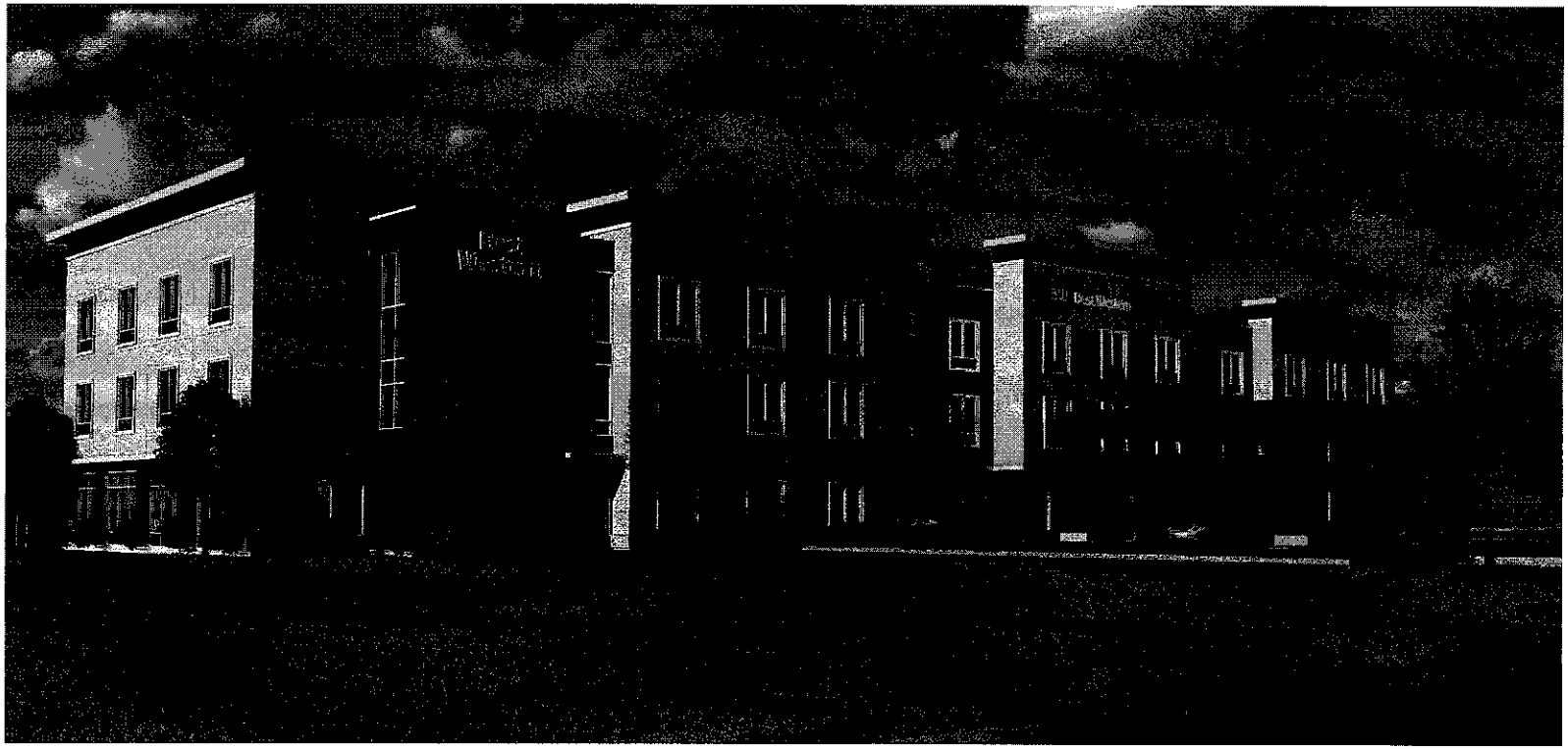
The Planning Commission held a public hearing on the item at the **November 21, 2017** meeting. The meeting minutes shall be made part of the Findings of Fact.

Planning Commission Action

Motion by Lorisner, second by Collison to recommend approval of Resolution 2017-XXX approving the Site Plan/ Building Appearance and Variance for the Best Western Plus. Motion passed unanimously.

BEST WESTERN PLUS

BEST WESTERN PRELIMINARY REVIEW



PROJECT RECAP				
	FIRST FLOOR	SECOND FLOOR	THIRD FLOOR	TOTAL
DOUBLE QUEEN	3	11	11	25
KING	3	3	3	9
QUEEN SUITE	0	2	2	4
KING SUITE	0	1	1	2
DOUBLE QUEEN ADA	2	1	2	5
DOUBLE QUEEN C	0	1	2	3
DOUBLE QUEEN ADA C	0	1	2	3
DOUBLE QUEEN STAIRS ADA	0	1	0	1
KING QUEEN ADA	0	0	1	1
MANAGER	0	1	0	1
TOTAL	8	25	25	60
CAR PARKING	1.5 STALLS PER UNIT	1.5 * 60= 90		
	1 STALLS PER STAFF	1 X 2=2		
				92 STALLS REQUIRED
				93 STALLS PROVIDED

PROJECT TEAM

OWNER

Brookfield Partners
415 2nd St, N
Suite 150
Saint Paul, MN 55401

Contact: Tony Hennessy
320.654.5272
952.277.3172 (fax)
hennessytony@gmail.com

ARCHITECT

DJR Architecture, Inc.
332 Washington Avenue N
Lower Plaza, Suite 210
Minneapolis, MN 55401

Contact: Brad England
952.879.2734
952.674.2727 (fax)
jdjrbrad@djrarch.com

CONTRACTOR

Contact: Tim Hammond

STRUCTURAL

Larson Engineering Inc.
3524 W. 75 Division Street
Suite 200
St. Cloud, MN 56301

Contact: Thomas J. Hasselthall, P.E.
320.974.5943
tomhasselthall@larsoneng.com

MECHANICAL & ELECTRICAL

Design / Build

CIVIL

Civil Site Group
4931 W. 35th St
Suite 200
St. Louis Park, MN 55416

Contact: Robert Bridal
612.851.5090
rbridal@civilsitegroup.com

SHEET INDEX

GENERAL	
G000	COVER SHEET - 30442
G100	LIFE SAFETY
G110	LIFE SAFETY
CIVIL	
C100	CIVIL
LANDSCAPE ARCHITECTURE	
L1	LANDSCAPE ARCHITECTURE
L2	LANDSCAPE ARCHITECTURE
L3	LANDSCAPE ARCHITECTURE
ARCHITECTURAL SITE	
A0100	ARCHITECTURAL SITE PLAN
ARCHITECTURE	
A0101	SIGNAGE HIERARCHY RECOMMENDATIONS
A1101	FLOOR PLAN - LEVEL 1
A1201	FLOOR PLAN - LEVEL 2
A1301	FLOOR PLAN - LEVEL 3
A2001	ROOF PLAN
A2101	EXTERIOR ELEVATIONS
A2102	EXTERIOR ELEVATIONS
A2103	EXTERIOR ELEVATIONS - PATIO AND POOL AREA
A2201	ENLARGED UNIT PLANS AND ELEVATIONS
A2202	ENLARGED UNIT PLANS - ACCESSIBLE UNITS
A2410	ENLARGED UNIT PLANS - DOUBLE QUEEN
A2411	ENLARGED UNIT PLANS - DOUBLE QUEEN ACCESSIBLE
A2412	ENLARGED UNIT PLANS - DOUBLE QUEEN C
A2413	ENLARGED UNIT PLANS - DOUBLE QUEEN ACCESSIBLE C
A2414	ENLARGED UNIT PLAN - QUEEN SUITE
A2415	ENLARGED UNIT PLAN DOUBLE QUEEN SUITE ACCESSIBLE
A2416	ENLARGED UNIT PLAN - KING
A2417	ENLARGED UNIT PLAN - KING ACCESSIBLE
A2418	ENLARGED UNIT PLANS - KING SUITE
A2419	ENLARGED UNIT PLAN - KING SUITE ACCESSIBLE
A2420	ENLARGED UNIT BATHROOM PLANS
A2501	INTERIOR ELEVATIONS
A2502	EXTERIOR DETAILS
A2503	EXTERIOR DETAILS
A2504	CONSTRUCTION ASSEMBLIES
A2601	CONSTRUCTION ASSEMBLIES
A2701	OPENING SCHEDULE
A2702	FINISH SCHEDULE
A3101	RCP - LEVEL 1
A3201	RCP - LEVEL 2
A3301	RCP - LEVEL 3
A4101	FINISH PLAN - LEVEL 1
A4201	FINISH PLAN - LEVEL 2
A4301	FINISH PLAN - LEVEL 3

DJR ARCHITECTURE, INC

PRELIMINARY, NOT FOR CONSTRUCTION

BEST WESTERN PLUS - ISANTI

COVER SHEET - 30442

G000

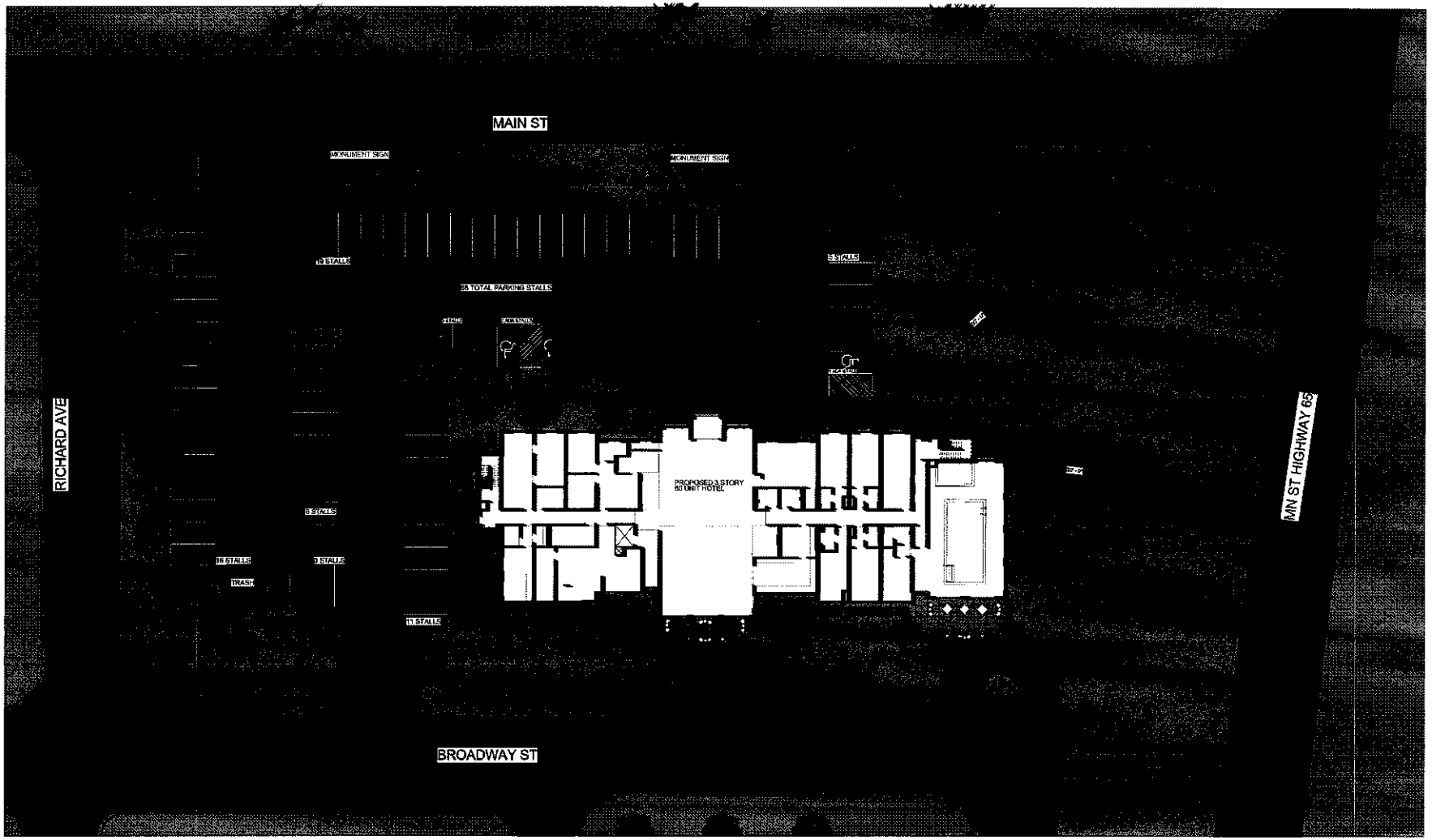
SITE DATA

SITE AREA:
-Total 70,314 sq ft
-Buildable Area 52,980 sq ft

UNITS:
-Level 1: 4 units
-Level 2: 28 units
-Level 3: 28 units

PARKING REQUIRED
1.1 stalls per guest 1.1x60 = 66 stalls
1 stall per staff 1 x 3 = 3 stalls
Total 66 + 3 = 69 stalls

PARKING PROVIDED
2 ADA stalls
66 Standard Stalls
Total 2 + 66 = 68 stalls
1 short



A1 ARCHITECTURAL SITE PLAN
1/16" = 1'-0"

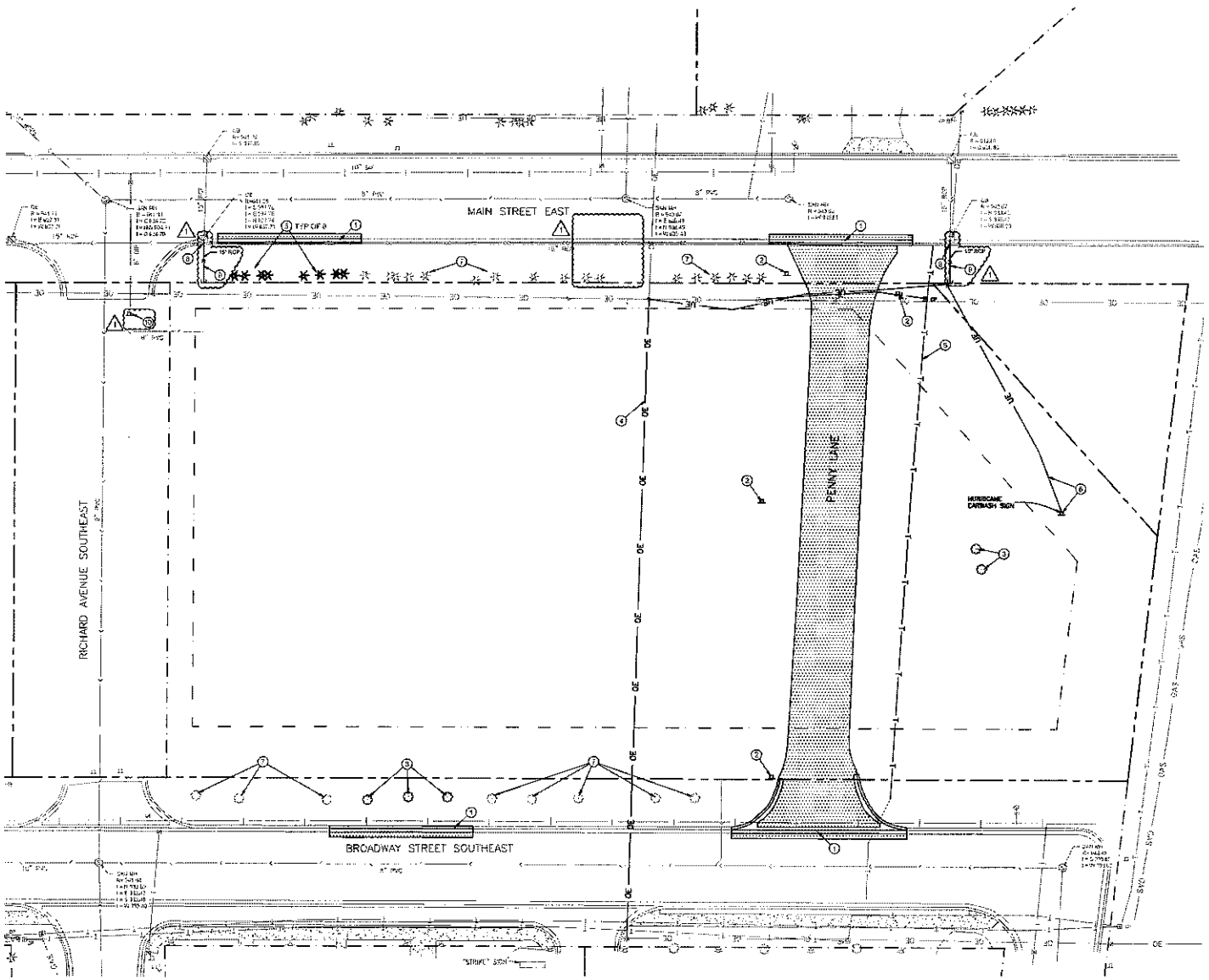
DJR
ARCHITECTURE, INC

PRELIMINARY: NOT FOR CONSTRUCTION

BEST WESTERN PLUS - ISANTI

ARCHITECTURAL SITE PLAN

AS100



SYMBOL LEGEND

REMOVE AND DISPOSE OF EXISTING BITUMINOUS PAVEMENT SECTION

KEY NOTES

1. SAWCUT, REMOVE, AND DISPOSE OF EXISTING CONCRETE CURB AND GUTTER.
2. REMOVE AND DISPOSE OF EXISTING SIGN & POST
3. REMOVE AND DISPOSE OF EXISTING TREE.
4. COORDINATE WITH LOCAL POWER COMPANY FOR REMOVAL AND RELOCATION OF EXISTING ELECTRICAL UTILITIES.
5. COORDINATE WITH LOCAL UTILITY COMPANY FOR REMOVAL AND RELOCATION OF EXISTING TELEPHONE UTILITIES
6. EXISTING CAR WASH SIGN AND ASSOCIATED ELECTRICAL TO BE REMOVED BY OTHERS.
7. PROTECT EXISTING TO TREES REMAIN - VERIFY WITH LANDSCAPE DESIGNER AND FINAL LANDSCAPE PLAN
8. REMOVE AND REPLACE EXISTING CURB AND PAVEMENT AS NEEDED FOR UTILITY CONNECTIONS/ RESTORE ALL PAVEMENT, CURB, AND UTILITY STRUCTURES PER CITY STANDARDS.
9. REMOVE AND DISPOSE OF EXISTING STORM SEWER STUB FOR NEW CONNECTION
10. REMOVE AND SALVAGE EXISTING SIGN. REINSTALL UPON COMPLETION OF WORK.

DEMOLITION NOTES

1. Verify all existing utility locations.
2. It is the responsibility of the Contractor to perform or coordinate all necessary utility demolitions and relocations from existing utility locations to all onsite amenities and buildings. These connections include, but are not limited to, water, sanitary sewer, cable tv, telephone, gas, electric, site lighting, etc
3. Prior to beginning work, contact Gopher State One call (651-454-0002) to locate utilities throughout the area under construction. The Contractor shall retain the services of a private utility locator to locate the private utilities
4. Sawcut along edges of pavements, sidewalks, and curbs to remain
5. All construction shall be performed in accordance with state and local standard specifications for construction

NORTH

0 10 20 40

Larson Engineering, Inc.
810 West St. Germain Street
St. Cloud, MN 56301
320.774.1944
www.larsonengr.com

©2017 Larson Engineering, Inc. All rights reserved.

Client:
ISANTI HOTEL PARTNERS, LLC
415 3RD STREET NORTH, SUITE 100
WAITE PARK, MN 56387

Project Title:
BEST WESTERN PLUS HOTEL & SUITES
ISANTI, MN

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota

Thomas J. Heskerroff, P.E.

Date: 10.20.17 Reg. No. 25520

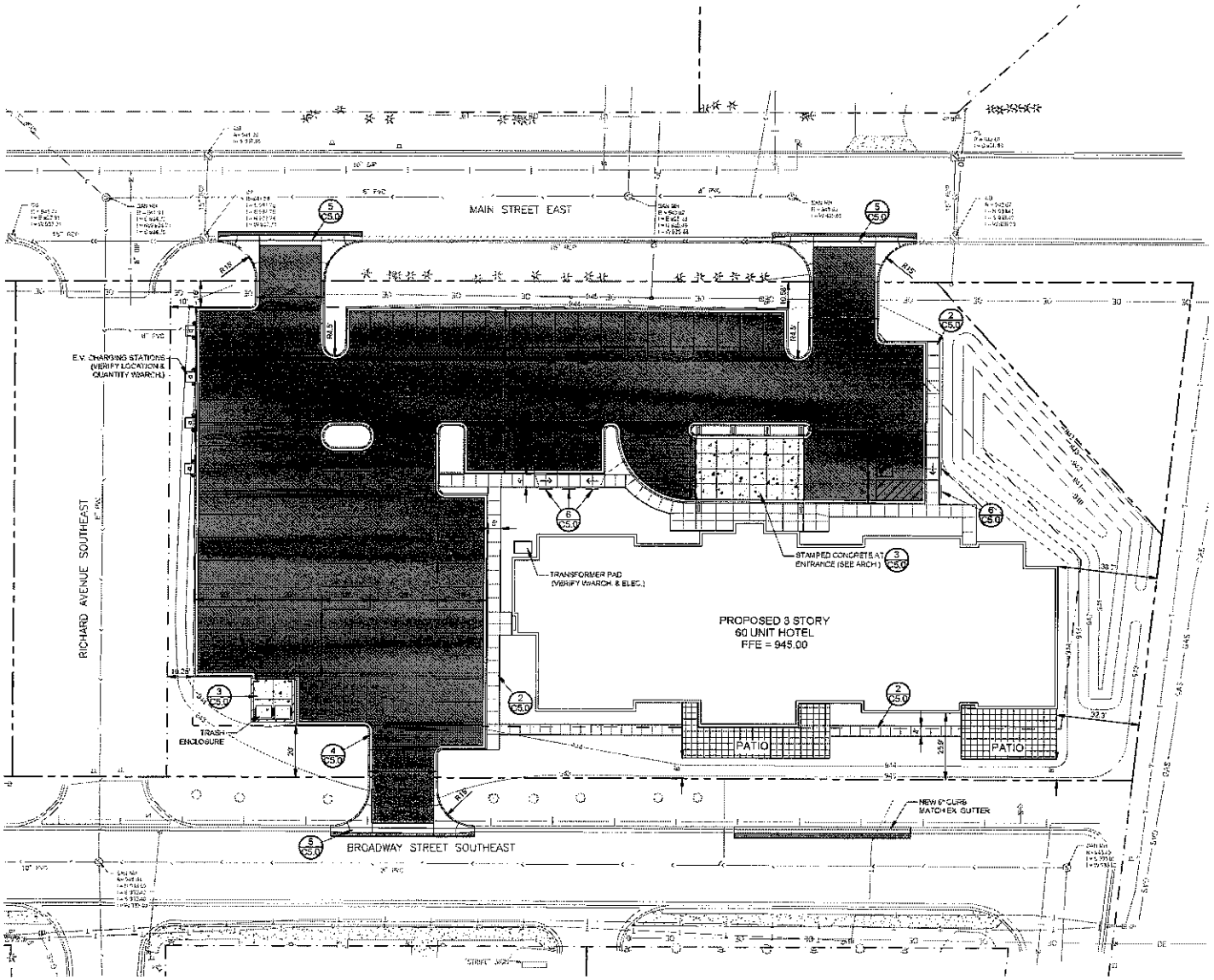
Rev.	Date	Description
1	11.21.17	City Comments

Project #: 12176124.006
Drawn By: BDM
Checked By: TJH
Issue Date: 10.20.17

Sheet Title:
DEMOLITION PLAN

Sheet:
C1.0

P:\Projects\Projects - 2017\12176121 - Isanti East Western\C. Design\Drawing Files\12176124 C1.0 Demo.dwg



SYMBOL LEGEND

- NEW 4" BITUMINOUS PAVEMENT OVER NEW 6" CRUSHED AGGREGATE BASE SEE DETAIL 1/C5.0
- NEW 5" CONCRETE SIDEWALK OVER NEW 6" CRUSHED AGGREGATE BASE SEE DETAIL 2/C5.0
- NEW 7" CONCRETE PAVEMENT OVER NEW 6" CRUSHED AGGREGATE BASE SEE DETAIL 3/C5.0

NORTH

0 10 20 40

Larson Engineering, Inc.
810 West St. Germain Street
St. Cloud, MN 56301
320.774.1944
www.larsoneng.com

©2017 Larson Engineering, Inc. All rights reserved.

Client:
ISANTI HOTEL PARTNERS, LLC
415 3RD STREET NORTH, SUITE 100
WAITE PARK, MN 56387

Project Title:
BEST WESTERN PLUS HOTEL & SUITES
ISANTI, MN

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota

Thomas J. Hollevoet, P.E.

Date: 10.20.17 Reg. No. 26520

Rev.	Date	Description
1	11.21.17	City Comments

Project #: 12176124.000
Drawn By: BDM
Checked By: TJH
Issue Date: 10.20.17

Sheet Title:
PAVING AND DIMENSION PLAN

Sheet:
C2.0

P:\Projects\Projects - 2017\12176124 - Isanti Best Western\E. Design\Drawing Files\12176124 C2.0 Paving.dwg

LEGEND

- 950 — EXISTING CONTOURS
- 950 — PROPOSED CONTOURS - MAJOR INTERVAL
- 949 — PROPOSED CONTOURS - MINOR INTERVAL
- GRADE BREAK LINE
- 2.0% GRADE SLOPE
- SILT FENCE
- RIP-RAP / ROCK CONST. ENTRANCE
- INLET PROTECTION
- CONCRETE WASHOUT STATION

950.00 TC
949.50 GL

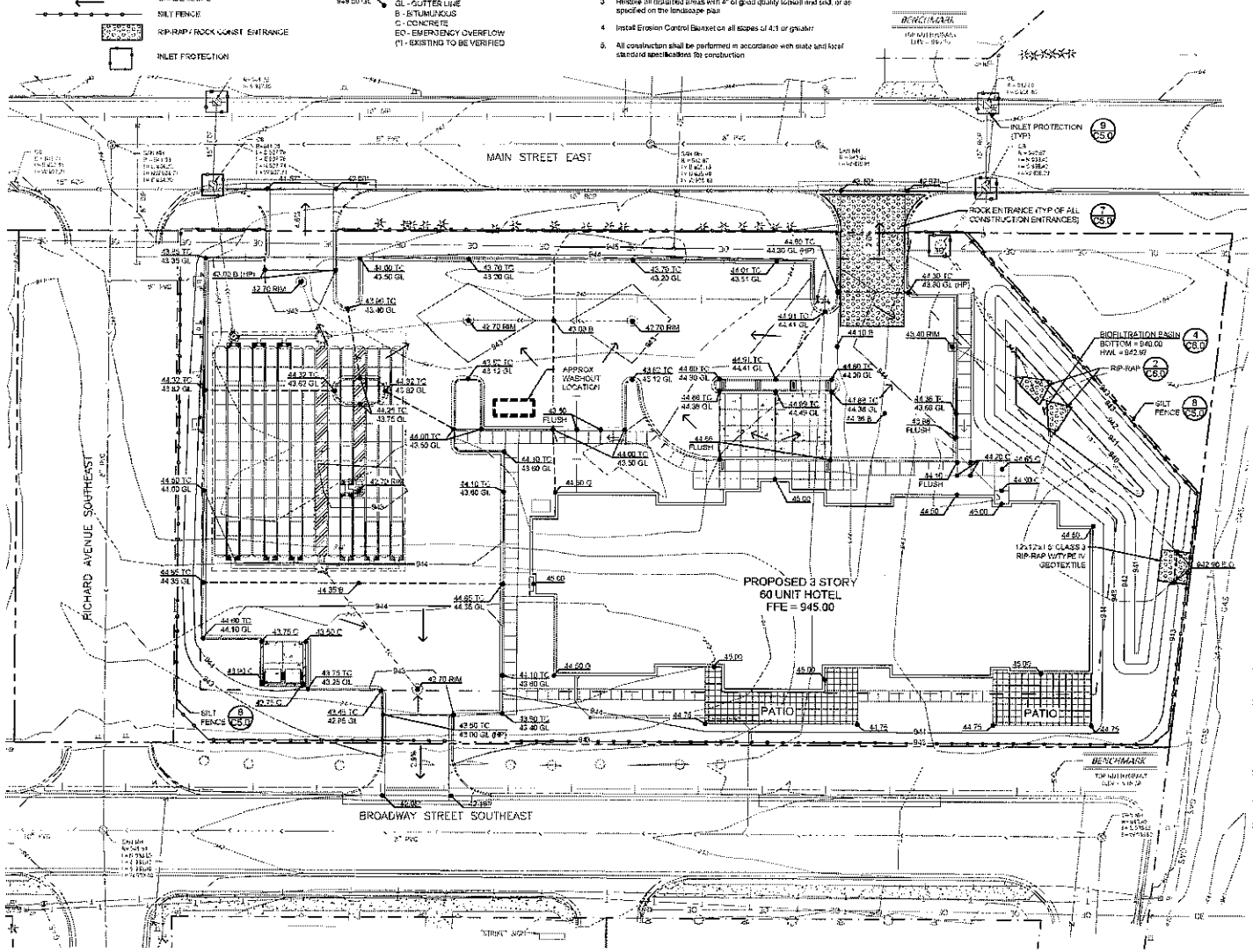
SPOT ABBREVIATIONS:
TC - TOP OF CURB
GL - GUTTER LINE
B - BITUMINOUS
C - CONCRETE
EO - EMERGENCY OVERFLOW
(*) - EXISTING TO BE VERIFIED

GRADING NOTES

1. All elevations with an asterisk (*) shall be field verified. If elevations vary significantly, notify the Engineer for further instructions.
2. Grades shown in paved areas represent finish elevation.
3. Restore all disturbed areas with 4" of good quality topsoil and sod, or as specified on the landscape plan.
4. Install Erosion Control Blanket on all slopes of 4:1 or greater.
5. All construction shall be performed in accordance with state and local standard specifications for construction.

EROSION CONTROL NOTES

1. Owner and Contractor shall obtain MPCA-NPDES permit. Contractor shall be responsible for all fees pertaining to this permit. The SWPPP shall be kept onsite at all times.
2. Install temporary erosion control measures (inlet protection, silt fence, and rock construction entrances) prior to beginning any excavation or demolition work at the site.
3. Erosion control measures shown on the erosion control plan are the absolute minimums. The contractor shall install temporary earth dikes, sediment traps or basins, additional siltation fencing, and/or disk the soil parallel to the contours as deemed necessary to further control erosion. All changes shall be recorded in the SWPPP.
4. All construction site entrances shall be stabilized with crushed rock across the entire width of the entrance and from the entrance to a point 50' into the construction zone.
5. The toe of the silt fence shall be trenched in a minimum of 8". The trench backfill shall be compacted with a vibratory plate compactor.
6. All grading operations shall be conducted in a manner to minimize the potential for site erosion. Sediment control practices must be established on all down gradient perimeters before any up gradient land disturbing activities begin.
7. All exposed soil areas must be stabilized as soon as possible to limit soil erosion but in no case later than 14 days after the construction activity in that portion of the site has temporarily or permanently ceased. Temporary stockpiles without significant silt, clay, or organic components (i.e. clean aggregate stockpiles, demolition concrete stockpiles, sand stockpiles) and the constructed base components of roads, parking lots and similar surfaces are exempt from this requirement.
8. The normal wetted perimeter of any temporary or permanent drainage ditch or swale that drains water from any portion of the construction site, or diverts water around the site, must be stabilized within 200 lineal feet from the property edge, or from the point of discharge into any surface water. Stabilization of the last 200 lineal feet must be completed within 24 hours after connecting to a surface water. Stabilization of the remaining portions of any temporary or permanent ditches or swales must be complete within 14 days after connecting to a surface water and construction in that portion of the ditch has temporarily or permanently ceased.
9. Pipe outlets must be provided with energy dissipation within 24 hours of connection to surface water.
10. All riprap shall be installed with a filter material or soil separation fabric and comply with the Minnesota Department of Transportation Standard Specifications.
11. All storm sewer catch basins not needed for site drainage during construction shall be covered to prevent runoff from entering the storm sewer system. Catch basins necessary for site drainage during construction shall be provided with inlet protection.
12. In areas where concentrated flows occur (such as swales and areas in front of storm catch basins and inlets) the siltation control facilities shall be backed by stabilization structure to protect those facilities from the concentrated flows.
13. Inspect the construction site once every seven days during active construction and within 24 hours after a rainfall event greater than 0.5 inches in 24 hours. All inspections shall be recorded in the SWPPP.
14. All silt fence must be repaired, replaced, or supplemented when they become nonfunctional or the sediment reaches 1/3 of the height of the fence. These repairs must be made within 24 hours of discovery, or as soon as field conditions allow access. All repairs shall be recorded in the SWPPP.
15. If sediment escapes the construction site, off-site accumulations of sediment must be removed in a manner and at a frequency sufficient to minimize off-site impacts.
16. All soils tracked onto pavement shall be removed daily.
17. All infiltration areas must be inspected to ensure that no sediment from ongoing construction activity is reaching the infiltration area and these areas are protected from compaction due to construction equipment driving across the infiltration area.
18. Temporary soil stockpiles must have silt fence or other effective sediment controls, and cannot be placed in surface waters, including stormwater conveyances such as curb and gutter systems, or conduits and ditches unless there is a bypass in place for the stormwater.
19. Collected sediment, asphalt and concrete millings, floating debris, paper, plastic, fabric, construction and demolition debris and other wastes must be disposed of properly and must comply with MPCA disposal requirements.
20. Oil, gasoline, paint and any hazardous substances must be properly stored, including secondary containment, to prevent spills, leaks or other discharge. Restricted access to storage areas must be provided to prevent vandalism. Storage and disposal of hazardous waste must be in compliance with MPCA regulations.
21. External washing of trucks and other construction vehicles must be limited to a defined area of the site. Runoff must be contained and waste properly disposed of. No engine degreasing is allowed onsite.
22. All liquid and solid wastes generated by concrete washout operations must be contained in a leak-proof contained facility or impermeable liner. A compacted clay liner that does not allow washout liquids to reach ground water is considered an impermeable liner. The liquid and solid wastes must not contact the ground, and there must not be runoff from the concrete washout operations or areas. Liquid and solid wastes must be disposed of properly and in compliance with MPCA regulations. A sign must be installed adjacent to each washout facility to inform concrete equipment operators to utilize the proper facilities.
23. Upon completion of the project and stabilization of all graded areas, all temporary erosion control facilities (silt fences, hay bales, etc.) shall be removed from the site.
24. All permanent sedimentation basins must be restored to their design condition immediately following stabilization of the site.
25. Contractor shall submit Notice of Termination for MPCA-NPDES permit within 30 days after Final Stabilization.



Larson Engineering, Inc.
816 West St. Germain Street
Suite 305
St. Cloud, MN 56301
320.774.1944
www.larsonengr.com

©2017 Larson Engineering, Inc. All rights reserved

Client:
ISANTI HOTEL PARTNERS, LLC
415 3RD STREET NORTH, SUITE 100
WAITE PARK, MN 56387

Project Title:
BEST WESTERN PLUS HOTEL & SUITES
ISANTI, MN

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

Thomas J. Hollestelle, P.E.
Date: 10.20.17 Reg. No. 25520

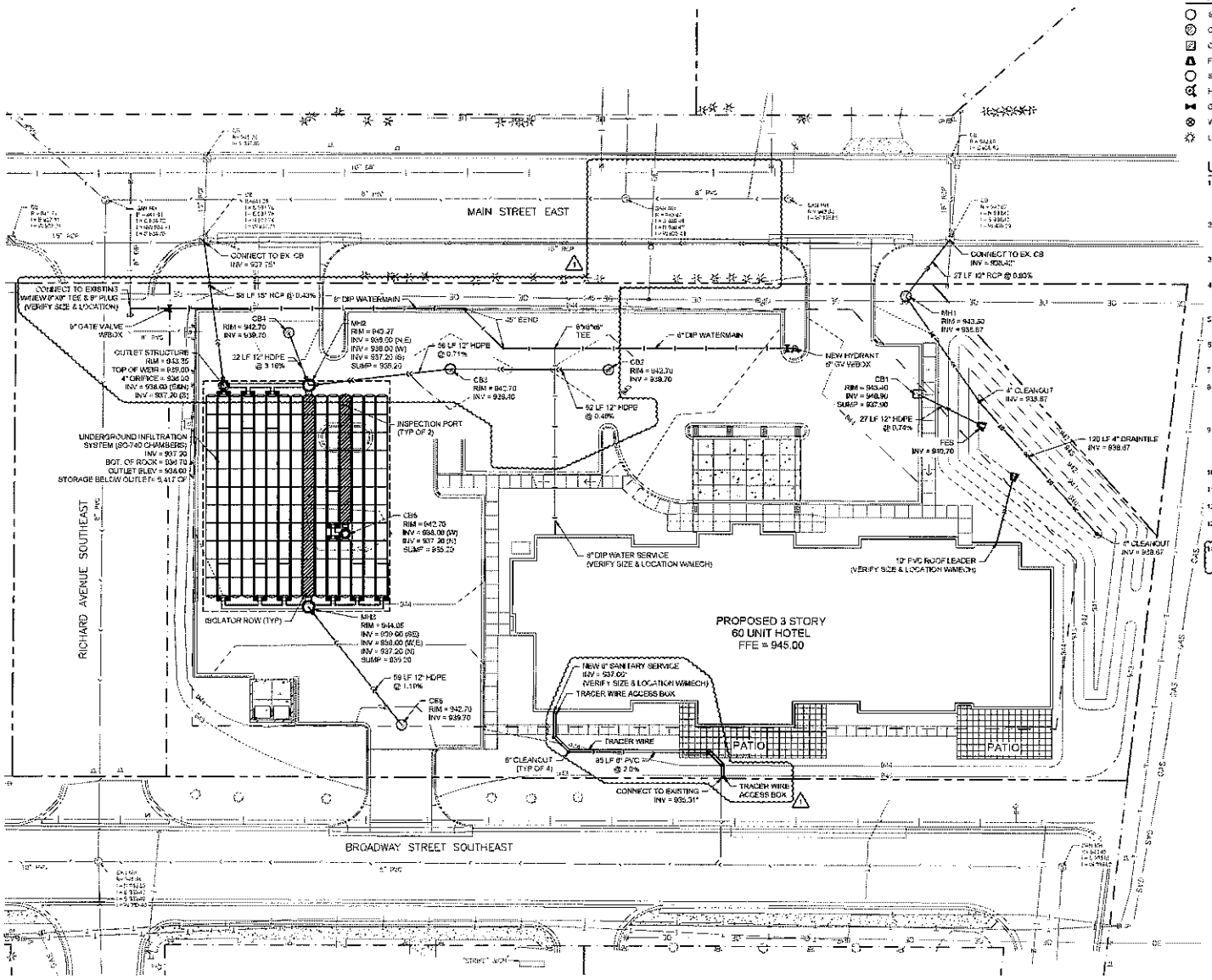
Rev.	Date	Description
1	11.21.17	City Comments

Project #: 12178124.000
Drawn By: BDM
Checked By: TJH
Issue Date: 10.20.17

Sheet Title:
GRADING AND EROSION CONTROL PLAN

Sheet:
C3.0

P:\Projects\Projects - 2017\12178124 - Isanti Best Western\C. Design\Drawing Files\12178124 C3.0 Grading.dwg



LEGEND

- STORM MANHOLE
- CATCH BASIN
- CURB INLET
- FLARED END
- SANITARY MANHOLE
- HYDRANT
- GATE VALVE & BOX
- WATER SHUTOFF
- LIGHT POLE
- CABLE UNDERGROUND LINE
- ELECTRIC OVERHEAD LINE
- ELECTRIC UNDERGROUND LINE
- FIBER OPTIC UNDERGROUND LINE
- NATURAL GAS UNDERGROUND LINE
- SANITARY SEWER PIPE
- STORM SEWER PIPE
- TELEPHONE UNDERGROUND LINE
- WATERMAIN PIPE
- DRAINTILE PIPE

UTILITY NOTES

1. It is the responsibility of the contractor to perform or coordinate all necessary utility connections and relocations from existing utility locations to the proposed building, as well as to all onsite amenities. These connections include but are not limited to water, sanitary sewer, cable TV, telephone, gas, electric, site lighting, etc.
2. All sewer connections shall be performed in accordance with rules and local standard specifications for construction. Utility connections (sanitary sewer, watermain, and storm sewer) may require a permit from the City.
3. The contractor shall verify the elevations at proposed connections to existing utilities prior to any demolition or excavation.
4. The contractor shall notify all appropriate engineering departments and utility companies 72 hours prior to construction. All necessary precautions shall be made to avoid damage to existing utilities.
5. Storm sewer requires testing in accordance with Minnesota plumbing code 4715.1109 where located within 10 feet of waterlines or the building.
6. HDPE storm sewer piping shall meet ASTM F2306 and fittings shall meet ASTM D3212 joint pressure test. Installation shall meet ASTM C2321.
7. All RCP pipe shown on the plans shall be MNDOT class 5.
8. Maintain a minimum of 7 ½" of cover over all water lines and sanitary sewer lines. Install water lines 18" above sanitary sewers, where the sanitary sewer crosses over the water line, install sewer piping of materials equal to watermain standards for 9 feet on both sides and maintain 18" of separation.
9. Where 7 ½" of cover is not provided over sanitary sewer and water lines, install 2" rigid polystyrene insulation (MNDOT 3760) with a thermal resistance of at least 5 and a compressive strength of at least 25 psi. Insulation shall be 8' wide, centered over pipe with 6" sand backfill between pipe and insulation. Where depth is less than 5', use 4" of insulation.
10. All watermain piping shall be class 52 ductile iron pipe unless noted otherwise.
11. See Project Specifications for bedding requirements.
12. Pressure test and disinfect all new watermains in accordance with state and local requirements.
13. Sanitary sewer piping shall be PVC, SDR-35 for depths less than 12', PVC SDR-26 for depths between 12' and 26', and class 52 D.I.P. for depths of 26' or more.
14. Tracer wire including access boxes and grounding rodes shall be installed along sanitary sewer service pipe where indicated on the plans. Sanitary Sewer tracer wire shall be green #12 AWG Copper Clad Steel.

NORTH

0 10 20 40

Larson Engineering, Inc.
814 West St. Germain Street
St. Cloud, MN 56301
320.774.1944
www.larsonengr.com
©2017 Larson Engineering, Inc. All rights reserved

Client:
ISANTI HOTEL PARTNERS, LLC
415 3RD STREET NORTH, SUITE 100
WAITE PARK, MN 56387

Project Title:
BEST WESTERN PLUS HOTEL & SUITES
ISANTI, MN

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

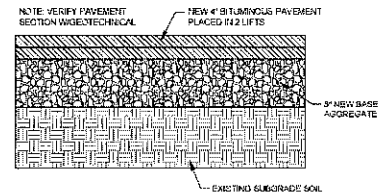
Thomas J. Herkenhoff, P.E.
Date: 10.20.17 Reg. No. 25520

Rev.	Date	Description
1	11.24.17	City Comments

Project #: 12178124.000
Drawn By: BDM
Checked By: TJH
Issue Date: 10.20.17
Sheet Title:
UTILITY PLAN

Sheet:
C4.0

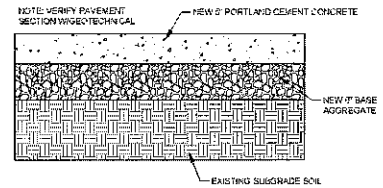
P:\Projects\Projects - 2017\12178124 - Isanti Best Western\5 - Design\Drawing Files\12178124 C4.0 Utility.dwg



BITUMINOUS PAVEMENT CONSTRUCTION DETAIL

1 / C5.0

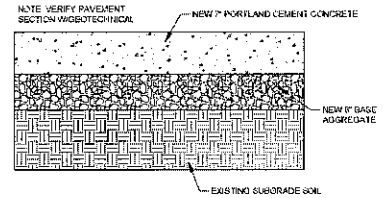
NOT TO SCALE



CONCRETE SIDEWALK CONSTRUCTION DETAIL

2 / C5.0

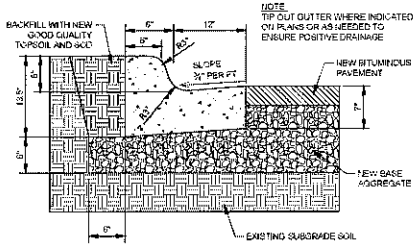
NOT TO SCALE



HEAVY-DUTY CONCRETE PAVEMENT DETAIL

3 / C5.0

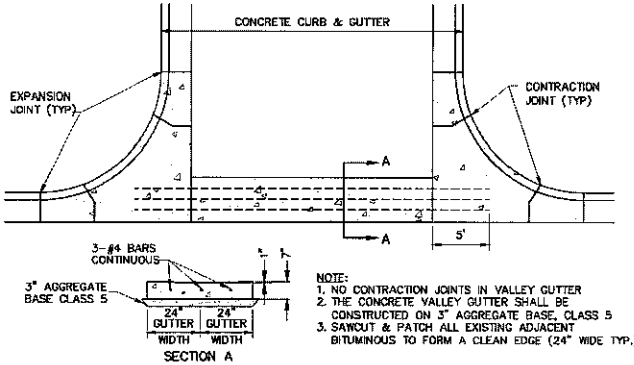
NOT TO SCALE



B612 CONCRETE CURB & GUTTER DETAIL

4 / C5.0

NOT TO SCALE

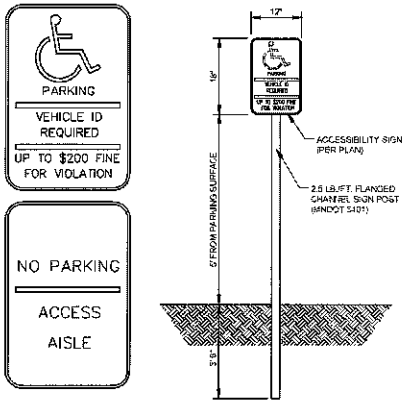


NOTE:
1. NO CONTRACTION JOINTS IN VALLEY GUTTER
2. THE CONCRETE VALLEY GUTTER SHALL BE CONSTRUCTED ON 3" AGGREGATE BASE, CLASS 5
3. SAWCUT & PATCH ALL EXISTING ADJACENT BITUMINOUS TO FORM A CLEAN EDGE (24" WIDE TYP.)

CONCRETE VALLEY GUTTER AND APRON DETAIL

5 / C5.0

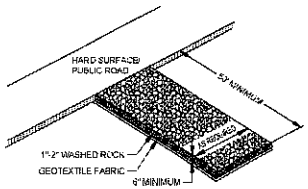
NOT TO SCALE



ACCESSIBLE PARKING SIGN DETAIL

6 / C5.0

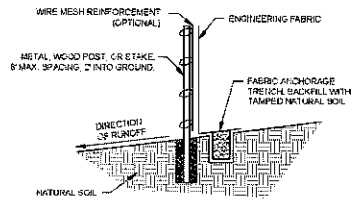
NOT TO SCALE



ROCK CONSTRUCTION ENTRANCE

7 / C5.0

NOT TO SCALE



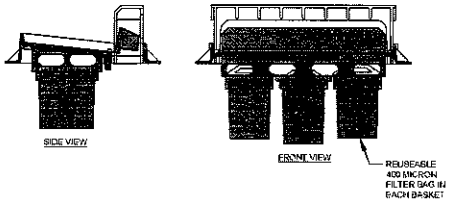
NOTE: DEPENDING UPON CONFIGURATION, ATTACH FABRIC TO WIRE MESH WITH HOG RINGS, STEEL POSTS WITH WIRES, OR WOOD POSTS WITH STAPLES.

SILT FENCE DETAIL

8 / C5.0

NOT TO SCALE

FILTER AREA	6.41 FT²
OVERFLOW AREA	39.5 FT²
MAXIMUM OVERFLOW RATE (@ 7" HEAD)	3.00 CFS
MAXIMUM OVERFLOW RATE (@ 13" HEAD)	4.00 CFS
BASKET WEIGHT (EMPTY)	1 LB
BASKET WEIGHT (FULL APPROX.)	70 LBS

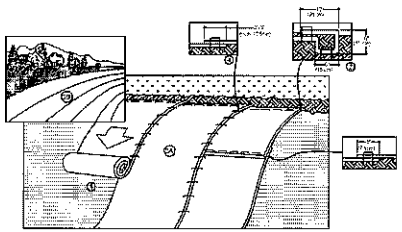


INFRASAFE INLET PROTECTION DEVICE (OR EQUAL)

9 / C5.0

NOT TO SCALE

NORTH AMERICAN GREEN
EROSION CONTROL Products Guaranteed SOLUTIONS



1. PREPARE SOIL BEFORE INSTALLING ROLLED EROSION CONTROL PRODUCTS (RECPs), INCLUDING ANY NECESSARY APPLICATION OF LIME, FERTILIZER, AND SEED.
NOTE: WHEN USING CELL-O-SEED DO NOT SEED PREPARED AREA. CELL-O-SEED MUST BE INSTALLED WITH PAPER SIDE DOWN.
2. BEGIN AT THE TOP OF THE SLOPE BY ANCHORING THE RECPs IN A 6" (15 CM) DEEP X 6" (15 CM) WIDE TRENCH WITH APPROXIMATELY 12" (30 CM) OF RECPs EXTENDED BEYOND THE UP-SLOPE PORTION OF THE TRENCH. ANCHOR THE RECPs WITH A ROW OF STAPLES/STAKES APPROXIMATELY 12" (30 CM) APART IN THE BOTTOM OF THE TRENCH. BACKFILL AND COMPACT THE TRENCH AFTER STAPLING. APPLY SEED TO COMPACTED SOIL AND FOLD REMAINING 12" (30 CM) PORTION OF RECPs BACK OVER SEED AND COMPACTED SOIL. SECURE RECPs OVER COMPACTED SOIL WITH A ROW OF STAPLES/STAKES SPACED APPROXIMATELY 12" (30 CM) APART ACROSS THE WIDTH OF THE RECPs.
3. ROLL THE RECPs (A) DOWN OR (B) HORIZONTALLY ACROSS THE SLOPE. RECPs WILL UNROLL WITH APPROPRIATE SIDE AGAINST THE SOIL SURFACE. ALL RECPs MUST BE SECURELY FASTENED TO SOIL SURFACE BY PLACING STAPLES/STAKES IN APPROPRIATE LOCATIONS AS SHOWN IN THE STAPLE PATTERN GUIDE. WHEN USING THE DOT SELECT, STAPLES/STAKES SHOULD BE PLACED THROUGH EACH OF THE COLORED DOTS CORRESPONDING TO THE APPROPRIATE STAPLE PATTERN.
4. THE EDGES OF PARALLEL RECPs MUST BE STAPLED WITH APPROXIMATELY 2" - 3" (5 CM - 10 CM) OVERLAP DEPENDING ON RECPs TYPE.
5. CONSECUTIVE RECPs SPLICED DOWN THE SLOPE MUST BE PLACED END OVER END (SHINGLE STYLE) WITH AN APPROXIMATE 3" (7.5 CM) OVERLAP. STAPLE THROUGH OVERLAPPED AREA, APPROXIMATELY 12" (30 CM) APART ACROSS ENTIRE RECPs WIDTH.
NOTE
*IN LOOSE SOIL CONDITIONS, THE USE OF STAPLE OR STAKE LENGTHS GREATER THAN 6" (15 CM) MAY BE NECESSARY TO PROPERLY SECURE THE RECPs.

Staples/Anchors:
The type of anchors used to secure the blanket to the ground shall be steel wire 11 Gauge 1" wide x 8" long.

EROSION CONTROL BLANKET

10 / C5.0

NOT TO SCALE

Larson Engineering, Inc.
816 West St. Germain Street
Suite 201
St. Cloud, MN 56301
320.774.1944
www.larsonengr.com
©2017 Larson Engineering, Inc. All rights reserved.

Client:
ISANTI HOTEL PARTNERS, LLC
415 3RD STREET NORTH, SUITE 100
WAITE PARK, MN 56387

Project Title:
BEST WESTERN PLUS HOTEL & SUITES
ISANTI, MN

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota

Thomas J. Hakkenstall, P.E.
Date: 10.20.17 Reg. No. 25920

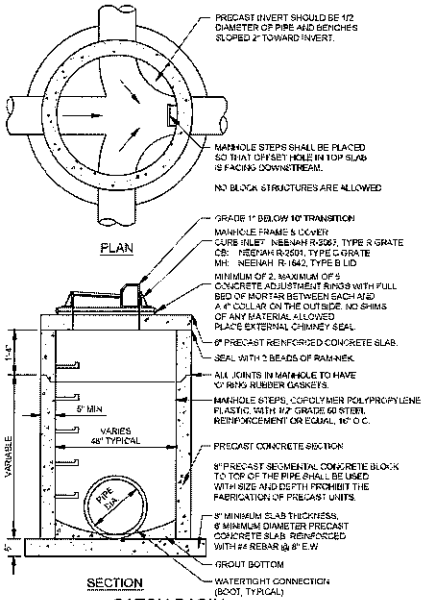
Rev.	Date	Description
1	11.21.17	City Comments

Project #: 12176124.000
Drawn By: BDM
Checked By: TJH
Issue Date: 10.20.17

Sheet Title:
DETAILS

Sheet:
C5.0

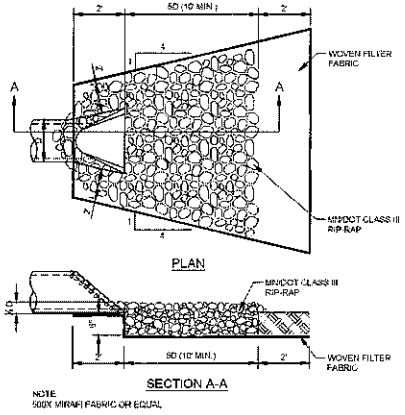
P:\Projects\Projects - 2017\12176124 - Isanti Best Western\C. Design\Drawing Files\12176124 C5.0 C6.0 Details.dwg



CATCH BASIN MANHOLE DETAIL

1 C6.0

NOT TO SCALE

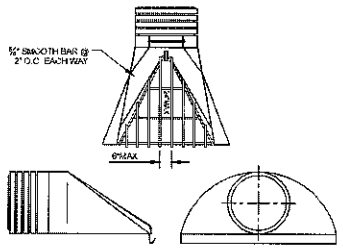


NOTE
500X MIRAFI FABRIC OR EQUAL

RIP-RAP AT OUTLETS

2 C6.0

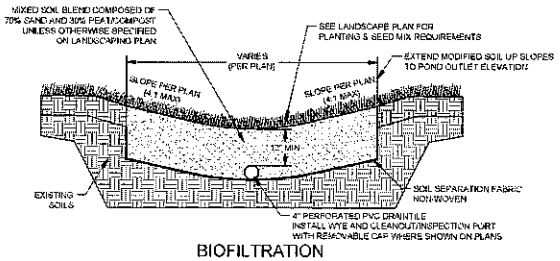
NOT TO SCALE



FLARED END SECTION DETAIL

3 C6.0

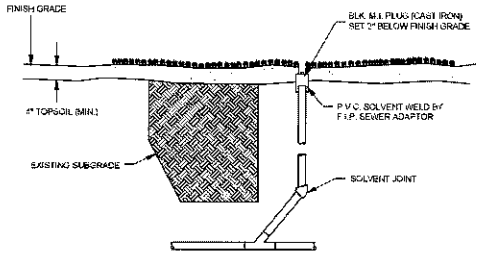
NOT TO SCALE



BIOFILTRATION BASIN CROSS SECTION

4 C6.0

NOT TO SCALE



SANITARY SEWER SERVICE CLEANOUT - TERRACE

5 C6.0

NOT TO SCALE

NOTES:

1.) HYDRANT SPECIFICATIONS PER CITY STANDARDS.

2.) ALL HYDRANT LEADS SHALL BE VALVED

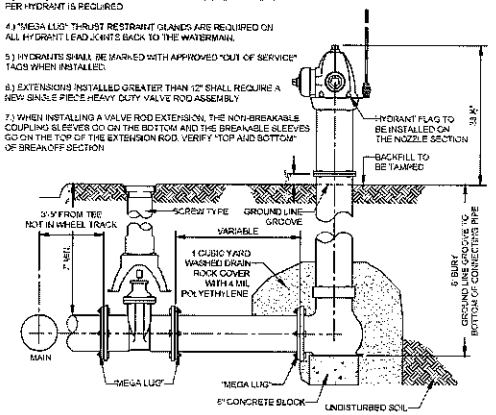
3.) ONE (1) 5 "HYDRAFINDER" WITH SPRING BASE HYDRANT FLAG PER HYDRANT IS REQUIRED

4.) "MEGA LUG" THRUST RESTRAINT GLANDS ARE REQUIRED ON ALL HYDRANT LEAD JOINTS BACK TO THE WATERMAIN.

5.) HYDRANTS SHALL BE MARKED WITH APPROVED "OUT OF SERVICE" TAGS WHEN INSTALLED.

6.) EXTENSIONS INSTALLED GREATER THAN 12" SHALL REQUIRE A NEW SINGLE PIECE HEAVY DUTY VALVE ROD ASSEMBLY

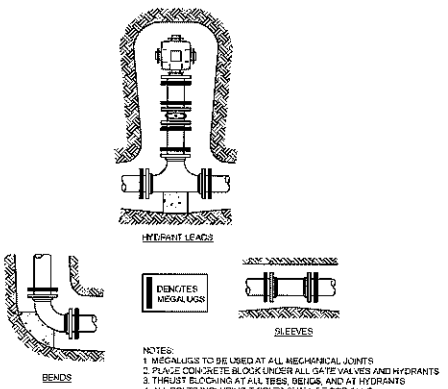
7.) WHEN INSTALLING A VALVE ROD EXTENSION, THE NON-BREAKABLE COUPLING SLEEVES GO ON THE BOTTOM AND THE BREAKABLE SLEEVES GO ON THE TOP OF THE EXTENSION ROD. VERIFY "TOP AND BOTTOM" OF BREAK-OFF SECTION



HYDRANT & GATE VALVE INSTALLATION DETAIL

6 C6.0

NOT TO SCALE



NOTES:
1. MEGALUGS TO BE USED AT ALL MECHANICAL JOINTS
2. PLACE CONCRETE BLOCK UNDER ALL GATE VALVES AND HYDRANTS
3. THRUST BLOCKING AT ALL TEES, BENDS, AND AT HYDRANTS
4. ALL BOLTS INCLUDING T-BOLTS SHALL BE COR-BLUE.

TYPICAL MEGALUG AND THRUST BLOCK LOCATIONS

7 C6.0

NOT TO SCALE

P:\Projects\Projects - 2017\12176124 - Isanti Best Western\C. Design\Drawing Files\12176124 C6.0 C6.6 Details.dwg

Larson Engineering, Inc.
816 West St. Germain Street
Suite 338
St. Cloud, MN 56301
320.774.1944
www.larsoneng.com

© 2017 Larson Engineering, Inc. All rights reserved.

Client:
ISANTI HOTEL PARTNERS, LLC
415 3RD STREET NORTH, SUITE 100
WAITE PARK, MN 56387

Project Title:
BEST WESTERN PLUS HOTEL & SUITES
ISANTI, MN

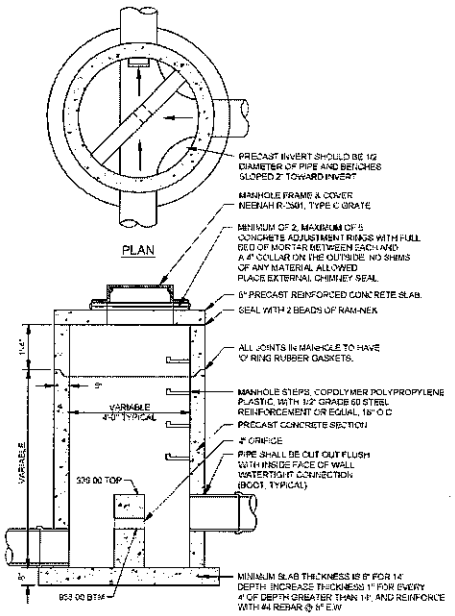
I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota

Thomas J. Hakanson, P.E.
Date: 10.20.17 Reg. No. 25530

Rev.	Date	Description
1	11.21.17	City Comments

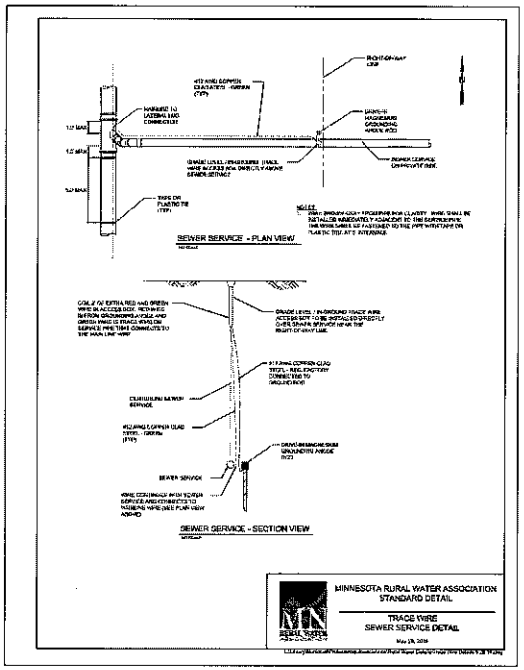
Project #: 12176124.002
Drawn By: BDM
Checked By: TJH
Issue Date: 10.20.17
Sheet Title:
DETAILS

Sheet
C6.0



1 / C7.0 OUTLET CONTROL STRUCTURE DETAIL

NOT TO SCALE



2 / C7.0 SANITARY SEWER SERVICE TRACER WIRE DETAIL

NOT TO SCALE

Larson Engineering, Inc.
815 West St. Germain Street
Suite 300
St. Cloud, MN 56301
320.774.1944
www.larsonengr.com
©2017 Larson Engineering, Inc. All rights reserved

Client:
ISANTI HOTEL PARTNERS, LLC
415 3RD STREET NORTH, SUITE 100
WAITE PARK, MN 56387

Project Title:
BEST WESTERN PLUS HOTEL & SUITES
ISANTI, MN

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota

Thomas J. Hankemeier, P.E.

Date: 10.20.17 Reg. No. 25520

Rev.	Date	Description
1	11.21.17	City Comments

Project #: 12178124.000
Drawn By: BDM
Checked By: TJH
Issue Date: 10.20.17
Sheet Title:

DETAILS

C7.0
Sheet

P:\Projects\Projects - 2017\12178124 - Isanti Best Western\C. Design\Drawing Files\12178124 C5 C6 C7 Details.dwg

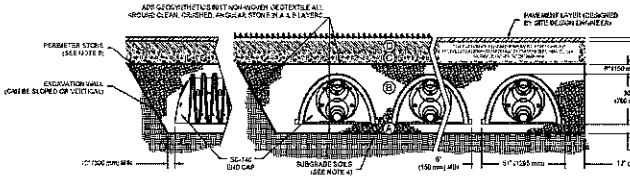
ACCEPTABLE FILL MATERIALS: STORMTECH SC-740 CHAMBER SYSTEMS

	MATERIAL LOCATION	DESCRIPTION	AASHTO MATERIAL CLASSIFICATIONS	COMPACTION / DENSITY REQUIREMENT
D	FINAL FILL: FILL MATERIAL FOR LAYER 'D' STARTS FROM THE TOP OF THE 'C' LAYER TO THE BOTTOM OF FLEXIBLE PAVEMENT OR UNPAVED FINISHED GRADE ABOVE. NOTE THAT PAVEMENT SUBBASE MAY BE PART OF THE 'D' LAYER	ANY SOIL/ROCK MATERIALS, NATIVE SOILS, OR PER ENGINEERS PLANS. CHECK PLANS FOR PAVEMENT SUBGRADE REQUIREMENTS.	N/A	PREPARE PER SITE DESIGN ENGINEER & PLANS. PAVED INSTALLATION MAY HAVE STRINGENT MATERIAL AND PREPARATION REQUIREMENTS.
C	INITIAL FILL: FILL MATERIAL FOR LAYER 'C' STARTS FROM THE TOP OF THE EMBEDMENT STONE (B LAYER) TO 18" (450 mm) ABOVE THE TOP OF THE CHAMBER. NOTE THAT PAVEMENT SUBGRADE MAY BE A PART OF THE 'C' LAYER.	GRAVEL OR WELL-GRADED SOIL/AGGREGATE MIXTURES, <35% FINES OR PROCESSED AGGREGATE. MOST PAVEMENT SUBBASE MATERIALS CAN BE USED IN LIEU OF THIS LAYER.	AASHTO M145*: A-1, A-2-4, A-3 OR AASHTO M43*: 3,357, 4,467, 5,56, 57, 6, 67, 68, 7, 78, 8, 89, 9, 10	BEGIN COMPACTIONS AFTER 12" (300 mm) OF MATERIAL OVER THE CHAMBERS IS REACHED. COMPACT ADDITIONAL LAYERS TO 35% (150 mm) MAX LIFTS TO A MIN. 95% PROCTOR DENSITY FOR WELL GRADED MATERIAL AND 95% RELATIVE DENSITY FOR PROCESSED AGGREGATE MATERIALS. ROLLER GROSS VEHICLE WEIGHT NOT TO EXCEED 12,000 lbs (53 kN). DYNAMIC FORCE NOT TO EXCEED 20,000 lbs (89 kN).
B	EMBEDMENT STONE: FILL SURROUNDING THE CHAMBERS FROM THE FOUNDATION STONE/SOIL LAYER UP TO THE 'C' LAYER ABOVE.	CLEAN, CRUSHED, ANGULAR STONE	AASHTO M43*: 3, 357, 4, 467, 5, 56, 57	NO COMPACTION REQUIRED.
A	FOUNDATION STONE: FILL BELOW CHAMBERS FROM THE SUBGRADE UP TO THE FOOT (BOTTOM) OF THE CHAMBER.	CLEAN, CRUSHED, ANGULAR STONE	AASHTO M43*: 3, 357, 4, 467, 5, 56, 57	PLATE COMPACT OR ROLL TO ACHIEVE A FLAT SURFACE. **

PLEASE NOTE:
* THE LISTED AASHTO DESIGNATIONS ARE FOR GRADATIONS ONLY. THE STONE MUST ALSO BE CLEAN, CRUSHED, ANGULAR. FOR EXAMPLE, A SPECIFICATION FOR #4 STONE WOULD STATE: "CLEAN, CRUSHED, ANGULAR #4 (AASHTO M43) STONE."
2. STORMTECH COMPACTION REQUIREMENTS ARE MET FOR 'A' LOCATION MATERIALS WHEN PLACED AND COMPACTED IN 6" (150 mm) MAX LIFTS USING TWO FULL COVERAGES WITH A VIBRATORY COMPACTOR.
3. WHERE AN UNPAVED SURFACE MAY BE CONTAMINATED BY CONSTRUCTION, FOR STANDARD DESIGN LOAD CONDITIONS, A FLAT SURFACE MAY BE ACHIEVED BY RAKING OR DRAGGING WITHOUT COMPACTION EQUIPMENT. FOR SPECIAL LOAD DESIGNS, CONTACT STORMTECH FOR COMPACTION REQUIREMENTS.

NOTES:

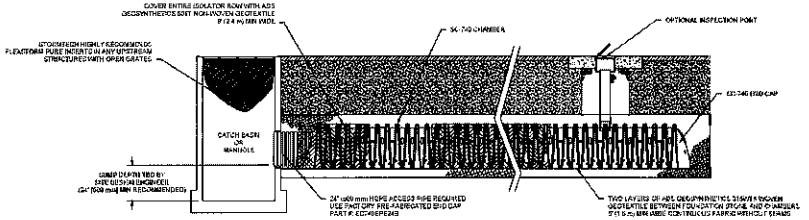
1. SC-740 CHAMBERS SHALL CONFORM TO THE REQUIREMENTS OF ASTM F2418 "STANDARD SPECIFICATION FOR POLYPROPYLENE (PP) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS" OR ASTM F2922 "STANDARD SPECIFICATION FOR POLYETHYLENE (PE) CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
2. SC-740 CHAMBERS SHALL BE DESIGNED IN ACCORDANCE WITH ASTM F2787 "STANDARD PRACTICE FOR STRUCTURAL DESIGN OF THERMOPLASTIC CORRUGATED WALL STORMWATER COLLECTION CHAMBERS".
3. "ACCEPTABLE FILL MATERIALS" TABLE ABOVE PROVIDES MATERIAL LOCATIONS, DESCRIPTIONS, GRADATIONS, AND COMPACTION REQUIREMENTS FOR FOUNDATION, EMBEDMENT, AND FILL MATERIALS.
4. THE SITE DESIGN ENGINEER IS RESPONSIBLE FOR ASSESSING THE BEARING RESISTANCE (ALLOWABLE BEARING CAPACITY) OF THE SUBGRADE SOILS AND THE DEPTH OF FOUNDATION STONE WITH CONSIDERATION FOR THE RANGE OF EXPECTED SOIL MOISTURE CONDITIONS.
5. PERIMETER STONE MUST BE EXTENDED HORIZONTALLY TO THE EXCAVATION WALL FOR BOTH VERTICAL AND SLOPED EXCAVATION WALLS.
6. ONCE LAYER 'C' IS PLACED, ANY SOIL/MATERIAL CAN BE PLACED IN LAYER 'D' UP TO THE FINISHED GRADE. MOST PAVEMENT SUBBASE SOILS CAN BE USED TO REPLACE THE MATERIAL REQUIREMENTS OF LAYER 'D' OR 'C' AT THE SITE DESIGN ENGINEER'S DISCRETION.



SC-740 STANDARD CROSS SECTION

1 C8.0

NOT TO SCALE



SC-740 ISOLATOR ROW DETAIL

NTS

INSPECTION & MAINTENANCE

STEP 1) INSPECT ISOLATOR ROW FOR SEDIMENT
- A. INSPECTION PORTS (IF PRESENT)
  - A.1 REMOVE/OPEN LID, CAP, OR PLUG
  - A.2 REMOVE AND CLEAN FLEXSTORM FILTER IF INSTALLED
  - A.3 USING A FLASHLIGHT AND STADIA ROD, MEASURE DEPTH OF SEDIMENT AND RECORD ON MAINTENANCE LOG
  - A.4 LOWER A CAMERA INTO ISOLATOR ROW FOR VISUAL INSPECTION OF SEDIMENT LEVELS (IF NECESSARY)
  - A.5 IF SEDIMENT IS AT, OR ABOVE, 3" (80 mm) PROCEED TO STEP 2. IF NOT, PROCEED TO STEP 3
- B. ALL ISOLATOR ROWS
  - B.1 REMOVE COVER FROM DOWNSTREAM END OF ISOLATOR ROW
  - B.2 USING A FLASHLIGHT, INSPECT DOWN THE ISOLATOR ROW THROUGH EACH OUTLET PIPE
    - a. MIRRORS ON POLES OR CAMERAS MAY BE USED TO AVOID A CONFINED SPACE ENTRY
    - b. FOLLOW OSHA REGULATIONS FOR CONFINED SPACE ENTRY IF ENTERING MANHOLE
  - B.3 IF SEDIMENT IS AT, OR ABOVE, 3" (80 mm) PROCEED TO STEP 2. IF NOT, PROCEED TO STEP 3

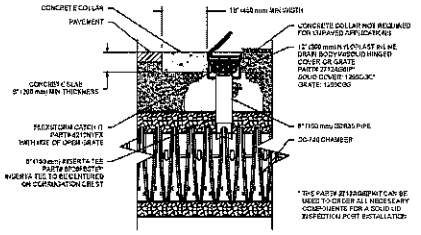
STEP 2) CLEAN OUT ISOLATOR ROW USING THE JETVAC PROCESS
- A. A FIXED CULVERT CLEANING NOZZLE WITH REAR FACING SPREAD OF 45" (1.1 m) OR MORE IS PREFERRED
- B. APPLY MULTIPLE PASSES OF JETVAC UNTIL BACKFLUSH WATER IS CLEAN
- C. VACUUM STRUCTURE SUMP AS REQUIRED

STEP 3) REPLACE ALL COVERS, GRATES, FILTERS, AND LOOSE INCIDENTAL CONSTRUCTION DEBRIS AND ACCESSORIES

STEP 4) INSPECT AND CLEAN BASINS AND MANHOLES UPSTREAM OF THE STORMTECH SYSTEM

NOTES

1. INSPECT EVERY 6 MONTHS DURING THE FIRST YEAR OF OPERATION. ADJUST THE INSPECTION INTERVAL BASED ON PREVIOUS OBSERVATIONS OF SEDIMENT ACCUMULATION AND HIGH WATER ELEVATIONS.
2. CONDUCT JETTING AND VACTORING ANNUALLY OR WHEN INSPECTION SHOWS THAT MAINTENANCE IS NECESSARY.



SC-740 8" INSPECTION PORT DETAIL

NTS

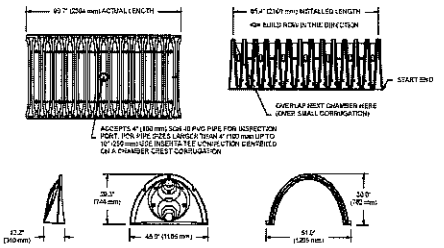
ISOLATOR ROW AND INSPECTION PORT DETAILS

2 C8.0

NOT TO SCALE

SC-740 TECHNICAL SPECIFICATION

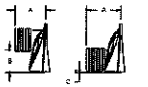
NTS



NOMINAL CHAMBER SPECIFICATIONS

SIZE (W x H x INSTALLED LENGTH)	51.0" X 39.9" X 85.4"	(1295 mm x 760 mm x 2169 mm)
CHAMBER STORAGE	45.9 CUBIC FEET	(1.30 m³)
MINIMUM INSTALLED STORAGE*	74.9 CUBIC FEET	(2.12 m³)
WEIGHT	75.0 lbs	(33.9 kg)

*ASSUMES 6" (152 mm) STONE ABOVE, BELOW AND BETWEEN CHAMBERS



STUBS AT BOTTOM OF END CAP FOR PART NUMBERS ENDING WITH "B"
STUBS AT TOP OF END CAP FOR PART NUMBERS ENDING WITH "T"

PART #	STUB	A	B	C
SC740EPE06B / SC740EPE06BPK	6" (150 mm)	10.9" (277 mm)	18.2" (462 mm) *	9.5" (53 mm)
SC740EPE08B / SC740EPE08BPK	8" (200 mm)	12.2" (310 mm)	18.2" (462 mm) *	8.9" (115 mm)
SC740EPE10B / SC740EPE10BPK	10" (250 mm)	13.4" (340 mm)	18.2" (462 mm) *	8.3" (114 mm)
SC740EPE12B / SC740EPE12BPK	12" (300 mm)	14.7" (373 mm)	12.5" (318 mm)	7.7" (196 mm)
SC740EPE15B / SC740EPE15BPK	15" (375 mm)	16.7" (424 mm)	12.5" (318 mm)	6.8" (173 mm)
SC740EPE18B / SC740EPE18BPK	18" (450 mm)	18.7" (475 mm)	--	5.9" (150 mm)
SC740EPE24B / SC740EPE24BPK	24" (600 mm)	23.0" (584 mm)	--	4.2" (107 mm)
SC740EPE06T / SC740EPE06TPK	6" (150 mm)	10.9" (277 mm)	9.09" (231 mm)	9.5" (53 mm)
SC740EPE08T / SC740EPE08TPK	8" (200 mm)	12.2" (310 mm)	9.09" (231 mm)	8.9" (115 mm)
SC740EPE10T / SC740EPE10TPK	10" (250 mm)	13.4" (340 mm)	9.09" (231 mm)	8.3" (114 mm)
SC740EPE12T / SC740EPE12TPK	12" (300 mm)	14.7" (373 mm)	--	7.7" (196 mm)
SC740EPE15T / SC740EPE15TPK	15" (375 mm)	16.7" (424 mm)	--	6.8" (173 mm)
SC740EPE18T / SC740EPE18TPK	18" (450 mm)	18.7" (475 mm)	--	5.9" (150 mm)
SC740EPE24T / SC740EPE24TPK	24" (600 mm)	23.0" (584 mm)	--	4.2" (107 mm)
SC740EPE8 / SC740EPE8HDPK	8" (200 mm)	12.2" (310 mm)	--	8.9" (115 mm)

ALL STUBS, EXCEPT FOR THE SC740EPE06B ARE PLACED AT BOTTOM OF END CAP SUCH THAT THE OUTSIDE DIAMETER OF THE STUB IS FLUSH WITH THE BOTTOM OF THE END CAP. FOR ARCHITECTURAL INFORMATION CONTACT STORMTECH AT 1-888-892-2694.

* FOR THE SC740EPE06B, THE 24" (600 mm) STUB LIES BELOW THE BOTTOM OF THE END CAP APPROXIMATELY 1.75" (44 mm). BACKFILL MATERIAL SHOULD BE REMOVED FROM BELOW THE INVERT OF THE STUB SO THAT THE PIPE SITS EVENLY.

NOTE: ALL DIMENSIONS ARE NOMINAL

SC-740 TECHNICAL SPECIFICATIONS

3 C8.0

NOT TO SCALE

Larson Engineering, Inc.
810 East 10th Street
Suite 200
St. Cloud, MN 56301
320.774.1944
www.larsonengr.com

©2017 Larson Engineering, Inc. All rights reserved

Client:
ISANTI HOTEL PARTNERS, LLC
415 3RD STREET NORTH, SUITE 100
WAITE PARK, MN 56387

Project Title:
BEST WESTERN PLUS HOTEL & SUITES
ISANTI, MN

I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Thomas J. Hennipman, P.E.
Date: 10.20.17 Reg. No. 26626

Rev.	Date	Description
1	11.21.17	City Comments

Project #: 12178124.000
Drawn By: BMM
Checked By: TJH
Issue Date: 10.20.17

Sheet Title:
DETAILS

C8.0
Sheet

A Community For Generations.

Isanti

Legend

- City Limits
- Parcels (3-10-2017)
- Non Parcel Items
- Protected Waters - Watercou
- Protected Waters - Basin
  - Public Water Basin
  - Public Water Wetland
- Zoning Overlay
  - Hwy 65 Corridor Overlay
  - PUD Boundary
  - Tier 1 Boundary
- Zoning
  - T1-I; I-1: Tier 1 Industrial
  - T1-B
  - T1-R
  - R-1: Single Family Residential
  - R-2: Single Family Residential
  - R-3A: Low Density Multiple Famil
  - R-3B: Medium Density Multiple Fa
  - R-4: Multiple Family Residential
  - B-1: Central Business
  - B-2: General Business
  - B-3: Neighborhood Business
  - CBT-1: Central Business Transitic
  - CBT-2: Central Business Transitic
  - I-1: Industrial Park
  - City Storm Pond/Outlot
  - Open Space/Park

Map Name

0 263 Feet

© Bolton & Menk, Inc - Web GIS 11/7/2017 9:14 AM

BOLTON & MENK

Real People. Real Solutions.

Disclaimer:

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various city, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. The City of Isanti is not responsible for any inaccuracies herein contained.

K.5.

A Community For Generations.

Isanti

Request for City Council

To: **Mayor Wimmer and City Council Members**

From: Chief Gene C. Hill **MEMO**

Date: November 28, 2017

Subject: Police Department Events Costs

Background:

The Finance Committee was discussing the Annual ATV / Snowmobile Event and its costs to the City. This brought up what other events that the police department are directly involved with and their costs to the City.

The Finance Committee want to inform the entire City Council of the direct costs to the City for the events listed on the attachment provided.

Action:

I am requesting the City Council review and discuss the costs for the events and the financial impacts they have to the budget.

Thank you for your time and consideration,

Chief Gene C. Hill

RESOLUTION NO. 2017-XXX

RESOLUTION OF POLICE DEPARTMENT EVENTS INVOLVEMENT AND THE RELATED FINANCIAL IMPACTS TO THE POLICE DEPARTMENT BUDGET

WHEREAS, the Police Department has been involved in numerous events that have a financial impact to the department's budget and;

WHEREAS, the Finance Committee wanted the full City Council to be aware of the costs of the departments involvement in these events and;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to authorize the Chief of Police to participate in the attached special events with approximate associated costs.

This resolution was duly adopted by the Isanti City Council this 5th day of December, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

Police Department Event Involvement Costs

1. Rodeo / Jubilee Days:
    - Officers:
        - Parade Night - all available department staff
            - Admin Staff (Penny/ Linda) $ 132.36
            - Fulltime Officers x 6 $1511.55
            - Part-time Officers x 5 $ 675.00
            - Reserves
        - Friday Night: 5 – extra officers (2Ft & 3 Pt) $2153.60
        - Saturday Day 1 – extra officer $ 270.00
        - Saturday Night 5 - extra officers (2Ft & 3 Pt) $2153.60
        - Sunday Day: 1 - extra officer - PT $ 270.00
    - Food / Drink Approximate $ 300.00
    - Extra Squad Usage: 4 squads totaling 550 miles @ .535/mile $ 294.25

    Total $7,760.36
2. Annual ATV / Snowmobile Parade:
    - Food:
        - Officers:
            - Fulltime x2 $403.08
            - Part-time x 2 $216.00
            - Reserves x 4 $0.00
        - Chili w/condiments (crackers, cheese, onion, sour cream) $250.00
        - Cookies – usually donated (12dozen)
    - Extra Vehicle Expense: 4 vehicle totaling 20 miles @ .535/mile $ 10.70
    - Trophies x 4: $ 50.00

    Total $ 929.78
3. VFW / Bike Rodeo:
    - Fulltime Officer x 1 for 3 hours: $151.20
    - 2-4 Reserve Officers: 0.00
    - Extra Vehicle 4 miles at .535/mile 2.14

    Total $ 153.34
4. Cambridge Isanti Prom – Spirit River Event Center
    - Fulltime Officer – 6 hours 302.31
    - Mileage – 3 miles at .535/mile 1.61

    Total $303.92
5. Shop with a Cop Program –
    - 2 Officer @ 2 hours each **Total $ 201.54**

6. Take a Kid Fishing:
    a. No longer conduct due to lack of citizen participants
7. ATV and Snowmobile Safety Training Classes:
    a. No longer conduct due to most participants are from outside City of Isanti

City of Isanti | Check Register - Mayor/Council Approval | Page: 1
Check Issue Dates: 11/29/2017 - 11/29/2017 | Nov 29, 2017 08:47AM

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/17	11/29/2017	47692	2251	TITLE SMART INC	601-20200	5.00
11/17	11/29/2017	47693	53	BELLBOY CORPORATION	609-20200	5,025.97
11/17	11/29/2017	47694	9	BERNICKS PEPSI-COLA	609-20200	552.45
11/17	11/29/2017	47695	2556	BROBERG, BENJAMIN	601-20200	15.42
11/17	11/29/2017	47696	2221	C & L DISTRIBUTING	609-20200	238.50
11/17	11/29/2017	47697	1815	CENTURYLINK	609-20200	834.56
11/17	11/29/2017	47698	1472	CRAWFORDS EQUIPMENT INC	101-20200	59.47
11/17	11/29/2017	47699	918	CRYSTAL SPRINGS ICE	609-20200	73.30
11/17	11/29/2017	47700	2557	DAHLBERG, MELINDA	601-20200	35.73
11/17	11/29/2017	47701	8	DAHLHEIMER DISTRIBUTING CO	609-20200	13,573.10
11/17	11/29/2017	47702	1845	DEPT OF TRANSPORTATION	101-20200	260.00
11/17	11/29/2017	47703	55	ECM PUBLISHERS INC	609-20200	154.25
11/17	11/29/2017	47704	1320	EXECUTIVE TITLE INC	601-20200	53.65
11/17	11/29/2017	47705	2558	FLEISCHHACKER, TONY	601-20200	73.93
11/17	11/29/2017	47706	1009	GAMETIME	101-20200	929.70
11/17	11/29/2017	47707	2490	GIRL SCOUTS	101-20200	49.95
11/17	11/29/2017	47708	2559	GLOBAL CLOSING & TITLE SERVICE	601-20200	10.59
11/17	11/29/2017	47709	949	GRAINGER	101-20200	55.76
11/17	11/29/2017	47710	1563	ISANTI ELECTRIC INC	602-20200	527.79
11/17	11/29/2017	47711	113	ISANTI TIRE & AUTO CARE	101-20200	300.00
11/17	11/29/2017	47712	496	JOHN HIRSCHS	101-20200	2,004.45
11/17	11/29/2017	47713	7	JOHNSON BROTHERS LIQUOR CO	609-20200	3,525.82
11/17	11/29/2017	47714	5	KAWALEK TRUCKING	609-20200	183.20
11/17	11/29/2017	47715	1773	KLERSY,SCOT	603-20200	129.99
11/17	11/29/2017	47716	2560	LANDSERV NATIONAL TITLE	601-20200	35.08
11/17	11/29/2017	47717	2435	LINDBERG LAW OFFICE PA	601-20200	16.69
11/17	11/29/2017	47718	131	MACQUEEN EQUIPMENT INC	603-20200	76.24
11/17	11/29/2017	47719	17	MCDONALD DISTRIBUTING CO	609-20200	10,147.15
11/17	11/29/2017	47720	616	MENARDS - CAMBRIDGE	603-20200	516.89
11/17	11/29/2017	47721	110	METAL COATING & MFG CO	602-20200	277.20
11/17	11/29/2017	47722	2116	MINUTEMAN PRESS	101-20200	1,906.30
11/17	11/29/2017	47723	2080	MVTL LABORATORIES INC	602-20200	324.00
11/17	11/29/2017	47724	1290	NAPA AUTO PARTS	101-20200	44.49
11/17	11/29/2017	47725	2450	NORTHERN HOLLOW WINERY	609-20200	120.60
11/17	11/29/2017	47726	774	NORTHERN TOOL	603-20200	468.99
11/17	11/29/2017	47727	617	PAUSTIS & SONS	609-20200	634.77
11/17	11/29/2017	47728	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,722.40
11/17	11/29/2017	47729	12	POSTMASTER	101-20200	83.00
11/17	11/29/2017	47730	2031	RESOURCE TRAINING	861-20200	31,896.00
11/17	11/29/2017	47731	2396	SOUTHERN GLAZERS OF MN	609-20200	6,506.65
11/17	11/29/2017	47732	1442	ST. LOUIS MRO INC	101-20200	22.50
11/17	11/29/2017	47733	1361	STAPLES ADVANTAGE	101-20200	142.36
11/17	11/29/2017	47734	96	STREICHERS	101-20200	1,644.19
11/17	11/29/2017	47735	2156	SUMMIT COMPANIES	101-20200	7.00
11/17	11/29/2017	47736	2561	TM JOHNSON BROS INC	603-20200	289.00
11/17	11/29/2017	47737	1347	V.F.W. POST 2735	101-20200	180.00
11/17	11/29/2017	47738	42	VIKING COCA-COLA BOTTLING CO	609-20200	329.36
11/17	11/29/2017	47739	1286	VINOCOPIA INC	609-20200	1,057.00
11/17	11/29/2017	47740	780	WINE MERCHANTS	609-20200	72.00
11/17	11/29/2017	47741	2036	WISE GUYS PLUMBING INC	603-20200	754.78
11/17	11/29/2017	47742	1129	ZARNOTH BRUSH WORKS INC	603-20200	976.00

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
Grand Totals:						90,923.22

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 11/30/2017 - 11/30/2017

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
11/17	11/30/2017	47748	1503	7-UP BOTTLING	609-20200	360.52
11/17	11/30/2017	47749	2563	ANOKA CONSERVATION DISTRICT	101-20200	432.32
11/17	11/30/2017	47750	2030	ARTISAN BEER COMPANY	609-20200	143.50
11/17	11/30/2017	47751	1141	ASSURANT EMPLOYEE BENEFITS	861-20200	403.77
11/17	11/30/2017	47752	2035	BELSON OUTDOORS	101-20200	107.00
11/17	11/30/2017	47753	9	BERNICKS PEPSI-COLA	609-20200	876.50
11/17	11/30/2017	47754	1500	BOLTON & MENK INC	441-20200	27,205.42
11/17	11/30/2017	47755	851	CASH	101-20200	105.53
11/17	11/30/2017	47756	1985	CIVIC SYSTEMS, LLC	609-20200	4,672.00
11/17	11/30/2017	47757	120	CONNEXUS ENERGY	101-20200	16,736.18
11/17	11/30/2017	47758	8	DAHLHEIMER DISTRIBUTING CO	609-20200	9,714.85
11/17	11/30/2017	47759	1941	DELTA DENTAL	861-20200	2,954.95
11/17	11/30/2017	47760	55	ECM PUBLISHERS INC	609-20200	337.35
11/17	11/30/2017	47761	912	FASTENAL COMPANY	101-20200	98.28
11/17	11/30/2017	47762	949	GRAINGER	602-20200	156.21
11/17	11/30/2017	47763	2562	HERITAGE-CRYSTAL CLEAN INC	101-20200	50.00
11/17	11/30/2017	47764	1534	J. J. TAYLOR	609-20200	615.40
11/17	11/30/2017	47765	7	JOHNSON BROTHERS LIQUOR CO	609-20200	7,067.83
11/17	11/30/2017	47766	5	KAWALEK TRUCKING	609-20200	162.00
11/17	11/30/2017	47767	131	MACQUEEN EQUIPMENT INC	603-20200	90.75
11/17	11/30/2017	47768	1331	MAGER, JIM	101-20200	27.88
11/17	11/30/2017	47769	130	MARCO BUSINESS PRODUCTS	101-20200	2,018.00
11/17	11/30/2017	47770	17	MCDONALD DISTRIBUTING CO	609-20200	4,747.60
11/17	11/30/2017	47771	616	MENARDS - CAMBRIDGE	601-20200	299.99
11/17	11/30/2017	47772	1044	MINNEAPOLIS FINANCE	101-20200	159.30
11/17	11/30/2017	47773	1536	MINNESOTA DEED	219-20200	2,331.95
11/17	11/30/2017	47774	1180	MLB PRINTING INC	108-20200	55.00
11/17	11/30/2017	47775	194	MN DEPT OF HEALTH	601-20200	3,113.00
11/17	11/30/2017	47776	2080	MVTL LABORATORIES INC	601-20200	305.20
11/17	11/30/2017	47777	1290	NAPA AUTO PARTS	603-20200	118.29
11/17	11/30/2017	47778	2498	PARK SEAL, LLC	101-20200	700.00
11/17	11/30/2017	47779	44	PHILLIPS WINE & SPIRITS INC	609-20200	2,541.11
11/17	11/30/2017	47780	12	POSTMASTER	603-20200	1,500.00
11/17	11/30/2017	47781	2406	QUALITY FLOW SYSTEMS INC	602-20200	970.00
11/17	11/30/2017	47782	2473	RITEWAY BUSINESS FORMS	108-20200	283.00
11/17	11/30/2017	47783	1113	RJM DISTRIBUTING INC	609-20200	219.80
11/17	11/30/2017	47784	2028	SELECTACCOUNT	861-20200	377.92
11/17	11/30/2017	47785	1361	STAPLES ADVANTAGE	609-20200	32.79
11/17	11/30/2017	47786	427	VESSCO INC	601-20200	1,161.11
11/17	11/30/2017	47787	42	VIKING COCA-COLA BOTTLING CO	609-20200	99.10
11/17	11/30/2017	47788	4	WATSON CO INC	609-20200	2,494.25
Grand Totals:						95,845.65

M = Manual Check, V = Void Check

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

City of Isanti

Gross Payroll	122,624.25
Social Security & Medicare	6,350.63
Public Employees Retirement	10,692.47
Total City Expense	139,667.35

Pay Date 12/1/2017

Pay Period 24 (11/12-25/17)

CONTRACTOR'S PAY REQUEST NO. 2 2017 PALOMINO ROAD IMPROVEMENTS SAP 245-108-001 CITY OF ISANTI, MINNESOTA BMI PROJECT NO. R13.112450	DISTRIBUTION: CONTRACTOR (1) OWNER (1) ENGINEER (1) BONDING CO. (1)
TOTAL AMOUNT BID PLUS APPROVED CHANGE ORDERS	$591,312.55
TOTAL, COMPLETED WORK TO DATE	$510,399.50
TOTAL, STORED MATERIALS TO DATE	$0.00
DEDUCTION FOR STORED MATERIALS USED IN WORK COMPLETED	$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS	$510,399.50
RETAINED PERCENTAGE (5%)	$25,519.98
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS)	$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE	$484,879.53
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES	$236,931.24
PAY CONTRACTOR AS ESTIMATE NO. 2	$247,948.29

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: C & L Excavating
7939 Ridgewood Road
PO BOX 99
St Joseph, MN 56374

By _____ Name Mary Title

Date 11·15·17

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:
ENGINEER: BOLTON & MENK, INC., 7533 Sunwood Drive NW, Suite 206, Ramsey, MN 55303

By _____, CITY ENGINEER

Date 11/7/2017

APPROVED FOR PAYMENT:
OWNER: City of Isanti, Minnesota

By _____
Name Title Date

And _____
Name Title Date

Partial Pay Estimate No.: *2*

2017 PALOMINO ROAD IMPROVEMENTS
SAP 245-108-001
CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.112450
WORK COMPLETED THROUGH 11 /1/2017

	ITEM NO.	ITEM	UNIT PRICE	AS BID		PREVIOUS ESTIMATE		COMPLETED TO DATE	
				ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT	ESTIMATED QUANTITY	ESTIMATED AMOUNT
1	2021.501	MOBILIZATION	$50,000.00	1 LUMP SUM	$50,000.00	0.5 LUMP SUM	$25,000.00	1.00 LUMP SUM	$50,000.00
2	2101.511	CLEARING & GRUBBING	$1,000.00	1 LUMP SUM	$1,000.00	1 LUMP SUM	$1,000.00	1.00 LUMP SUM	$1,000.00
3	2102.501	PAVEMENT MARKING REMOVAL	$2.00	166 SQ FT	$332.00	0 SQ FT	$0.00	0.00 SQ FT	$0.00
4	2104.501	REMOVE CURB & GUTTER	$1.60	4424 LIN FT	$7,078.40	3878 LIN FT	$6,204.80	3,979.00 LIN FT	$6,366.40
5	2104.501	REMOVE SEWER PIPE (STORM)	$10.00	66 LIN FT	$660.00	66 LIN FT	$660.00	66.00 LIN FT	$660.00
6	2104.503	REMOVE BITUMINOUS WALK	$1.85	860 SQ FT	$1,591.00	0 SQ FT	$0.00	810.00 SQ FT	$1,498.50
7	2104.505	REMOVE CONCRETE DRIVEWAY PAVEMENT	$3.00	185 SQ YD	$555.00	128 SQ YD	$384.00	200.00 SQ YD	$600.00
8	2104.505	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	$1.00	136 SQ YD	$136.00	191.4 SQ YD	$191.40	191.40 SQ YD	$191.40
9	2104.509	REMOVE MANHOLE OR CATCH BASIN	$350.00	1 EACH	$350.00	1 EACH	$350.00	1.00 EACH	$350.00
10	2104.509	REMOVE SIGN	$25.00	2 EACH	$50.00	0 EACH	$0.00	0.00 EACH	$0.00
11	2104.511	SAWING CONCRETE PAVEMENT (FULL DEPTH)	$3.00	102 LIN FT	$306.00	48 LIN FT	$144.00	112.00 LIN FT	$336.00
12	2104.513	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	$3.00	317 LIN FT	$951.00	45 LIN FT	$135.00	410.50 LIN FT	$1,231.50
13	2104.602	SALVAGE & REINSTALL SIGN	$125.00	11 EACH	$1,375.00	1 EACH	$125.00	1.00 EACH	$125.00
14	2104.603	SAND FILL & ABANDON WATERMAIN	$6.50	480 LIN FT	$3,120.00	0 LIN FT	$0.00	0.00 LIN FT	$0.00
15	2104.618	SALVAGE & REINSTALL BRICK PAVERS	$15.00	214 SQ FT	$3,210.00	0 SQ FT	$0.00	54.00 SQ FT	$810.00
16	2105.501	COMMON EXCAVATION (EV) (P)	$15.00	354 CU YD	$5,310.00	0 CU YD	$0.00	354.00 CU YD	$5,310.00
17	2105.507	SUBGRADE EXCAVATION (EV)	$15.00	250 CU YD	$3,750.00	0 CU YD	$0.00	799.00 CU YD	$11,985.00
18	2105.607	HAUL & STOCKPILE BIT MATERIAL (LV)	$4.00	3575 CU YD	$14,300.00	3575 CU YD	$14,300.00	3,575.00 CU YD	$14,300.00
19	2105.607	SALVAGED AGGREGATE FROM STOCKPILE (SV)	$6.00	1694 CU YD	$10,164.00	0 CU YD	$0.00	1,694.00 CU YD	$10,164.00
20	2118.607	AGGREGATE SURFACING (CV) CLASS 2	$50.00	20 CU YD	$1,000.00	0 CU YD	$0.00	20.00 CU YD	$1,000.00
21	2215.501	FULL DEPTH RECLAMATION	$0.65	7685 SQ YD	$4,995.25	6818 SQ YD	$4,431.70	6,818.00 SQ YD	$4,431.70
22	2231.604	BITUMINOUS PATCH SPECIAL	$24.50	70 SQ YD	$1,715.00	0 SQ YD	$0.00	75.60 SQ YD	$1,852.20
23	2360.503	TYPE SP 9.5 WEAR COURSE MIX (2,B), 1.5" THICK	$5.35	7620 SQ YD	$40,767.00	0 SQ YD	$0.00	0.00 SQ YD	$0.00
24	2360.503	TYPE SP 12.5 NON WEAR COURSE MIX (2,B), 2.5" THICK	$8.00	7620 SQ YD	$60,960.00	0 SQ YD	$0.00	7,330.00 SQ YD	$58,640.00
25	2411.618	MODULAR BLOCK RETAINING WALL	$28.00	70 SQ FT	$1,960.00	0 SQ FT	$0.00	0.00 SQ FT	$0.00
26	2503.511	12" RC PIPE SEWER CLASS V	$45.00	86 LIN FT	$3,870.00	86 LIN FT	$3,870.00	86.00 LIN FT	$3,870.00
27	2504.602	CONNECT TO EXISTING WATERMAIN	$950.00	7 EACH	$6,650.00	7 EACH	$6,650.00	7.00 EACH	$6,650.00
28	2504.602	ADJUST GATE VALVE & BOX	$200.00	8 EACH	$1,600.00	0 EACH	$0.00	0.00 EACH	$0.00
29	2504.602	6" GATE VALVE & BOX	$1,230.00	7 EACH	$8,610.00	7 EACH	$8,610.00	7.00 EACH	$8,610.00
30	2504.602	8" GATE VALVE & BOX	$1,600.00	3 EACH	$4,800.00	3 EACH	$4,800.00	3.00 EACH	$4,800.00
31	2504.602	10" GATE VALVE & BOX	$2,210.00	4 EACH	$8,840.00	4 EACH	$8,840.00	4.00 EACH	$8,840.00
32	2504.602	HYDRANT	$3,700.00	6 EACH	$22,200.00	6 EACH	$22,200.00	6.00 EACH	$22,200.00
33	2504.602	1" CORPORATION STOP	$560.00	22 EACH	$12,320.00	23 EACH	$12,880.00	23.00 EACH	$12,880.00
34	2504.602	1" CURB STOP & BOX	$245.00	22 EACH	$5,390.00	23 EACH	$5,635.00	23.00 EACH	$5,635.00
35	2504.603	1" TYPE K COPPER PIPE	$18.40	760 LIN FT	$13,984.00	726 LIN FT	$13,358.40	726.00 LIN FT	$13,358.40
36	2504.603	6" WATERMAIN DUCTILE IRON CLASS 52	$35.00	97 LIN FT	$3,395.00	90 LIN FT	$3,150.00	90.00 LIN FT	$3,150.00
37	2504.603	8" WATERMAIN DUCTILE IRON CLASS 52	$36.00	126 LIN FT	$4,536.00	120 LIN FT	$4,320.00	120.00 LIN FT	$4,320.00
38	2504.603	10" WATERMAIN DUCTILE IRON CLASS 52	$42.00	2008 LIN FT	$84,336.00	2006 LIN FT	$84,252.00	2,006.00 LIN FT	$84,252.00
39	2504.608	WATERMAIN FITTINGS	$6.50	1636 POUNDS	$11,934.00	1653 POUNDS	$10,744.50	1,653.00 POUNDS	$10,744.50
40	2506.501	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL (2'X3') (R-1)	$545.00	4 LIN FT	$2,180.00	4 LIN FT	$2,180.00	4.00 LIN FT	$2,180.00
41	2506.516	CASTING ASSEMBLY	$700.00	1 EACH	$700.00	0 EACH	$0.00	1.00 EACH	$700.00
42	2506.522	ADJUST FRAME AND RING CASTING	$400.00	22 EACH	$8,800.00	0 EACH	$0.00	6.00 EACH	$2,400.00
43	2506.602	CONNECT TO EXISTING STRUCTURE	$850.00	1 EACH	$850.00	1 EACH	$850.00	1.00 EACH	$850.00
44	2521.501	4" CONCRETE WALK	$4.00	10875 SQ FT	$43,500.00	0 SQ FT	$0.00	10,265.00 SQ FT	$41,060.00
45	2531.501	CONCRETE CURB & GUTTER DESIGN B618	$20.00	140 LIN FT	$2,800.00	0 LIN FT	$0.00	166.00 LIN FT	$3,320.00
46	2531.501	CONCRETE CURB & GUTTER DESIGN D418	$15.00	4274 LIN FT	$64,110.00	0 LIN FT	$0.00	4,227.00 LIN FT	$63,405.00
47	2531.507	6" CONCRETE DRIVEWAY PAVEMENT	$58.00	275 SQ YD	$15,950.00	0 SQ YD	$0.00	365.30 SQ YD	$21,187.40
48	2531.604	8" CONCRETE VALLEY GUTTER	$70.00	65 SQ YD	$4,550.00	0 SQ YD	$0.00	66.00 SQ YD	$4,620.00
49	2531.618	TRUNCATED DOMES	$45.00	100 SQ FT	$4,500.00	0 SQ FT	$0.00	84.00 SQ FT	$3,780.00
50	2540.602	RELOCATE MAILBOX	$125.00	9 EACH	$1,125.00	0 EACH	$0.00	0.00 EACH	$0.00
51	2563.601	TRAFFIC CONTROL	$4,500.00	1 LUMP SUM	$4,500.00	0.5 LUMP SUM	$2,250.00	1.00 LUMP SUM	$4,500.00

Partial Pay Estimate No.: 2

2017 PALOMINO ROAD IMPROVEMENTS
SAP 245-108-001
CITY OF ISANTI, MINNESOTA
BMI PROJECT NO. R13.112450
WORK COMPLETED THROUGH 11 /1/2017

ITEM NO.		ITEM	UNIT PRICE	AS BID ESTIMATED QUANTITY	AS BID ESTIMATED AMOUNT	PREVIOUS ESTIMATE ESTIMATED QUANTITY	PREVIOUS ESTIMATE ESTIMATED AMOUNT	COMPLETED TO DATE ESTIMATED QUANTITY	COMPLETED TO DATE ESTIMATED AMOUNT
52	2564.536	INSTALL SIGN PANEL TYPE C	$125.00	7 EACH	$875.00	0 EACH	$0.00	0.00 EACH	$0.00
53	2573.502	SILT FENCE, TYPE MS	$2.75	515 LIN FT	$1,416.25	122 LIN FT	$335.50	122.00 LIN FT	$335.50
54	2573.530	STORM DRAIN INLET PROTECTION	$200.00	13 EACH	$2,600.00	6 EACH	$1,200.00	6.00 EACH	$1,200.00
55	2573.535	STABILIZED CONSTRUCTION EXIT	$700.00	1 LUMP SUM	$700.00	0.5 LUMP SUM	$350.00	1.00 LUMP SUM	$700.00
56	2574.525	LOAM TOPSOIL BORROW (LV)	$18.00	159 CU YD	$2,862.00	0 CU YD	$0.00	0.00 CU YD	$0.00
57	2575.505	SODDING TYPE LAWN	$5.15	3516 SQ YD	$18,107.40	0 SQ YD	$0.00	0.00 SQ YD	$0.00
58	2582.502	4" SOLID LINE EPOXY	$1.00	120 LIN FT	$120.00	0 LIN FT	$0.00	0.00 LIN FT	$0.00
59	2582.502	24" SOLID LINE EPOXY	$8.75	115 LIN FT	$1,006.25	0 LIN FT	$0.00	0.00 LIN FT	$0.00
60	2582.502	4" BROKEN LINE EPOXY	$1.00	430 LIN FT	$430.00	0 LIN FT	$0.00	0.00 LIN FT	$0.00
61	2582.503	CROSSWALK EPOXY	$5.00	306 SQ FT	$1,530.00	0 SQ FT	$0.00	0.00 SQ FT	$0.00
		TOTAL AMOUNT:			**$591,312.55**		**$249,401.30**		**$510,399.50**

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
October 24, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Garvey called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.

Members Present:	Jennifer Garvey, Jeff Johnson, James Witte, and Mayor Wimmer
Members Absent:	Aaron Zdon
Staff Present:	Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Garvey asked if there were any agenda modifications. There were none.

Motion by Wimmer, second by Witte to approve the October 24, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from September 26, 2017 Parks, Recreation and Culture Board Meeting.

Motion by Wimmer. Second by Witte. Vote was unanimously approved.

3. Bike/Walk Trail Sign Redesign

Everett explained that we have ordered the small clean up after your dog signs; she wasn't sure if Public Works had gotten a chance to put them up yet. She ordered three, one would be placed right at that corner and the others possibly at the entrances to Bluebird Park because we see a lot of dogs in and out of there. Public Works has been very busy doing fall shut down things. Johnson said he just drove by and they aren't up yet. Everett explained they will get to them soon.

Everett directed their attention to the color attachment of the sign draft. She explained that without adding lots of colors and making this a very expensive sign, she added in some of the types of things you would go through on the trail. The icons can be anything, so if something else would make more sense to the board those can be changed out, or if there is something on the trail we should be highlighting that isn't on the sign we can add those kinds of things too. Using different kinds of patterns with the blue, green, and white outlines kind of helps out. She noticed that the print out came through wrong; the parking lots have a has pattern in them and Bluebird Park has stripes. Johnson asked if the road was where Mayor Wimmer said it should be; he confirmed that it is. Everett asked if there were other things they hoped to have on there. Garvey stated that the only other thing they talked about was having mile markers, and they don't necessarily need to be numbered 1 and 2, but just the mile marker type of thing so people have another distance. Garvey stated that otherwise she likes the additions that are included. Witte asked if there was an icon for cleaning up after pets, and if this icon was just stating that it's more of a pet-friendly park. Everett explained that this icon is leashing pets and there's an icon for everything. What we talked about last time were the little signs we ordered that say dog waste spreads disease, those will go up separately and will hopefully draw more attention to that issue. Johnson showed Witte the secondary sign from last meeting.

Everett stated that she had just taken the side-by-side up the trail yesterday, and it looks like we must have a bunch of coyotes around based on the feces on the trail. Mayor Wimmer stated that there was recently a story in Garvey's neighborhood that someone thought their dog was fighting with another dog and someone else told them there were coyotes in the area. Wimmer stated we have a lot of nature here. Johnson stated he watched a deer walk right down Main Street this week, and that's why he lives in Isanti.

Everett stated that if there were no other comments on the sign, she would add mile markers and bring it back in November and then get it ordered by the end of the year.

4. Isanti Rocks Program

Everett stated that there already has been a development on this. In August, we had a family come in that had been on vacation and they saw another city that did a rock program. The board may have seen these in other communities; people literally just paint pebbles. They put whatever they want on them and then they hide them. Wimmer stated that this would be done in an appropriate way. Everett stated that when people find them, they're encouraged to post a picture to a designated Facebook page and then rehide them. If the kids really love the rocks, they can keep them too. Probably on the Facebook page then would be an appropriate place to post the rules and objectives of the program. We wouldn't want people hiding them on private property, or big rocks in the middle of grass; and keeping them to community-appropriate kinds of things painted on them. Everett explained that she just got an email from this family today, and she is interested in seeing this happen and will help with getting rocks painted, but she is a little worried about the administration of a public Facebook page. However, yesterday Everett got a call from someone at the school district who works with the Moving Forward program, which is for special needs students who have graduated but they aren't in careers yet, so they're in that 18-21 age group. It sounds like they have a lot of artists in the group right now, and so she was independently wondering if they could do something like this. She is looking to do this district-wide. She has already talked to County Parks and Cambridge about doing it in their parks too. She is totally willing to do the Facebook page and get that out there. She is hoping that they could launch it to raise attention for their program, but then open it up for the whole community to participate in that.

Everett stated that there are kind of two things at play here. She said that our biggest concern is will we allow that in our parks and public spaces; and then, who will be monitoring that. Wimmer added, will it then be a third party who's doing it. If the City was going to do it as a Park and Rec program type thing, it would be headed up by Everett and all of that kind of stuff. When we met with that individual, it did seem like she was kind of in the mindset of, "Hey, this is cool," but wanting to hand it off to somebody. It was nice to get that kind of an idea, but we have lots of things going on. The way Wimmer would look at it, and Council would need to discuss it as well, if a third party wants to do something like this – great. They would need to be told it needs to be in these certain areas, it can't be on private property, that kind of thing. The best thing for them to do would be to get local businesses involved and do some hiding there as well. Either we're going to let them do their thing and let them go (which would be Wimmer's preference), or we head it up because we're going to have a lot of other strictures of how we're going to handle that. It's neat to hear that the person from the school district program is looking to do with it – he says let them run with it.

Everett asked if there are specific things that the board would like to pass on as the rules, or things we should make sure we're in front of. Wimmer stated that the thing with hiding rocks is that you want to put them with other rocks; that sounds kind of obvious, but we don't have a whole lot of places that are City property that have that, and the few places we do like at Legacy with those big rocks, we don't want them doing it there because they're not supposed to be on there in the first place. Partnering with the clinic would be great because they have all of the rock; any of the places with landscaping around might be a good place to go. Just thinking City property especially, there just isn't a lot that is that way. Garvey stated that she would direct that back to City staff as to where they think, and they are more the experts on the liability types of issues because they'll be out mowing and maintain things. They understand where rocks should be and where rocks should not be. Everett asked if the board thought it would be okay if someone wanted to

hide a rock in a hollow log or something out at Legacy; they are not in landscaping, but they're still hiding them. Wimmer said they can, but we can't have people in certain areas there. On the top at Legacy is where we have the Native American artifacts, so we're aren't supposed to have anyone walking through there. Everett clarified that it could be along right on trails; Wimmer agreed, or right by the trails. That might be kind of boring, but it gets them to go to the park. Everett stated that even so, if there are only a couple back there people will still be looking for a while to find them. Wimmer stated that as long as they understand where they can and can't go. Even at River Bluff park, we want to try to get people to stay on the trails there too.

Witte asked if this would be a year-round activity. Everett explained that it would. The person from the school district was looking this fall to get the permissions to do it, then over the winter work on painting rocks, and then do a big launch kind of thing in the spring. It wouldn't be something that every winter they go out and collect them or anything. Johnson asked if we're going to end up with random rocks laying all over the place. Wimmer explained that the way something like this is successful is if people know about it. They'll have to think about how they want to notify the public that they're doing it; which again, the best way to do that is to get one of the papers to cover it as a cool human interest story, but then again you only get about 10-15% of people that will see it. It'll be one of those things that year after year will grow. You get people to see it and they'll post it somewhere asking people what this is about. A program like this probably doesn't really get there until the third year in. Wimmer stated that he's seen dozens of things in this kind of realm, and people usual peter out after the first year because it's a disappointing first year. They see it someplace after it's been going on a decade or two, and then they think it should happen that way right away again. It's kind of like when we did the community garden; Wimmer told Council that in three years we'll get full. It takes a while for people to get these things into their psyche. As long as they understand that and there are realistic expectations.

Everett stated that she wasn't sure how feasible it was, but the proposal of the plan that we got did talk about having somewhere on the rock somehow explaining what is going on. That would depend on what rock it is; you could maybe put post on Facebook or something on it so maybe that triggers something. You don't have a whole lot of space to communicate with people. Wimmer stated he has seen one community in Washington that had more of a slate-like thing and they had sticker that adhered to that. It wasn't a rock surface though; he didn't know how that would work. The rocks are not that big.

Everett stated that she was on board with letting someone else take this and run with it; and if it helps the Moving Forward program too, that is great. The person from the school district seems like she has it put together and is ready to go with it. Wimmer stated it's kind of like movie nights – it depends on the group that is coming. The more successful nights are because the organization that's running the snacks communicates it out to everybody. It'll be up to this group to make it successful. Witte added that another thing to consider is how many rocks they're thinking; 10, 15, 20, starting out with 5. Everett stated she thinks it depends on how excited the community gets about it; if the program has all winter paint rocks it might be a lot. They're also going to go district wide, so they'll probably start with a whole bunch of rocks and then distribute them around the county. Wimmer stated that it really needs to be hundreds for it to matter. Putting 5 or 10 out, even just in Isanti, that's not very much to get people into it. Everett explained that the person from the school district said she has a 5-gallon bucket of rocks coming.

Everett asked if there is anything from this that needs to go to Council. Wimmer stated that I think what we would do is about a month before they're ready to start and they know it's going to be a thing to get a hold of us, and then we as a Park Board will discuss it. Maybe even have her come in and tell us how they're going to do it and we can have a conversation with her. The Park Board would then make a recommendation to Council, and that's another way for her to get free press. She could also come to the Council and give a presentation and that would be a way to get in the paper for sure. Garvey agreed that having her come in would be a really good thing.

5. Parks Updates

Everett explained that the first movie night was very successful. We had 54 people come. The Girl Scouts were volunteering. Everett did a quick crowd survey before she started the movie; she thought about one third of the people there were with the Girl Scouts and almost everyone else heard about it on Facebook. She did a $15 Facebook ad, and that seemed to have really reached some people. She will plan to continue that. Many people who came to this one had never been to movie nights before, so hopefully they will continue to come back. We currently do not have a volunteer group for November. Johnson asked how many volunteers are needed. Everett stated that we typically asked for 3 adult volunteers, and then however many kids want to come are welcome to clean up popcorn afterwards. She stated that the Ambassadors just signed up for April, which is Beauty and the Beast. Heavenly Sunshine is coming back, and the New Hope family group is coming too. There are still a couple left to fill. The Girl Scouts will be getting $60-some for coming, so that was a good start.

Everett explained that she sent the board an email with pictures, and it shows that Academy Park is complete. The engineers as of today, have checked everything off. Our zoning is good for everything they've put up. She talked with the City Attorney today, and it looks like the process to have the title switched over is longer than she hoped. We will get that done as fast as we can, but we now have to go back and work with a guy who is in D.C. to get all of the title papers and things. We'll do that as quickly as we can. Everett said we would like to do a grand opening event, at this point she is thinking it might be better done in the spring and maybe make it a little bigger deal, but we'll see how fast we can get everything through. We have signs coming for out there, but it looks like it's going to be at least two weeks before we can get all of the closing documents done. Wimmer asked who was involved with the paperwork and what the hang-up was. Everett said there isn't a hang up so far, she just didn't know before that this paperwork had to be done. Everett said she didn't want to do the grand opening and tell people they can start using it before we have all of that officially done. Johnson asked if she had seen it yet; she said that she has. Wimmer stated he has as well. Johnson said he just drove by it today and it looks really good. Everett agreed that it does. She added that there had been one place on the trail that looked like it wasn't going to drain very well, so she asked the engineers about it and now the trail has been redone there. Everything looks really good; we'll be getting the Academy Park sign and the sign that explains the hours out there.

Everett explained that summer events are already on her mind. We'll be getting the dates set. We're working on the community center calendar for next year and all of that kind of stuff is starting to happen as other events in town are getting planned. It's always good to get those out as soon as we can. For the most part, things will be kind of the same weekends as this year. We will officially set all of those soon.

Everett said that another question for the board that didn't make the memo was what we would like to do with ice this winter. She explained that we took down the rink boards after last year. We have the place for the pleasure rink. It sounds like last year was a challenge getting any good ice in there. The Public Services Director asked her to ask the Board for direction on ice this year. Wimmer asked what that means. Johnson asked if we even have an ice arena here. Wimmer explained that we have a pleasure rink, which we have a liner, and then that is just pleasure skating where you're not supposed to play hockey. He explained that what we took down last year were the boards for the ice arena, and the ice for that is always a lot more challenging because you get the reflection off the boards. We have had a couple of more mild winters. Long term, at some point, if there is going to be a hockey rink again would be in the grassy area over by the changing room. In our discussions before we talked about if it's possible to move the pleasure rink there. He asked Everett if there is a natural bowl where it's at now. Everett said that there is not. She explained that this is a two part thing. In moving the pleasure rink, we determined that there are no lights back there and winter is always dark. So, until we can get some money for lights, does it make any sense to put it there? She explained that we don't have money for lights right now. Where it currently is, there is not a natural bowl. Public Works does a little bit of berming with some snow at this point. If we do want to keep it there, and can get permission to do some more dramatic berming, that would help get some ice in there. Wimmer stated that the other part was that it was supposed to be ice in winter and sand volleyball in

summer; that was the original plan we've just never done the volleyball. The original plans also said that the open area across from the pine trees was supposed to be a little league baseball field. Obviously, things change. But it's supposed to be a dual-use spot; and this was before Wimmer was here, they were trying to make it a multi-seasonal, multi-use space in that park as possible. Everett explained that another consideration with moving it is that the closest hydrant is next to where the current pleasure rink is, so if we move it over we'll have to get water to that somehow. She thought the engineer said something like $10,000 to get another hydrant over there. Wimmer stated that he doesn't skate, but what he's always heard is that the changing room is so far away. Everett says that it makes sense, and since we have it, it would be nice if it was usable. However, at this point, will anyone use a rink only during the day during the winter? Garvey stated that it would only be weekends because the kids are in school, and the holiday break is the only time they would utilize it. Wimmer asked if it was about two to two-and-a-half months of decent ice weather. Garvey stated that it's usually mid-December to President's Day. Most other cities are done President's Day. Wimmer stated that if the question is if we are going to have a pleasure rink, we will have one. If that's the only place it can be, that's the only place it can be. Garvey stated that the thing she would like to look at - and it maybe wouldn't be this fall, but if it's going to be more where we're not going to have a volleyball court there and that area is going to be used more just for pleasure rink – is for the parks during the summer/spring to move that dirt around and to make more of a natural berm since that's the only thing that's going to be there. It would be easier then for them to create ice. Wimmer stated that even in our discussion about the hockey rink is how much space to we have dedicated to this. One of the things we liked about doing the wood board and putting it up each year is that it can get used the rest of the year. If we have something that is two to three months, then we have eight to nine months that it should be getting used for something else. That's why the berming and that kind of thing, it cuts back on the year round use. He thinks the reason that they planned for sand, is maybe that's something that could be molded better. If it's sand there, can you do something with the sand where you berm that up, and then you put your liner in and you do your rink that way. Garvey stated that sand isn't going to be the best, but she didn't realize we had a liner. Everett stated that she didn't know we had a liner either. Wimmer stated that we do, we bought one. Garvey explained that any other outdoor facility in any other city is just dirt. So she is saying that even just a small amount of dirt where you don't have a natural berm will help keep that water in. Sand, to her, will be more absorbent of the water, but once it's frozen it should be okay. If there's a liner, then that solves that issue already. Everett asked what the board thought about for this winter – can we bring in something to do a temporary berm or no? Wimmer asked what "something in" means. Garvey asked if we had a rink last year. Everett said we did, and it was really hard to get ice in it. Wimmer says we have one every year, and that has nothing to do with a berm it has to do with temperature. Everett says that it does because there's not a bowl there. They had to somehow get the water to stay in place until it froze and it took a long time. Wimmer said he didn't agree with that. Garvey asked why it was just last year, that should be a recurring problem. Everett stated that she thought it has been a recurring problem. Wimmer stated that he's never been told we have this kind of problem so we obviously have a communication issue someplace. His understanding is that they put down a layer, it freezes, put down a layer, it freezes, put down a layer, it freezes. It is labor intensive thing, but if you have a bowl, I don't know how that changes a lot. The biggest thing we run into is that it's not cold enough to make ice, or the crazy thing that it gets so cold where you really can't make good ice either. He said this is the first he's heard that we've had really any issues with the pleasure rink. Everett stated that she is not the one that floods it, but she was told that the water was draining out one side of it and that makes it very hard to make a pleasure rink. Garvey said that what she understands a lot of departments will do is to create that berm with snow. So you have to wait for snow, but then you're still at Mother Nature's beckon call. Johnson asked when they usually start ice build-up. Everett stated, when it gets cold. Garvey added, usually mid-December. If you can get ice by mid-December, you're doing really, really good. Usually right around Christmas is when most municipal and outdoor ice is able to be skateable. Johnson said he's not a skater, but he has family members who are and he thinks he could draw them out with an ice rink. He will get nosey come December and see how they're doing. Wimmer stated that last year was pretty warm until the last week of December or so. Cambridge has refrigerator rinks which are awesome, crazy expensive, but they're awesome. Then you're kind of

guaranteed about three months. Garvey agreed that they were anticipated from November to March, but she hasn't heard when they're going to start.

Johnson said he was curious how the Farmers Market did now that it's all done and said. Everett said that it was very good. She met with the vendors and the end of the market and all of the returners from last year saw increases. One of them told her he had a 300% increase over last year; another is doing as well here as in Elk River. We had lots of customers who had never come to the market and didn't know we had one before. It was definitely a good move. She hasn't heard from any vendors that aren't coming back next year. Overall a very good season.

8. Adjournment

Motion by Wimmer, second by Johnson to adjourn the October 24, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:37 p.m.

Dated at Isanti, Minnesota this 24th day of October, 2017.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
October 17, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:56 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Dan Collison, Ross Lorinser, Paul Bergley, Jim Kennedy Jeff Miller, Steve Lundeen.

Members Absent:

Staff Present: Ryan Kernosky, Community Development Director

1D. Agenda Modifications.

None

Motion by Collison, second by Lundeen to approve the Meeting Agenda. Motion was unanimously approved.

2. Approval of Minutes from September 19th, 2017 Planning Commission Meeting

Motion by Lorinser, second by Lundeen to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing

A. None.

4. Other Business.

A. Planning Commission Resolution Concerning the Sale of Property Tax Identification Number 16.029.0101 to be Platted as Lot 1, Block 1, Isanti Hotel Addition to Isanti Hotel Partners LLC.

Mayor Wimmer explained that this Resolution provides City Planning Commission approval that this redevelopment project is consistent with the City's Comprehensive Plan and Future Land Use Plan.

Community Development Director Kernosky stated that this redevelopment project is consistent with the City's Comprehensive Plan and Future Land Use Plan.

Motioned by Lorinser, second by Bergely to approve the Planning Commission Resolution Concerning the Sale of Property Tax Identification Number 16.029.0101 to be Platted as Lot 1, Block 1, Isanti Hotel Addition to Isanti Hotel Partners LLC.

5. Other Communications.

A. None.

6. Adjournment

Motioned by Lundeen, second by Lorinser to adjourn the September 19, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:57 p.m.

Dated at Isanti, Minnesota this 18th day of October, 2017.

Respectfully submitted,

Ryan Kernosky
Community Development Director

L.5.

RESOLUTION NO. 2017-

A RESOLUTION ACCEPTING MINNESOTA DEPARTMENT OF HEALTH GRANT FOR WHPP IMPLEMENTATION

WHEREAS, the Minnesota Department of Health announced the availability of funding to support the implementation of source water plan implementation such as the City's well head protection plan (WHPP); and,

WHEREAS, Council approved staff to apply for said grant in September, 2017; and,

WHEREAS, the City has been awarded grant funds in the amount of $3,055.50 to purchase spill response items as outlined in the agreement referenced as 'Exhibit A';

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Isanti, Minnesota, to hereby accept grant funds from the Minnesota Department of Health for spill response items as outlined in the agreement and authorizes the Public Services Director to sign for acceptance and corresponding grant documents to receive such funding.

This Resolution is hereby approved by the Isanti City Council this 5th day of December, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources / City Clerk

DEPARTMENT OF HEALTH

If you circulate this grant agreement internally, only offices that require access to the tax identification number AND all individuals/offices signing this grant agreement should have access to this document.

Minnesota Department of Health
Grant Agreement

This grant agreement is between the State of Minnesota, acting through its Commissioner of the Department of Health ("State") and City of Isanti ("Grantee"). Grantee's address is 110 1st Ave NW; PO Box 428, Isanti, Minnesota 55040.

Recitals

1. Under Minnesota Statutes 144.0742 and §114D.50 (the Clean Water Fund), the State is empowered to enter into this grant agreement.

2. The State is in need of assisting public water suppliers to protect the source of drinking water.

3. The Grantee represents that it is duly qualified and will perform all the duties described in this agreement to the satisfaction of the State. Pursuant to Minnesota Statutes section 16B.98, subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement

1. ***Term of Agreement***

   1.1 ***Effective date*** November 21, 2017, or the date the State obtains all required signatures under Minnesota Statutes section 16C.05, subdivision 2, whichever is later.
   The Grantee must not begin work until this contract is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.

   1.2 Expiration date April 30, 2019, or until all obligations have been fulfilled to the satisfaction of the State, whichever occurs first.

   1.3 Survival of Terms The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10.1 Government Data Practices; 10.2 Data Disclosure; 12. Intellectual Property; 14.1 Publicity; 14.2 Endorsement; and 16. Governing Law, Jurisdiction, and Venue.

2. ***Grantee's Duties*** The Grantee, who is not a state employee, shall:

   - Establish coordinated spill response plan with area and state emergency management entities. Purchase kits and guides.
     - Purchase 2 spill response kits

- Purchase 4 storm drain covers
- Purchase 1 reusable berm
- Purchase 10 navicade cones.
- Purchase hazardous materials guide.

- Grantee agrees that work shall take place only in the Minnesota Department of Health (MDH) approved Drinking Water Supply Management Area (DWSMA). Grantee will be reimbursed only for work that takes place in the DWSMA.

- Grantee agrees that no system of water supply for public use shall be installed, altered or extended until complete plans and specifications for the installation, alteration or extension have been submitted and approved by the State, and no construction shall take place except in accordance with the approved plans. No grant funds can be used prior to approval of the plans. Failure to submit plans for approval within the first 2 months from the start date of the grant may result in termination of the grant award.

- The Grantee shall use the Clean Water Land and Legacy Amendment logo on all materials that are purchased or produced under this Grant Agreement (equipment, reports to the public, publications, displays, videos). Failure to display the logo may render the Grantee ineligible for reimbursement.

- On or before the end date of this Agreement, the Grantee shall provide the State with one electronic copy of all final products produced under this Grant Agreement, including reports, publications, software and videos. If required by the nature of the project, data collected during the project shall be reported in a format acceptable to the State.

- The Grantee shall pay in full any licensed contractor or consultant hired for the purpose of completing any work under this Grant Agreement.

- The Grantee shall submit an itemized invoice for the total cost of the project. Exhibits A and B are attached and incorporated into this grant agreement. Upon completion of the project the Grantee shall submit a Grant Invoice (Exhibit A) and a Grant Narrative Report (Exhibit B). The Grant Narrative Report and the Grant Invoice shall be due no later than the expiration day of this Grant Agreement.

- In the event the Grantee is unable to satisfactorily complete all the duties specified in this grant agreement, the Grantee may forfeit the final payment. Grantee who has not satisfactorily fulfilled the grant obligations, including but not limited to paying the contractor in full for all work performed by the contractor, will be denied participation in the next grant cycle.

3. Time The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence, and failure to meet a deadline may

be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the grant.

The Grantee is required to perform all of the duties recited above within the grant period. The State is not obligated to extend the grant period.

4. Consideration and Payment

4.1 Consideration The State will pay for all services performed by the Grantee under this grant agreement as follows:

(a) Compensation. The Grantee will be paid according to the following breakdown of costs:

Activity	Grant Amount
Establish coordinated spill response plan	$3,055.50
Total	$3,055.50

The following costs are not eligible and will be deducted from the final invoice, before reimbursement:

- permitting fees payable to MDH (i.e. well construction fee; well sealing fee)
- pressure tank and associated plumbing
- water lines may be reimbursed only from the well to the pressure tank or to the building, whichever comes first)
- indirect or administrative costs related to the grant.

(b) Total Obligation The total obligation of the State for all compensation and reimbursements to the Grantee under this agreement will not exceed Three Thousand Fifty-five Dollars and Fifty Cents ($3,055.50).

(c) Travel Expenses The Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget ("MMB"). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(d) *Budget Modifications.* Modifications greater than 10 percent of any budget line item in the most recently approved budget (listed in 4.1(a) and 4.1(b) or incorporated in Exhibit B) requires prior written approval from the State and must be indicated on submitted reports. Failure to obtain prior written approval

for modifications greater than 10 percent of any budget line item may result in denial of modification request and/or loss of funds. Modifications equal to or less than 10 percent of any budget line item are permitted without prior approval from the State provided that such modification is indicated on submitted reports and that the total obligation of the State for all compensation and reimbursements to the Grantee shall not exceed the total obligation listed in 4.1(b).

4.2 Terms of Payment

(a) Invoices The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted in a timely fashion and according to the following schedule: Upon completion of the services. The State does not pay merely for the passage of time.

All the grant documentation (Grant Narrative Report, Grant Invoice, itemized invoice(s), electronic copies) must be submitted in one packet by either email or mail. The Grantee shall use the following address:
kris.wenner@state.mn.us

Or

Attn: Kris Wenner
Source Water Protection
Minnesota Department of Health
PO Box 64975, St. Paul, MN 55164-0975

If the final invoice is not received by the State before the end date of this Grant Agreement, the Grantee may forfeit the final payment.

5. Conditions of Payment All services provided by Grantee pursuant to this agreement must be performed to the satisfaction of the State, as determined in the sole discretion of its Authorized Representative. Further, all services provided by the Grantee must be in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. Requirements of receiving grant funds may include, but are not limited to: financial reconciliations of payments to Grantees, site visits of the Grantee, programmatic monitoring of work performed by the Grantee and program evaluation. The Grantee will not be paid for work that the State deems unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

6. Authorized Representatives

6.1 State's Authorized Representative The State's Authorized Representative for purposes of administering this agreement is Kris Wenner, SWP Grants Coordinator, 625 Robert Street N, PO Box 64975, Saint Paul, MN 55164-0975, 651-201-4696, Kris.Wenner@state.mn.us, or her successor, and has the responsibility to monitor the Grantee's performance and the final authority to accept the services provided under this agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

6.2 Grantee's Authorized Representative The Grantee's Authorized Representative is Josi Wood, Public Services Director, 110 1st Ave NW; PO Box 428, Isanti, Minnesota 55040, 612-706-6188, JWood@cityofisanti.us, or his or her successor. The Grantee's Authorized Representative has full authority to represent the Grantee in fulfillment of the terms, conditions, and requirements of this agreement. If the Grantee selects a new Authorized Representative at any time during this agreement, the Grantee must immediately notify the State in writing, via e-mail or letter.

7. Assignment, Amendments, Waiver, and Merger

7.1 Assignment The Grantee shall neither assign nor transfer any rights or obligations under this agreement without the prior written consent of the State.

7.2 Amendments If there are any amendments to this agreement, they must be in writing. Amendments will not be effective until they have been executed and approved by the State and Grantee.

7.3 Waiver If the State fails to enforce any provision of this agreement, that failure does not waive the provision or the State's right to enforce it.

7.4 Merger This agreement contains all the negotiations and agreements between the State and the Grantee. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

8. Liability The Grantee must indemnify and hold harmless the State, its agents, and employees from all claims or causes of action, including attorneys' fees incurred by the State, arising from the performance of this agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this agreement. Nothing in this clause may be construed as a waiver by the Grantee of any immunities or limitations of liability to which Grantee may be entitled pursuant to Minnesota Statutes Chapter 466, or any other statute or law.

9. State Audits Under Minnesota Statutes section 16B.98, subdivision 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee, or any other relevant party or transaction, are subject to examination by the State, the State Auditor, and the Legislative Auditor, as appropriate, for a minimum of six (6) years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10. Government Data Practices and Data Disclosure

10.1 Government Data Practices Pursuant to Minnesota Statutes Chapter 13.05, Subd. 11(a), the Grantee and the State must comply with the Minnesota Government Data Practices Act as it applies to all data provided by the State under this agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this agreement. The civil remedies of Minnesota Statutes section 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before any data is released. The Grantee's response to the request must comply with the applicable law.

10.2 Data Disclosure Pursuant to Minnesota Statutes section 270C.65, subdivision 3, and all other applicable laws, the Grantee consents to disclosure of its social security number, federal employee tax identification number, and Minnesota tax identification number, all of which have already been provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

11. Ownership of Equipment The State shall have the right to require transfer of all equipment purchased with grant funds (including title) to the State or to an eligible non-State party named by the State. This right will normally be exercised by the State only if the project or program for which the equipment was acquired is transferred from one grantee to another.

12. Ownership of Materials and Intellectual Property Rights

12.1 Ownership of Materials The State shall own all rights, title and interest in all of the materials conceived or created by the Grantee, or its employees or subgrantees, either individually or jointly with others and which arise out of the performance of this grant agreement, including any inventions, reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer based training modules, electronically, magnetically or digitally recorded material, and other work in whatever form ("materials").

The Grantee hereby assigns to the State all rights, title and interest to the materials. The Grantee shall, upon request of the State, execute all papers and perform all other acts necessary to assist the State to obtain and register copyrights, patents or other forms of protection provided by law for the materials. The materials created under this grant agreement by the Grantee, its employees or subgrantees, individually or jointly with others, shall be considered "works made for hire" as defined by the United States Copyright Act. All of the materials, whether in paper, electronic, or other form, shall be remitted to the State by the Grantee. Its employees and any subgrantees shall not copy, reproduce, allow or cause to have the materials copied, reproduced or used for any purpose other than performance of the Grantee's obligations under this grant agreement without the prior written consent of the State's Authorized Representative.

12.2 Intellectual Property Rights Grantee represents and warrants that materials produced or used under this grant agreement do not and will not infringe upon any intellectual property rights of another including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend the State, at Grantee's expense, from any action or claim brought against the State to the extent that it is based on a claim that all or parts of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to, reasonable attorney fees arising out of this grant agreement, amendments and supplements thereto, which are attributable to such claims or actions. If such a claim or action arises or in Grantee's or the State's opinion is likely to arise, Grantee shall at the State's discretion either procure for the State the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive of other remedies provided by law.

13. Workers' Compensation The Grantee certifies that it is in compliance with Minnesota Statutes section 176.181, subdivision 2, which pertains to workers' compensation insurance coverage. The Grantee's employees and agents, and any contractor hired by the Grantee to perform the work required by this Grant Agreement and its employees, will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees, and any claims made by any third party as a consequence of any act or omission on the part of these employees, are in no way the State's obligation or responsibility.

14. Publicity and Endorsement

14.1 Publicity Any publicity given to the program, publications, or services provided resulting from this grant agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee or its employees individually or jointly with others, or any subgrantees shall identify the State as the sponsoring agency and shall not be released without prior written approval by

the State's Authorized Representative, unless such release is a specific part of an approved work plan included in this grant agreement.

14.2 Endorsement The Grantee must not claim that the State endorses its products or services.

15. Termination

15.1 Termination by the State or Grantee The State or Grantee may cancel this grant agreement at any time, with or without cause, upon thirty (30) days written notice to the other party.

15.2 Termination for Cause If the Grantee fails to comply with the provisions of this grant agreement, the State may terminate this grant agreement without prejudice to the right of the State to recover any money previously paid. The termination shall be effective five business days after the State mails, by certified mail, return receipt requested, written notice of termination to the Grantee at its last known address.

15.3 Termination for Insufficient Funding The State may immediately terminate this agreement if it does not obtain funding from the Minnesota legislature or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the work scope covered in this agreement. Termination must be by written or facsimile notice to the Grantee. The State is not obligated to pay for any work performed after notice and effective date of the termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if this agreement is terminated because of the decision of the Minnesota legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State receiving notice of the same.

16. Governing Law, Jurisdiction, and Venue This grant agreement, and amendments and supplements to it, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this grant agreement, or for breach thereof, shall be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

17. Lobbying Ensure funds are not used for lobbying, which is defined as attempting to influence legislators or other public officials on behalf of or against proposed legislation. Providing education about the importance of policies as a public health strategy is allowed. Education includes providing facts, assessment of data, reports, program descriptions, and information about budget issues and population impacts, but stopping short of making a recommendation on a specific piece of legislation. Education may be provided to legislators, public policy makers, other decision makers, specific stakeholders, and the general community.]

APPROVED:

1. Grantee

The Grantee certifies that the appropriate persons(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By:_____

Title:_____

Date:_____

By:_____

Title:_____

Date:_____

2. State Agency

Grant Agreement approval and certification that State funds have been encumbered as required by Minn. Stat. §§16A.15 and 16C.05.

By:_____ (with delegated authority)

Title:_____

Date:_____

Distribution:

Agency – Original (fully executed) Grant Agreement
Grantee
State Authorized Representative

Exhibit A

DEPARTMENT OF HEALTH

Environmental Health Division
Drinking Water Protection Section
P.O. Box 64975
St. Paul, Minnesota 55164-0975
Phone: 651-201-4700

Source Water Protection Plan Implementation Grant Invoice

GRANTEE INFORMATION	PWSID:
System Name:	
Address:	
Contact Person Name:	
Phone:	Fax:
E-mail:	

INVOICE INFORMATION

Is this the final invoice? ☐ Yes ☐ No

WORK ITEMS AND EXPENDITURE DESCRIPTION -- use an additional page if necessary	
	$
	$
	$
	$
	$
	$
Total Expenditures	$
Net Invoice Amount to be Paid	$

DISCLAIMER AND SIGNATURE I declare that no part of this claim has been previously billed to MDH, and that the Total Expenditures reflect only charges related to the source water protection project. I also declare that the data on this document is correct and all transactions that support this claim were made in accordance with all applicable Federal and State statutes and regulations.

Authorized Grantee Signature _____ Date _____

FOR MINNESOTA DEPARTMENT OF HEALTH USE ONLY

Grant Manager Signature _____ Date _____

PO:	**Approved by:**
Period of Service:	**Date sent to F.S:**

Exhibit B

DEPARTMENT OF HEALTH

Environmental Health Division
Drinking Water Protection Section
P.O. Box 64975
St. Paul, Minnesota 55164-0975
Phone: 651-201-4700

GRANT NARRATIVE REPORT

System Name:	**PWSID:**
Address:	
Contact Person Name:	
Phone:	**Email:**
Describe the issue *Why did you apply for funding? Was there a problem? Where/When did it take place?*	
Describe in detail the work that was performed	
Describe the results of this project; How did this work benefit your system? How was drinking water and public health protected?	
Would this work have happened in the absence of the grant program? ☐ **Yes** ☐ **No**	
Assistance received – *How did Minnesota Department of Health (MDH) or Minnesota Rural Water Association (MRWA) help? (i.e. MDH/MRWA consulted, recommended, analyzed, educated, advised, provided, etc.)*	
How can the grant program be improved?	

Pictures available? ☐Yes ☐No

Publication, software, videos available? ☐Yes ☐No

DISCLAIMER I declare that the data on this document is correct

Authorized Grantee Signature _____ Date _____

FOR MINNESOTA DEPARTMENT OF HEALTH USE ONLY
How much money was spent completing this work (total to include cost share)
Estimate the number of people served by the PWS

L.6.

RESOLUTION 2017-XXX

RESOLUTION APPROVING A CHECK BE WRITTEN TO GIRL SCOUTS FOR VOLUNTEERING AT THE COMMUNITY MOVIE NIGHT

WHEREAS, free public movie nights at the Isanti Community Center were approved by City Council January 21, 2014 Resolution No. 2014-013; and,

WHEREAS, the City of Isanti receives requests from various non-profit youth organizations and groups from Isanti to volunteer at the ICC Movie Nights approved by City Council September 16, 2014 Resolution No. 2014-226; and,

WHEREAS, the volunteer group per the policy are to receive the profits from the concessions sold at the movie night; and,

WHEREAS, the City of Isanti received an application for the Girl Scouts to volunteer at the November 17, 2017 movie; and,

WHEREAS, the profit from the November 17, 2017 movie night was $49.95; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED (tabbed) by the City Council of the City of Isanti, Minnesota, that a check will be written to Girl Scouts in the amount of $49.95.

This Resolution is hereby approved by the Isanti City Council this 5th day of December, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

L.7.

RESOLUTION 2017-XXX

RESOLUTION ACCEPTING PUBLIC WORKS TECHNICIAN MIKE HARRIS' LETTER OF RESIGNATION

WHEREAS, Public Works Maintenance Technician II, Mike Harris, has submitted a letter of resignation to the City of Isanti on Monday, November 10, 2017; and,

WHEREAS, the resignation will take effect as a final date of work of Friday, November 24, 2017; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Maintenance Technician II, Mike Harris, is hereby accepted effective Friday, November 10, 2017. Mr. Harris' final day of work with the City will be Friday, November 24, 2017.

2. That Human Resources/City Clerk and the Public Services Director/Assistant City Administrator are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 5th day of December, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

RESOLUTION 2017-XXX

RESOLUTION ACCEPTING BUILDING OFFICIAL NICK HENLY'S LETTER OF RESIGNATION

WHEREAS, Building Official Nick Henly has submitted a letter of resignation to the City of Isanti on Wednesday, November 22, 2017; and,

WHEREAS, this resignation will take effect as a final date of work being Friday, December 22, 2017; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, to hereby approve as follows:

1. That the resignation of Building Official, Nick Henly, is hereby accepted effective Wednesday, November 22, 2017. Mr. Henly's final day of work with the City will be Friday, December 22, 2017.

2. That Human Resources/City Clerk and Community Development Director are hereby directed to fill the position.

This Resolution is hereby approved by the Isanti City Council this 5th day of December, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

RESOLUTION NO. 2017-XXX

RESOLUTION ENDING PROBATIONARY PERIOD AND PROMOTION TO FULL TIME PERMANENT EMPLOYEE STATUS FOR COMMUNITY DEVELOPMENT DIRECTOR RYAN KERNOSKY

WHEREAS, the City offered employment to Mr. Ryan Kernosky as the Community Development Director for the City of Isanti with a start date of May 30, 2017; and

WHEREAS, the City of Isanti's Personnel Policy requires a six-month probationary period for new employees of the City; and

WHEREAS, Mr. Ryan Kernosky has successfully completed his probationary period and is recommended by his Supervisor, City Administrator Don Lorsung, to place him as a permanent full-time employee for the City of Isanti.

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

1. That Mr. Ryan Kernosky, effective from November 30th, 2017 obtains permanent status as a full-time employee of the City of Isanti in the position of Community Development Director with all responsibilities and benefits of that position.

2. That the City Administrator is directed to forward an executed copy of this resolution to the employee and place a copy in the respective personnel files for future reference.

This resolution was duly adopted by the Isanti City Council this 5th day of December, 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
PARKS, RECREATION, AND CULTURE BOARD
MEETING MINUTES
November 28, 2017
City Council Chambers

1. Meeting Opening.

A. Call to Order.
Zdon called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance.
Everyone stood for the Pledge of Allegiance.

C. Roll Call.
Members Present: Jennifer Garvey, Jeff Johnson, James Witte, and Mayor Wimmer, Aaron Zdon
Staff Present: Katie Everett, Community Events and Parks Coordinator

D. Agenda Modifications.
Zdon asked if there were any agenda modifications. There were none.

Motion by Garvey, second by Wimmer to approve the November 28, 2017 Parks, Recreation, and Culture Board Agenda. Motion was unanimously approved.

2. Approval of Minutes from October 24, 2017 Parks, Recreation and Culture Board Meeting.

Motion by Wimmer. Second by Garvey. Vote was unanimously approved.

3. Park Signs

Everett explained that she has included the final draft of the bike/walk sign and it printed correctly this time so Bluebird Park and the parking areas are a different pattern. She also added in the mile markers. If there are any other thoughts on this one, she asked to let her know or she would order this one. Zdon asked if there was a motion needed; Everett said no. Everett stated that there is also a double sided sign on the trail as you're leaving Isanti that she'll order so it matches and we'll get those at the same time.

Everett stated that there is some additional money left, and when we initially started talking about doing this the board had talked about leaving the Legacy sign because eventually there will a parking area right up by the park. She stated that she talked with Public Services Director Wood and Public Works has had to fix that sign more often than Everett thought, and every time we have to replace the sign inside we have to pay to get it laminated. It would make a lot of sense to replace it, and Public Works is very confident that they could move it if we need to do that even before we need to replace it again. She stated that she brought in the sign we just ordered for River Bluff to have a map there. She thought it would make a lot of sense, because these are two of our most similar parks, to have their signage match. We can do something very similar, and she attached a draft. At River Bluff we have a bunch of different colored loops in the brochure that are listed on the bottom of that sign. At Legacy, she included the tables and benches on that lower portion. Additionally we would have the same big sign that's at all of our parks. Wimmer stated that he wanted to have on the list of things that at Legacy no bikes are allowed either, there is a smaller sign there, but we need it on the big sign as well because that is something that sets it apart from the other parks. Everett asked to clarify which sign that should go on; Wimmer stated the big sign at the gate. Everett asked if there were other thoughts on this. She stated that we will install it at the exact same place where the current sign is. If we want to get multiples of the map sign we can, but Everett stated she was just envisioning that by the gate as well. Zdon asked to clarify that there are funds still available for these; Everett confirmed that there are. Garvey said she liked the idea of Legacy matching the River Bluff one.

DRAFT

Zdon agreed and said the River Bluff one looks nice. Johnson asked if we will be putting cityofisanti.us on the Legacy sign as well. We have it on the bike path one, so shouldn't we continue doing that – or is there not that big of a rules sheet for Legacy versus the walking path? Everett stated that we haven't done that on the others and explained that we have a sign at most of the parks with an abbreviated list of rules and she doesn't think those have the rules on them. Zdon said that it may be a good idea moving forward to have it on every sign, it's a good idea. It doesn't have to be anything big, just in a corner somewhere. Everett stated that she can do that, and will get them ordered. At this point, new signs will go up in the spring.

4. River Bluff Preserve Erosion Control Project Update

Everett stated that the agenda packet has a bunch of pictures of what the project looked like. This was something that the Isanti Soil and Water office approached us to do with some other projects that they had going on on the Rum River. They had kind of helped out as we planned where our steps were going to go and that kind of thing last year, so we made the connection with them in that park in that process. They did a whole bunch of these; the Anoka and Isanti offices worked together on a bunch of these. She wanted to say that it was around 40 of them, but ours was the only one they did on public land. It's kind of a cool opportunity for us to show what has been going on, and it was super cheap for us to have that work done. She just received the invoice today and it was even under what we expected by about $250. She did get an email today that they will be doing a little more work on Friday. They are going to take one more tree down to put in there, so there will be a little more length in there than what's done right now.

Everett explained that the project involves taking cut down cedar trees – at this point those are dead and eventually will turn brown – but while they're there they slow down the river and collect sediment to rebuild the bank. They planted lots of trees in there that will make it green again, and then by the time the cedar trees have totally decayed those live trees will take over stabilizing. It's kind of a cool project, and it will be fun to watch that process as it goes forward.

Because it is on public land, and it kind of looks like there's something weird going on there, it's a good opportunity to post a sign to let people know what the project is. Everett explained that the board has copies of the sign options. The horizontal one would be more of the panel style interpretive sign that's kind of at an angle that you stand in front of it. The other one would be the same size the River Bluff map sign. Everett thought it would be kind of cool if they used the smaller size we could make it double sided so you could see it from the river because you can obviously see the project from the river. Eventually there will be trees in the way, but in the meantime we can do some education as people are going by too. That style is much lower cost, and would be much cheaper to replace in the future. A panel one is really nice looking. Everett stated that these are very rough drafts, but wanted to show what kind of information could fit on both. There should be enough money to do either style at this point. Zdon stated that he likes the idea of a two sided, and it matches the same style as the other signs. It's cool to be able to come down the river and see the sign too. Everett stated that we could put it on a little bit nicer post as well. Garvey stated that the only comment she has is that the horizontal sign says 10 years and it has the completed year, but the smaller one doesn't. That would be her only suggestion so that in five years, when nobody knows when it started, it's on the sign. Zdon agreed to add something like "Completed in 2017" in a corner – and our website. Johnson asked for clarification on which sign option would be the panel one, and which you would see coming down the river; Everett explained that it was the smaller vertical one. Everett explained that the panel size would be kind of the same as what's downtown – there are some that are kind of the same idea with historical facts, this would just be a little different style. Everett explained that the smaller one would be a lot easier to replace if something happened to it. Zdon stated that he would prefer only one or the other there; Everett agreed that they would only do one of the options. Zdon said he liked the two sided option. Johnson, Garvey, and Witte agreed.

5. 2017 Project Review

Everett stated that she wanted to give the board a rundown of the things that were accomplished in 2017. It was a busy year and there were a lot of things going on, so this definitely not a comprehensive list. The

DRAFT

community garden went really well again; we added the new shed so next year we won't have to have a new shed again, and we got the shade out there which was super nice to have, and we got new hoses and more raised beds. We have replaced almost all of the sand play surfaces at our city parks now; VFW still has sand but we replaced Mattson and Isanti Hills this year. She stated that if the board hadn't been out to Isanti Hills to see the makeover yet, it looks really, really good. We've gotten comments from people who live in that neighborhood who are excited to see that things are happening there. We relocated the skate park equipment – when they did that, they replaced at least most if not all of the substrate underneath. It was a composite board that was cracked in a lot of placed. They also replaced many of the panels too. There are a couple spots that we will keep an eye out for and replace those as needed, but everything is in pretty good shape for now. We did get timers installed at the ballfield at Unity Park and at Bluebird Park. By the end of this year, Public Works will have repainted all of our tables. The replacement parts for the Legacy tables and benches are coming in. They're already repaired a couple of benches, and will be fixing tables too. We have redesigned all of our signs and are getting those replaced. Passport to Parks had a great first year, and Celebrate Isanti was started this year as well. Additionally, there were some replacements in the parks as needed. We had a couple of weird things break this year, but we've been able to get all of that stuff fixed. And finally, we moved the farmers market which was a really good thing that we got a lot of good feedback on.

Wimmer asked Everett to give an update on the school with their part of the garden. Everett stated that the school had a lot of trouble over the summer maintaining their part of the garden. They have met now and are still trying to decide what they're going to do this year. They are looking for less responsibility. She stated that we have been approached by Isanti County Public Health and they are interested in starting a program at the garden as well, so we might divide that space and be able to make that more productive. The school is thinking about having something on site so it's easier for them to get to. If they do that, they probably don't need both of those spaces. That is still kind of in the works, but they probably won't be using as much space next year. They'll have to decide pretty soon for their curriculum planning too. Witte asking if a local resident was maintaining their area this year. Wimmer stated there was a little bit of that, and there's been a lot of turnover in the year round program especially at MNC. The teachers that are there now are completely different than two years ago. That kind of hindered it as well. We have the one acre that we had in essence allowed them to use for a year over year type project that really hasn't occurred and he isn't entirely sure it will occur. It would have been a neat thing to have happen, but we'll most likely be notifying the administration and school board that we'll probably need to end that agreement since they haven't done anything with it for almost two years now. Wimmer stated that he really is excited about trying to work with the County and getting other families in there, that's really fantastic and is one of the main goals of the community garden. We touched on it last time too, but he does really like the amount that the gardeners were able to donate to senior dining. The community garden has gone better than his wildest imaginations when we first started talking about it. Everett stated that she hasn't heard anything more from the Minnesota Center either, so as she hears about options of things we can do out there we can think about those too.

6. Parks Updates

Everett stated that we have now had two movies. The Girl Scouts came to both. When we didn't have anyone signed up for the second, Everett sent out an email out the Friday before to everyone already signed up and within an hour the Girl Scouts called and said they'd be there. We had 54 at the first and 47 at the second; last year we were averaging around 30 people so the word is getting out. December 8th, we are showing Up and New Hope Community Church will be volunteering.

Everett attached options for bike racks to the agenda packet from Parkitect. They have designed options for bike racks and we do have money budgeted for one this year. We were thinking probably one of the "S" shaped ones (they call them serpentine racks). The one "U" option has the full logo though so that's cool too. These are still kind of working drafts, but Everett wanted to show the board what we're working on. The idea is that we have something that is consistent system-wide but is still Isanti Parks branded. If we

DRAFT

want to have something different in each park they gave us the one with Legacy Park shown and said we could change that font if we want. Wimmer stated that Parkitect is from Metal Coatings, which had done different bike racks but had sold the rights to it for about a decade, and they have gotten those back. They formed Parkitect to design bike racks, benches, all that type of thing. They are located right here in Isanti. They have contracts with significantly larger cities in Florida, the Carolinas, California – they do it all over the place. They will continue to give us the best price, it's a matter of pride for them as well. In discussions we've had with them, it's a very good situation for us to have. They make a really good product and they're also willing over time to take them in and clean them up. Zdon stated that it's a really good name for a company. Everett agreed that they do some really cool things and encouraged the board to check out their website for pictures of things they've done. She asked the board if they had thoughts on the ideas here as they move forward. Zdon said he liked the idea of them being consistent. Garvey stated that she liked the third one because it identifies Isanti Parks and the individual park. Johnson agreed that he thought that was the best one. Zdon stated that serpentine style is what you see everywhere. Johnson stated that he didn't know how you'd put a bike on the first one [single loop]. Zdon stated that you just chain it to it. Everett agreed and stated that would be a two-bike rack. Zdon said that with something like that people might not even know it's a bike rack. Witte agreed. Johnson said he would just think it was a sign. Zdon summarized that we definitely want a serpentine and that they liked the park name. Johnson said he thought that looked sharp. Everett stated that she thought they could change the shape of the plaque that goes between the sections too. For the amount of space, we'll probably keep that simplified version of the logo with just Isanti Parks and the tree. The tree there is the same in the Parks logo and the City logo.

Everett stated that otherwise she just had a couple of reminders. The school district representative will be here in January to discuss where the rock program is at. We'll give her a little bit of time to talk about what that program will be, and then discuss any rules that we want them to be aware of. Also a reminder that we do not have a December meeting. We will be back for the January 23rd meeting. We are still working on getting all of the events set for next year, and she will present any drafts of the brochure as we have them.

Zdon asked if anyone had any other items. Johnson said that he did. He explained that if anyone didn't know we are getting a hotel in the city, and he was trying to think about how we would keep in busy in November and December. He is thinking – he didn't know if anyone had been to Bentleyville in Duluth – why can't we bring that Isanti in Bluebird Park? He has a little bit of legwork and homework to do, and he's willing to do that, he just needs permission to put this on our next agenda to discuss this. Wimmer added that he wanted to make the board aware that we had taken a look at this previously; he and Everett had looked at it last year. The big that it comes down to obviously is money. In Duluth, that is all privately funded. It started out as a large display and it grew and grew and grew and it got kind of overwhelming so they moved it into the city of Duluth. We had looked at it previously; the big thing, as with everything, is money. You'd have to get substantial backers. The number he threw out was you'd probably have to get about $50,000 just to start out. A big part of that, as an example with the street dances, we had to get a new transformer that was something like $3,000-$5,000. So just making sure it will all fit together that way. If the park board thinks it's a good idea, put it on the next agenda and we'll have discussion, then it goes to Council. There certainly isn't any funding in the budget for 2018 for this to occur. It would have to follow that same private enterprise type thing. Being in Bluebird Park would be a good location for it for sure; the land is there, the parking is there. Wimmer stated that he told Johnson that if he got some money together we'd certainly let it happen in our park. It would be great if it could happen. Johnson stated that if he recalls right, Duluth charges $5 for parking, but the event is free. Witte confirmed that the event is free, and they take donations. Johnson stated that we can discuss it further. Wimmer stated that he wanted to reiterate that it would not be a City of Isanti event. Zdon stated it would be a private event in the park. Wimmer stated we wouldn't be setting those rules for it as a Council. If you got the backing, it would be up to whatever non-profit. It would be, for lack of a better term, a glorified Special Event Permit for using the park for X-amount of time. That would be our only official interaction with it. Everett stated that we've had conversations about paid parking with BMX extensively too, so we have to make sure whatever happened there is the same across the board. Wimmer agreed and added that we would get most of the money as the

City because we put in the parking lot. Zdon stated he thought it would be a good thing to start discussing, and obviously it would be at the soonest next year. Johnson agreed and said we'd meet in January to talk about it and it wouldn't happen until December 2018. Zdon stated that you'd need corporate sponsors, but it's out there. Everett asked for clarification about what would go on the January agenda. Johnson said he would do most of the work, but he's not going to say don't help him. Garvey stated that if it's not a city event, that there isn't anything Everett should need to do at this point to get prepared for it. After the meeting there might be a better idea of what do.

7. Adjournment

Motion by Witte, second by Johnson to adjourn the November 28, 2017 meeting of the Parks, Recreation, and Culture Board. Motion was approved.

The meeting adjourned at 6:29 p.m.

Dated at Isanti, Minnesota this 28th day of November, 2017.

Respectfully submitted,

Katie Everett

Katie Everett
Community Events and Parks Coordinator

DRAFT

CITY OF ISANTI
PLANNING COMMISSION
MEETING MINUTES
November 21, 2017

1. Meeting Opening.

A. Call to Order.

Chairman Wimmer called the meeting to order at 7:23 p.m.

B. Pledge of Allegiance.

Everyone rose for the pledge of allegiance.

C. Roll Call.

Members Present: George Wimmer, Steve Lundeen, Dan Collison, Ross Lorinser, Paul Bergley, and Jeff Miller.

Members Absent: Jim Kennedy

Staff Present: Ryan Kernosky, Community Development Director; Don Lorsung, City Administrator; Katie Brooks, City Clerk/Human Resources; Jason Cook, City Engineer.

1D. Agenda Modifications.

None

Motion by Lorinser, second by Lundeen to approve the Meeting Agenda. Motion was unanimously approved.

2. Approval of Minutes from October 17, 2017 Planning Commission Meeting

Motion by Lorinser, second by Collison to approve the Meeting Minutes. Motion was unanimously approved.

3. Public Hearing

A. Request from Isanti Hotel Partners, LLC (Troy Hoekstra, Agent) for approval of a Site Plan Review per Section 18, Subd. 2 to construct a 60-room Hotel, and for a variance from Section 17, Subd. 10 of the Isanti Zoning Code pertaining to parking requirements and Section 13, Article 2, Subd. 14(A) pertaining to setback requirements for PID 16.146.0010 more legally described as Lot 1, Block 1, of Isanti Hotel Addition, Isanti County, Isanti, Minnesota

Mayor Wimmer opened the Public Hearing at 7:25 p.m.

Jason Bourke, 208 Richard Ave – Mr. Bourke wanted to publicly state that he is against the variance in the parking reduction. He wanted to make sure that the flow of the traffic from the hotel would not impact his neighborhood. Mr. Bourke stated he was not opposed to the hotel, but did have concerns over traffic and the parking.

Hugo Strike – Mr. Strike would like to see the hotel moved West to not block his business from view. Mr. Strike asked about how the codes were set, Mayor Wimmer provided an example on variances from the Co-Op's required parking. Mayor Wimmer stated that the variance was

consistent with Best Western brand standards. Mr. Strike stated that he thought the City did not give out variances.

Mayor Wimmer closed the Public Hearing at 7:29 p.m.

Mr. Lundeen stated that the likelihood of traffic utilizing Richard Avenue is unlikely. Vehicles will more likely use the Main Street to get onto TH 65.

Mayor Wimmer discussed previous examples of increased traffic uses in the City. There are ways to limit traffic using Richard Street, like signage.

Mr. Collison stated that there can be signage used. Mr. Lundeen stated that trailers are normally kept on the site (like the rodeo grounds).

Director Kernosky stated that the activity is facing Main Street, and that he expected the majority of hotel guests to utilize the Main Street side more often than the Broadway Street side for access. Director Kernosky continued to state that our zoning code does require interior landscaping, and that another variance would be needed if they removed that to accommodate the full required parking.

Motion by Lorisner, second by Collison to recommend approval of Resolution 2017-XXX approving the Site Plan/ Building Appearance and Variance for the Best Western Plus. Motion passed unanimously.

4. Other Business.

A. None.

5. Other Communications.

A. None.

6. Adjournment

Motion by Lundeen, second by to Bergely to adjourn the November 21, 2017 meeting of the Planning Commission. Motion was unanimously approved.

The meeting adjourned at 7:33 p.m.

Dated at Isanti, Minnesota this 22nd day of November, 2017.

Respectfully submitted,

Ryan Kernosky
Community Development Director

ADDENDUM TO AGENDA

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 19, 2017 – 7:00 P.M.
CITY HALL

E. Proclamations/Commendations/Certificate Awards
F. Approve City Council Minutes
G. Citizens Input
H. Announcements
I. Council Committee Reports
J. Public Hearings

K. Business Items

Add New K.7 Resolution 2017-XXX Resolution Approving a Contract for Interim Building Inspection Services with MNSPECT, LLC

L. Consent Agenda

Add New L.11 – Resolution 2017-XXX Approving an Extension of the Site Use Agreement Between the City of Isanti and Catholic Charities

M. Other Communications

Adjournment

A Community For Generations.

Isanti

MEMORANDUM

TO: Mayor George Wimmer
Members of the City Council

FROM: Ryan Kernosky, Community Development Director

DATE: December 19, 2017

SUBJECT: **BUILDING INSPECTION INTERIM SERVICES – CONSIDER CONTRACT**

As you know, Building Official Nick Henly is leaving the City at the end of this week to pursue another position. During the time between Nick leaving and a new Building Official being hired, staff has sought proposals to provide interim building inspection services.

Staff received two proposals from MNSpect, LLC and Rum River Construction Consultants. While both extremely qualified companies to assist the City, staff is recommending that the attached contract with MNSpect is approved.

If the City Council approves this contract, MNSpect will begin working as the City's interim building inspection provider. After a full-time City Building Official is hired by the City, MNSpect would stay on to assist in the transition, or help train the person until they receive proper licensure from the State of Minnesota. Staff is requesting a five-year contract with MNSpect, which would allow us to bring them in at any time to assist with building inspections in the event of a vacation, emergency, or if the demand for inspections exceeds our internal capacity to provide timely, efficient, and thorough inspections.

Staff is recommending approval of the attached Resolution with the stipulation that it is a five-year contract.

RESOLUTION 2017-XXX

RESOLUTION APPROVING A CONTRACT FOR INTERIM BUILDING INSPECTION SERVICES WITH MNSPECT, LLC

WHEREAS, Building Official Nick Henly gave notice of resignation as an employee of the City of Isanti, with his last day being December 22, 2017; and,

WHEREAS, the Personnel Committee and the Development and Operations Advisory Committee recognizes that certain tasks and services must be provided in the interim of filling the position; and,

WHEREAS, MNSpect, LLC has submitted a proposal for interim contracted building inspection services; and,

WHEREAS, the City of Isanti seeks to establish a long-term relationship with a building inspection firm to offer assistance to the City Building Official as needed; and,

WHEREAS, the Development and Operations Advisory Committee have reviewed the proposed contract between the City of Isanti and MNSpect, LLC, and is recommending approval with the requirement that the City enters into a five (5) year contract for interim services during such periods as the City of Isanti is without the services of a city employee Building Inspector with MNSpect, LLC.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Isanti, Minnesota, hereby enters into the attached contract between the City of Isanti and MNSpect, LLC for interim building inspection services with the following additions:

1. The proposed contract is to be for five (5) years to provide future interim services as needed.
2. The services to be provided under the contract shall be on an "as needed only basis" during the term of the contract.
3. The final contract language shall make clear, to the satisfaction of the City Attorney, Personnel Committee and Development and Operations Advisory Committee that the City may at any time and from time to time hire one or more City employed Building Inspectors which may reduce or eliminate the need for services from MNSpect, LLC under the contract for interim services, at any given time during the contract.

This Resolution is hereby approved by the Isanti City Council this 19th day of December, 2017.

_____
Mayor George A. Wimmer

ATTEST:

_____
Katie Brooks
Human Resources/City Clerk

AGREEMENT AND CONTRACT FOR INSPECTION SERVICES

THIS AGREEMENT and contract for inspection services is made and entered into this _____ day of December, 2017, by and between the City of Isanti, Minnesota ("Municipality") and MNSPECT, LLC, a Minnesota Limited Liability Company ("Inspector").

WITNESSETH:

WHEREAS, the Municipality is desirous of contracting with Inspector for the performance of various interim services within the Municipality to include:

☒ **Building Inspections (Appendix A)**

☒ **S.E.C. Inspections (Appendix B)**

☒ **Plumbing Plan Review (Appendix C)**

☒ **Rental Inspections (Appendix D)**

☒ **Fire Inspections (Appendix E)**

Clerk	Mayor	MNSPECT
Clerk	Mayor	MNSPECT
Clerk	Mayor	MNSPECT
Clerk	Mayor	MNSPECT
Clerk	Mayor	MNSPECT

and

WHEREAS, Inspector is agreeable to rendering services on the terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto agree to general terms as follows and to the specific terms as set forth in the indicated appendices:

1. Independent Contractor.

It is acknowledged by and between the parties hereto that the Inspector is an independent contractor contracting with the Municipality to perform the services as provided in this agreement.

A. Non-Employee Status – Personnel assigned to perform the Services to be provided by Inspector pursuant to this agreement shall be officers, employees, or sub-contractors of Inspector. Inspector assumes full responsibility for the actions of such personnel while performing services pursuant to this Agreement, and shall be solely responsible for their supervision, daily direction and control, provision of employment benefits and payment of salary (workers' compensation insurance, salary, retirement contributions, withholding tax, health insurance, and unemployment insurance). The Municipality shall not be responsible to furnish any benefits to such personnel.

B. Administrative Responsibility - The daily administration of the Inspector services rendered to the Municipality shall be under the sole direction of the Inspector. The degree of services rendered, the standard of performance, and other matters relating to regulations and policies shall be under joint control of the Municipality and the Inspector. Headquarters for the services rendered to the Municipality under this agreement shall be

located at the Municipality offices. The Inspector shall submit to the Municipality a regular report of services rendered and charges due, as well as periodic suggestions regarding other matters relating to the inspection services.

C. Insurance.

i. Auto Insurance – Inspector in carrying out its obligation under this Agreement, shall supply, upon the request of the Municipality, a Certificate of Insurance for owned, hired, and non-owned auto usage coverage for liability in the amounts of $1,000,000 single limit, per occurrence.

ii. Professional Liability Insurance – The Inspector shall provide the Municipality, upon request, with copies of Professional Liability Errors and Omissions Insurance in an amount of at least $500,000 covering all personnel employed by Inspector in capacity of acting as an Inspector/Agent of the municipality.

iii. General Liability Insurance – The Inspector shall provide the Municipality, upon request, with copies of General Liability Insurance in an amount of at least $1,000,000 covering all personnel employed by Inspector in capacity of acting as an Agent of the Municipality. The Municipality will be listed as an additional insured.

iv. Workers' Compensation Insurance – The Inspector shall provide its employees with workers' compensation coverage with at least the state minimum coverage requirements. The Inspector shall provide the Municipality with copies of Certificate of Workers' Compensation Insurance.

D. Continuing Education and Certification - The Inspector shall be responsible for maintenance of required or appropriate certification and continuing education as Inspector under the laws of the State of Minnesota and shall be responsible for supplying any and all technical manuals and reference materials.

E. Communications, Equipment, and Supplies.
The Inspector shall provide, at its sole expense, all necessary equipment, vehicles and supplies to carry out its obligations under this agreement.

F. Memberships.
Inspector may join trade groups or attain membership in associations as the building official of the municipality.

2. Files and Records.

All completed files and all official copies of correspondence, inspection reports, plans and other matters connected with the file shall be maintained at the Municipality offices. All such files the Inspector may desire for its own records shall be maintained outside the Municipality offices. Files and records created in connection with this Agreement shall be subject to the provisions of the Minnesota Data Practices Act, and specifically Minn. Stat. 13.05, subd. 11. Inspector shall not be expected to respond, or be responsible for responses to public information requests. Requestors will be referred to the Municipality for

verification and response. Inspector will assist Municipality with requests when requested by Municipality Staff or Council.

3. Violations and Penalties.

Any Code violations occurring within the Municipality may be charged in accordance with the ordinances of the Municipality and shall be subject to the penalties provided therein. Prosecution of such violations shall be by the Prosecuting Attorney of the Municipality. All costs and expenses incurred by said prosecution shall be paid by the Municipality. Municipality will rely on Inspector for advice and direction on enforcement alternatives for ongoing code/ordinance violations. The Inspector agrees to cooperate with the Prosecuting Attorney of the Municipality in such prosecutions (including provision of testimony and documentary evidence) upon request.

4. Effective Date of Service.

The effective date of service to which the terms of this Agreement apply shall be on the _____ day of December, 2017.

5. Termination of Agreement.

This Agreement shall remain in force and effect from the effective date of service until _____, 20____. This Agreement may be terminated for Cause at any time as provided herein below. "Cause" for purposes of this Agreement, shall be deemed to occur if either party to this Agreement should materially breach any material provision herein. In such case, the non-breaching party may notify the breaching party in writing specifying the respect in which such party has breached the Agreement. In the event that such breach is not remedied to the reasonable satisfaction of the non-breaching party within thirty (30) calendar days after delivery of the above notice, the non-breaching party may, by written notice to the breaching party, terminate this Agreement, effective immediately. Breach of an obligation with respect to a party shall be deemed to include both a single instance of a material failure to perform one of its duties hereunder, as well as a continual, general lack of performance of its duties hereunder. If the breach is satisfactorily cured, this agreement shall continue as if no breach had occurred. The last day of the Agreement is the last day services will be provided.

6. Normal Business Hours.

Normal business hours are defined as: 8:00 a.m. to 4:30 p.m., Monday through Friday, generally excluding Federal holidays except Columbus Day. A list of holiday dates observed will be provided to the Municipality each year, for the following year, by November 1st.

7. Payment for Services.

Many billing options exist to compensate Inspector for their services. The Municipality and Inspector have agreed that the compensation method shall be based on a percentage of permit fees, along with hourly billing for other services.

Billings for all services as defined in Costs to Municipality for Services sections in each appendix shall be considered payment for all services rendered during that billing period for activities related to serving as the Building Official. Postage for official correspondences on behalf of the Municipality shall be added to the

monthly billing. Although billings may be calculated based on specific permits, payments are for all services provided during that billing period.

Special Investigation fees shall be billed whether or not permits are ultimately issued.

Any payments received by Inspector for contracted services as a result of eCommerce or Internet transactions or electrical permits shall be accounted for, allocated by contract specifications, and amounts due to Municipality shall be netted against current billing.

Municipality shall remit payment to Inspector within thirty (30) days of filing a Report or Billing. Both parties acknowledge that they are subject to the provisions of Minnesota Statute 471.425, regarding prompt payment to subcontractors.

8. Assignment.

Inspector may not assign this Agreement without the prior written consent of the Municipality.

9. Staff.

Each of the parties hereto agrees that while Inspector is performing services under this Agreement and for a period of twelve months following the performance of such services or the termination of this Agreement, whichever is later, neither party will, except with the other party's written approval, solicit or offer employment as an employee, inspector, independent contractor, or in any other capacity to the other party's employees or staff engaged in any efforts under this Agreement without the prior written consent of the other party.

10. Hold Harmless and Indemnification.

Inspector shall release, defend, hold harmless and indemnify the Municipality from any and all claims, losses, damages and costs of every kind and nature (including, without limitation, reasonable attorney's fees), in any manner, directly or indirectly, arising out of, resulting from, or in any manner connected with this agreement and the actions or failures to act of the Inspector, its officers, employees, or agents. The indemnity obligations contained in this Section shall survive termination of this Agreement.

This Agreement to hold harmless and indemnify shall not apply to any claim arising out of a situation where the Inspector has previously notified the Municipality in writing of a failure by an owner or permit applicant to comply with the appropriate Code and the Municipality fails to enforce that Code or arising out of any situation involving an existing or future platted lot with corrected soils, filled soils or a building pad.

11. Entire Agreement.

This Agreement, and its designated sections, contains the entire agreement between the parties and supersedes any and all agreement, written or oral, express or implied, pertaining to its subject matter. It may be changed only by written instrument signed by both parties.

12. Choice of Law.

This Agreement shall be governed and construed in accordance with the State of Minnesota Law.

13. Representation of Authority.

The undersigned executing this Agreement for MNSPECT represents and warrants that he has been duly authorized to execute this Agreement on behalf of MNSPECT, by the company's Board of Managers and that this Agreement shall bind the company to the terms and obligations contained herein.

14. Complaints.

Any complaint about Inspector received by Municipality Staff or Elected Officials shall be promptly forwarded to Inspector with specific details, property address, and contact information so Inspector may research the concern(s) expressed & develop and communicate a response to the complainant and/or Municipality.

15. Appeals.

MN Rule 1300.0230 provides a mechanism for persons aggrieved by an order, decision, or determination of the Building Official to appeal. The Municipality does not have an appeals board. Therefore, any appeals will be heard by the State appeals board.

IN WITNESS THEREOF, the parties have executed this Agreement in duplicate this _____ day of December, 2017.

City of Isanti

By _____
George Wimmer, Mayor

MNSPECT, LLC

By _____
Scott Qualle, President

Attest By _____
Don Lorsung, City Administrator

Appendix A
AGREEMENT AND CONTRACT FOR
BUILDING INSPECTION SERVICES

NOW, THEREFORE, the parties hereto agree as follows:

1. Level of Inspection Services ("Services").

Inspector will provide inspection services for the Municipality on the following terms and conditions:

A. Render required enforcement and administration of the current Minnesota State Building Code Pursuant to MN Rules Chapter 1300 and represent the Municipality as its Designated Building Official.

B. Render required enforcement of the MN State Fire Code on all buildings or structures undergoing work requiring building permits under A (above).

C. Provide such other services as specified in this Appendix A.

2. Adoption of Building Codes.

The Minnesota State Building Code, established pursuant to Minnesota Statutes 326B.101 to 326B.16, has been adopted as the Building Code for the Municipality. The Municipality will use the current Minnesota State Building Code and other chapters of Minnesota Rules and enforcement and administration provisions. All regulations adopted by the Municipality as set forth in Paragraphs 1 and 2 of this Appendix A shall be referred to hereinafter as "Building Code", and shall be enforced by the Inspector.

The Inspector shall inform the Municipality whenever its Municipal Code should be revised to include new or revised code additions.

3. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for issuing permits and performing inspection services.

A. Responsibility of the Municipality:

1. Direct the administration of all zoning requirements and inform Inspector in writing what requirements are needed to be enforced by the Inspector.
2. Administer all contractor licensing required if required by the Municipality.
3. Issue all permits and collect local permit fees and state or regional charges.
4. Keep permanent records on file as directed by Building Official.
5. Provide data or comply with any State agency reporting requirements.
6. Complete all periodic reports and government surveys.

7. Prosecute all violations, as it deems necessary and appropriate.
8. Provide Inspector with access to the Municipality offices during regular business hours of the Municipality including access to telephones, copy machine, etc., for the Municipality Building Code purposes only.
9. Issue certificates of occupancy, signed by Inspector.

B. Responsibility of Inspector:

1. Perform all pre-construction building plan reviews for compliance with Building and Fire Codes.
2. Verify (measure) set-backs and other requested measurements supplied by Municipality for zoning code compliance if site inspections are included in this Appendix A.
3. Perform all on-site construction inspections required for Building Code enforcement.
4. Provide timely building inspection reports and other information for the permanent records kept by the Municipality.
5. Assist in maintaining the building files kept by the municipality by providing physical or electronic copies of all documents required by Minnesota Rule 1300.
6. Assist in all Building Code prosecutions with the Inspector's time and records (Hourly Fees Apply).
7. Provide permit & code information to the contractors, developers, architects, and citizens of Municipality.
8. Inspect hazardous buildings, inspect buildings to be moved into the Municipality prior to such action, and inspect Municipality Buildings (at the Municipality's request) subject to 5.F of this appendix.
9. Originate and provide Certificates of Occupancy.
10. Recommend updating of Building Code ordinances.
11. Review and recommend fee schedule changes.
12. Create and update all applicable permit applications and forms.
13. Represent Municipality as its Inspector within the limits of the Minnesota State Building Code.
14. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to: a monthly summary of the number of permits issued, the estimated cost of the construction, and the amount of the fee. Within thirty (30) days after each calendar year ending, during the terms of this contract, the Inspector shall prepare an annual report containing the same information as the monthly reports.
15. Analyze trends in construction design and techniques, highlight problem areas with recommendation of solutions, and provide recommendations for process and/or policy changes.
16. Assist Fire Chief with Building Code related issues.
17. Upon submission of a complete residential (IRC) building application, the Inspector shall process its portion of the building permit within ten (10) working days, excluding weekends and holidays.
18. Upon submission of a complete commercial (IBC) building application, the Inspector shall process its portion of the building permit within fifteen (15) working days, excluding weekends and holidays.
19. Calculate building permit fees for building permits.

20. Attend Municipality Council meetings, as requested, to discuss building projects or issues related to the building code (up to two times per year without charge).
21. Verify all appropriate contractor licenses & lead certifications, and refer enforcement issues to the proper CCLD Enforcement Division authorities.
22. Any software that is available for use by clients of Inspector shall be made available for use by the Municipality.
23. Issue Stop Work Orders (up to 2 hours).

C. Procedure for Building Code Administration:

1. Municipality verifies project for zoning compliance and communicates concerns/requirements to Inspector.
2. The Inspector reviews the building construction plans and site plans for conformance with the Building Code and applicable Municipality ordinances, and approves, modifies, or rejects same.
3. The Municipality upon approval of the plans by the Inspector and consistent with all local requirements, issues the required permit, collects the local, state, and regional fees, and notifies the Inspector of any other pertinent information.
4. The Inspector shall perform all field inspections, notify the Municipality of any violations and final completion.
5. The Inspector approves, and Municipality Staff issues, the Certificate of Occupancy upon final approval and when in compliance with all local requirements.

4. Building Official to be Officer of the Municipality.

The Designated Building Official (Inspector) shall be provided specific authority to administer and enforce the Building Code as provided by this Appendix A. Such authority shall be granted by proper action of the Municipality's elected officials.

5. Cost to Municipality for Services.

One of the responsibilities of the Building Official is to determine the Valuation of a project at the time of application (MN Rule 1300.0160). In an attempt to treat all applicants fairly and equally, Inspector will use the calculated valuation from the State Valuation Table (published annually in May) as a minimum valuation.

The Municipality shall pay to the Inspector for services under this contract the following:

A. The Inspector shall be paid eighty percent (80%) of the permit fee as found in the Municipality's fee schedule, for permits issued, with a minimum charge of $50.00 per permit.

B. The Inspector shall be paid eighty percent (80%) of all special investigation fees and one hundred percent (100%) of all hourly, site inspection, after hours inspection, manufactured home connections, pre-move, post-move, postage, copy, and license/lead verification, master plan review, and re-inspection fees.

C. The Plan Review fee for a project is sixty-five percent (65%) of the building permit fee for the project. The Inspector shall receive one-hundred percent (100%) of the Plan Review fee calculated for all plans reviewed.

D. The Inspector shall receive the sum of sixty dollars ($60.00) for each residential pre-construction site inspection completed, and ninety dollars ($90.00) for each commercial pre-construction site inspection completed.

E. Payments made by the Municipality to the Inspector pursuant to 3B and 5 A-D above shall be for services included under "Required Services" in Appendix A of this Agreement.

F. The Municipality shall pay the Inspector for services performed at the request of the Municipality other than as provided in Section 3B and 5 A – D above, at the rates following this paragraph. Time spent pursuant to this paragraph may include such matters as preparation and time spent in connection with the prosecution of any violations for the Building Code Ordinance or other ordinances of the Municipality, attending staff meetings, or mentoring City Staff. The Inspector shall submit logs with any such statements for services rendered under this subsection. No charges for services at an hourly rate may be made unless there has been prior direction to the Inspector by the Municipality.

Designated Building Official		$125.00/hour
Certified Building Official		$95.00/hour
Fire Inspector		$90.00/hour
Limited Building Official		$75.00/hour
Rental Inspector		$75.00/hour
Other Staff		$75.00/hour
Color plan copies:	8 1/2 x 11	$1.00/page
	8 1/2 x 14	$2.00/page
	11 x 17	$2.00/page
	Large format	$4.00/page

G. Inspector shall make every attempt, where appropriate, (penalty fees, re-inspection fees, etc.) to recover fees from applicant on behalf of the Municipality.

H. Municipality shall have unlimited access to Inspector's permitting software, and shall pay $75.00 per month for each user ID. All electronic files and records shall be provided to the Municipality upon termination of this agreement.

Exhibit A
BUILDING INSPECTION PROCESS

Required Services
(Included in Building Permit Fees)

Residential Buildings
(One inspection per item)

1. Plans Examination
2. Pre-Construction site inspection (before site is disturbed) including set-back measurement
3. Footing
4. Foundation
5. Pre-backfill inspection
6. Sub-slab vapor-barrier inspection
7. Wall-bracing inspection
8. Framing
9. Plumbing – rough in.
10. Insulation
11. Gypsum wall board (optional)
12. Gas line pressure test
13. Heat/mechanical – rough in
14. Heat/mechanical – final
15. Final plumbing and sump pump
16. Final building
17. Authorize Certificate of Occupancy

Commercial Buildings
(Possible multiple inspections per item)

1. Plans Examination
2. Pre-Construction site inspection
3. Footing
4. Poured wall or wood foundation
5. Slab vapor-barrier inspection
6. Pre-backfill inspection
7. Framing
8. Plumbing – rough in. (1 insp)
9. Insulation
10. Gypsum wall board
11. Fire resistive assemblies
12. Fire Caulking
13. Rough-in fire suppression systems
14. Final fire suppression systems
15. Fire alarm systems
16. Gas line pressure test
17. Heat/mechanical – rough in
18. Heat/mechanical – final
19. Final plumbing and sump pump
20. Final building
21. Authorize Certificate of Occupancy

Additional Services
(Additional Fee May Apply)

1. Pre-Construction Meetings - hourly
2. Complaint investigations - hourly
3. Re-inspections – verify corrections – re-inspection fee
4. Stop work orders – hourly
5. Routine or other inspections requested by Municipality - hourly
6. Verify compacted fill placement under structure - hourly
7. Partial completion inspections – re-inspection fee
8. Additional rough-in inspections or "pre-final" inspections - re-inspection fee
9. Prosecution of violations - hourly
10. Partial plumbing – winter underground inspections – re-inspection fee
11. Moved-in building inspections – fee schedule
12. Contractor neglects to cancel inspections – re-inspection fee

Appendix B
AGREEMENT AND CONTRACT FOR
SEDIMENT AND EROSION CONTROL (SEC) SERVICES

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services ("Services").

Inspector will provide Sediment & Erosion Control (SEC) inspection services for the Municipality on the following terms and conditions:

A. Render required enforcement and administration of the Municipality's currently adopted Ordinances and Standards regulating SEC. Be cognizant of regulations associated with the Minnesota State Board of Water and Soil Resources, the Association of Metropolitan Soil and Water Conservation Districts, the Minnesota Pollution Control Agency and any other County, State or Federal Agency charged with the regulation of Sediment and Erosion Control issues.

B. Provide such other services as may be agreed to by the parties.

C. Inspector shall be responsible for monitoring and enforcing the condition of individual building sites during normal inspection trips from site inspection until issuance of Certificate of Occupancy.

2. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and the SEC Inspector and to establish procedures for performing inspection services.

A. Responsibility of the Municipality:

i. Issue any permits and collect local permit fees, state or regional charges.

ii. Complete all periodic reports and government surveys.

iii. Prosecute all violations, as it deems necessary and appropriate.

iv. Provide SEC Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office equipment for the Municipality SEC inspection purposes only.

B. Responsibility of Inspector:

1. Perform all on-site inspections required for SEC enforcement.

2. Provide timely inspection reports and other information for the permanent records kept by the Municipality.

3. Assist in all SEC related prosecutions with the SEC Inspector's time and records.

4. Provide general SEC information to contractors, developers, architects, and citizens of Municipality.

5. Recommend updating of SEC ordinances.

6. Review and recommend SEC Inspection billing rates.

7. Represent Municipality as its SEC Inspector within the limits of the Municipality Ordinance or the provisions of this document.

8. Serve as authority to administer and enforce the SEC Ordinance or Standard as prescribed by the Municipality.

9. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to; a quarterly summary of the inspections performed.

10. Attend Municipality Council Meetings, as requested, to discuss issues related to the SEC Inspections Program.

3. Cost to Municipality for Services.

The Municipality shall pay the Inspector for services under this contract a rate of .0006 of building permit valuation with a minimum of one-hundred-fifty dollars ($150) for new construction and fifty dollars ($50) for additions. The amount of these fees shall be charged to the permit applicant as a part of the permit fees as a separate line item.

Work requested outside construction process as defined in 1C above will be conducted at an hourly rate of seventy-five dollars ($75.00) per hour during regular business hours or two-hundred percent (200%) of this rate outside of normal business hours.

Appendix C
AGREEMENT AND CONTRACT FOR PLUMBING PLAN REVIEW SERVICES

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services ("Services").

Inspector will provide Plumbing Plan Review services for the Municipality on the following terms and conditions:

Render required enforcement and administration of the currently adopted State Plumbing Codes and perform Plumbing Plan Review Services formerly provided by the State of Minnesota. This section is only valid upon receipt of a delegation agreement from the State Plumbing and Engineering Unit.

2. Adoption of Plumbing Codes.

The State Plumbing Code has been adopted by reference as the Plumbing Code for the Municipality. All regulations adopted by the Municipality as set forth in Paragraphs 1 and 2 of this Appendix C shall be referred to hereinafter as "Plumbing Code" and shall be enforced by the Inspector.

The Inspector shall inform the Municipality when its Code should be revised to include new or revised code additions.

3. Administrative Procedures.

This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Plumbing Plan Review Services.

A. Responsibility of the Municipality:

1. Issue all permits and collect local permit fees.

2. Complete all periodic reports and government surveys.

3. Prosecute all violations, as it deems necessary and appropriate.

B. Responsibility of Inspector:

1. Perform Plumbing Plan Review for all eligible Commercial, Industrial and Multi-Unit Residential projects requiring such review.

2. The Plumbing Inspector reserves the right to pass plans on to the State if such plans represent issues beyond the scope of this

contract. The Plumbing Inspector will bill the Municipality for costs incurred for such special instances.

3. Provide timely review reports and other information for the permanent records kept by the Municipality and to State Department of Labor and Industry.

4. Assist in all Plumbing Code violation prosecutions with the Plumbing Inspector's time and records.

5. Provide general Plumbing Code information to contractors, developers, architects, and citizens of Municipality.

6. Recommend updating of Plumbing Code ordinance.

7. Review and recommend Plumbing Plan Review Fee Schedule.

8. Represent Municipality as its Plumbing Inspector within the limits of the State Plumbing Codes.

9. Serve as authority to administer and enforce the Plumbing Code.

10. Provide the Municipality with timely reports as reasonably requested by the Municipality.

11. Assist the Municipality on ordinance and Plumbing Code related issues.

12. Attend Municipality Council Meetings, as requested, to discuss building projects or issues related to the Plumbing Inspections or Plan Review Programs.

13. Perform Plumbing Plan Review services within fifteen (15) business days of receipt of a complete submission

4. Cost to Municipality for Services.

The Municipality shall pay the Inspector for services under this contract a rate of one hundred percent (100%) of plumbing plan review fee listed in Municipality's Fee Schedule. The Municipality shall use the State's Plumbing Plan Review fee schedule if it has not adopted its own fee schedule.

Appendix D
AGREEMENT AND CONTRACT FOR
RESIDENTIAL RENTAL HOUSING INSPECTION SERVICES

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services ("Services").
Inspector will provide Residential Rental Housing Inspection services for the Municipality on the following terms and conditions:
   A. Render required enforcement and administration of Municipality's currently adopted Rental Housing Ordinance and represent the Municipality as its Rental Inspector
   B. Provide such other services as may be agreed to by the parties.

2. Administrative Procedures.
This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Residential Rental Housing inspection services.
   A. Responsibility of the Municipality:
      1. Administer the Residential Rental Housing Program.
      2. Complete all periodic reports and government surveys.
      3. Prosecute all violations, as it deems necessary and appropriate.
      4. Provide Rental Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office equipment for inspection purposes only.
      5. Provide Residential Rental Housing Ordinance information to citizens.

   B. Responsibility of Inspector:
      1. Perform all on-site inspections required for Rental Housing Ordinance enforcement.
      2. Provide inspection reports and other information for the permanent records kept by the Municipality.
      3. Assist in all Rental Housing Ordinance prosecutions with the Rental Inspector's time and records.
      4. Provide general Rental Housing Ordinance information to the citizens as required by the Municipality.
      5. Investigate rental complaints as requested by the Municipality.
      6. Recommend updating of Rental Ordinances.
      7. Review and recommend Rental licensing rates.
      8. Represent Municipality as its Rental Inspector.
      9. Serve as authority to administer and enforce the Rental Housing Ordinance.
      10. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to; a monthly summary of the inspections performed.
      11. Assist the Municipality on City Rental Housing Ordinance related issues.

12. Attend City Council Meetings, as requested, to discuss issues related to the Rental Inspections Program.
13. Issue all Residential Rental Housing licensing as required by the Municipality.

3. Cost to Municipality for Services.
The Municipality shall pay the Inspector, for services under this contract, according to the following schedule:

A. The Inspector shall bill the Municipality for the initial rental inspection and any follow-up inspection to verify compliance at a rate of seventy-five ($75) per hour.

B. The Inspector shall bill for complaint inspections at a rate of seventy-five ($75) per hour.

Appendix E
AGREEMENT AND CONTRACT FOR
FIRE INSPECTION SERVICES

NOW, THEREFORE, the parties hereto agree to specific terms as follows:

1. Level of Inspection Services ("Services").
Inspector will provide fire inspection services for the Municipality on the following terms and conditions:
   A. Render required enforcement and administration of Municipality's currently adopted Fire Ordinance including the State Fire Code and represent the Municipality as its Fire Inspector
   B. Provide such other services as may be agreed to by the parties.

2. Adoption of Fire Codes.
The Minnesota State Fire Code, established pursuant to Minnesota Statute 299F.011 has been adopted by reference as the Fire Code for the Municipality.

3. Administrative Procedures.
This section is set forth to clarify the responsibilities of the Municipality and Inspector and to establish procedures for performing Fire Inspection services.

   A. Responsibility of the Municipality/Fire Department:
      1. Administer all licensing as required by the Municipality (fireworks, explosives, etc.).
      2. Issue all permits and collect local permit fees, state or regional charges.
      3. Complete all periodic reports and government surveys.
      4. Prosecute all violations, as it deems necessary and appropriate.
      5. Provide Fire Inspector with access to the Municipality offices during regular business hours of the Municipality including access to office equipment for inspection purposes only.

   B. Responsibility of Inspector:
      1. Perform necessary site plan reviews for compliance with Fire Codes.
      2. Perform all on-site inspections required for Fire Code enforcement, on a schedule to be determined by the City Council and Fire Chief.
      3. Provide inspection reports and other information for the permanent records kept by the Municipality.
      4. Assist in all Fire Code prosecutions with the Fire Inspector's time and records.
      5. Provide general Fire Code information to the citizens as required by the Municipality.
      6. Inspect hazardous buildings as requested by the Municipality.
      7. Review and recommend Fire Inspection Fee Schedules.
      8. Represent Municipality as its Fire Inspector within the limits of the Minnesota State Fire Code and Local Ordinance.

9. Serve as authority to administer and enforce the Fire Code.
10. Provide the Municipality with timely reports as reasonably requested by the Municipality which include, but are not limited to; a monthly summary of the inspections performed.
11. Assist Fire Chief on City Ordinance and Fire Code related issues.
12. Attend City Council Meetings, as requested, to discuss building projects or issues related to the Fire Inspections Program.

4. Cost to Municipality for Services.
The Municipality shall pay the Inspector for services under this contract a rate of ninety dollars ($90.00) per hour for annual fire inspections and seventy-five dollars ($75.00) for clerical services provided.

Standards of Service

Phones & Scheduling

We will staff our office and perform inspections from 8:00 a.m. – 4:30 p.m. Monday through Friday. We observe national holidays except Columbus Day. There is always staff at the office to expedite calls to the inspectors, answer questions, or handle concerns during these hours. We have voice mail to accommodate after-hours calls and requests for inspection. An on-call inspector can be reached for after-hours emergencies. To accommodate contractors outside of the metro area, we have a toll free number, 888-446-1801.

Code Enforcement

We will enforce the minimum standards established in all the required enforcement sections of the MN State Building Code.

Inspections

We schedule all inspections through our office. When we are meeting someone for an inspection, they are scheduled for a specific time to minimize wasted time waiting for the inspector. We will provide same day inspections when available, and everyone will be served by the end of the following business day. We will be available to provide inspection services every business day and will pick up or drop off permit applications whenever needed.

We strive to be on time to all of our inspections. If the actual time of arrival will vary more than 10 minutes from the time scheduled, our inspectors generally contact our office, and the scheduling staff calls the on-site contact to inform them.

Logistics and work flow

All permits must flow through your office. This allows you to track permits. We will stop by Municipality Office when we are performing inspections in the area or if we need to pick-up any information, drop-off permits after plan review is completed, attend meetings, or answer questions. We encourage the Municipality to email or call if a permit is available for pick-up to facilitate scheduling and streamline workflow. The inspectors, as well as our dedicated support staff, are available to answer code questions, handle concerns, and schedule inspections during regular business hours. All inspectors have mobile phones. In addition to telephone contact, we provide an "Ask an Inspector" feature on our website that can be accessed at any time.

All documentation for inspections performed is returned to our office at the end of the business day. We transcribe all pertinent information for the inspection slips and scan them for our record. This allows us to research issues on open permits. We then return all records to the Municipality so the property file can remain updated in a timely manner. All client municipalities have access to our proprietary software for reports and data entry. All permanent files are maintained by the Municipality.

RESOLUTION NO. 2017 -

A RESOLUTION TO EXTEND SITE USE AGREEMENT BETWEEN THE CITY OF ISANTI AND CATHOLIC CHARITIES

WHEREAS, Catholic Charities requests the City enter into a 2018 Site Use Agreement; and

WHEREAS, the agreement allows Catholic Charities Senior Dining Program to partner with the City to provide meals for seniors in Isanti and the surrounding communities; and

WHEREAS, the Isanti Community Center is the site location for the service; and,

WHEREAS, the hours of operation for the service are from 10:30 a.m. to 1:30 p.m.; and,

WHEREAS, due to increases costs associated with the operations of the facility, the City of Isanti will require a 3% annual increase in the monthly fee to Senior Dining; and,

WHEREAS, the 2018 monthly rate will be $108.15,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of Isanti, Minnesota, to approve entering into the 2018 Site Use Agreement with Catholic Charities, attached as Exhibit 'A.'

This resolution was duly adopted by the Isanti City Council this 19th day of December 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

CATHOLIC CHARITIES SENIOR DINING PROGRAM
SITE USE AGREEMENT

This site use agreement has been prepared for the purpose of defining the rules of the agencies involved in the development and operation of the Senior Dining Program in Isanti, Minnesota.

This agreement made this 1st day of January, 2018 by and between Isanti Community Center, 110 1st Ave, N, PO Box 428, Isanti, MN 55040 hereafter referred to as the Company and the Catholic Charities Senior Dining Program, 157 Roosevelt Road, Suite 200, City of St. Cloud and the State of Minnesota, hereafter called Senior Dining, in consideration of costs, covenants and agreements herein reserved and contained, do hereby agree each with the other as follows:

I. TERM OF AGREEMENT: The term of this agreement shall be in effect January 1, 2018 and continuing until either party deems it necessary to change specifications stated in the agreement. The agreement may be changed by either party upon 60 days written notice thereof to the other.

II. The Senior Dining Program agrees to pay $108.15 per month to help offset the costs of the operation.

III. All correspondence regarding this agreement will be between the Senior Dining Program Director and City of Isanti City of Isanti Community Events and Parks Coordinator. Any issues/concerns regarding this contract can be referred to Ruth Hunstiger, Director of Community Services, at 320-229-4592.

IV. Senior Dining agrees and shall abide, conform to and comply with all the laws of the United States and the State of Minnesota, and all of the ordinances of the City of Isanti Minnesota, together with all the rules and requirements of the Police and Fire Department of the City of Isanti, Minnesota. In addition, all rules and regulations by the Minnesota Department of Health will be complied with. A restaurant license, if required, will be procured yearly by Senior Dining.

V. Senior Dining usually observes the following holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day. Other days of closing will be determined by Senior Dining and the Company. Other dates Senior Dining will not occupy the facility are: February 22nd Blood Drive, April 24th Blood Drive, June 19th Mayor's Employers Celebration Day, June 21th Blood Drive, August 23rd Blood Drive, October 18th Blood Drive, December 27th Blood Drive and December 17-21st Isanti Lion's Christmas Project.

VI. Senior Dining agrees to restore the used facilities to ordinary cleanliness after use. Ordinary cleanliness is defined as leaving facilities in the same condition as they were prior to entering. Basic custodial services such as floor maintenance, window washing, cleaning of restrooms, washing and/or painting of walls, and snow removal are the responsibility of the Company. Senior Dining will be responsible for daily set up of the facility according to its preference.

VII. Senior Dining shall at it's own expense procure and maintain comprehensive general combined single limit liability coverage of One Million Dollars ($1,000,000.00) and Workers Compensation Insurance on all staff relating to the site mentioned above. Senior Dining shall hold the building owner harmless for damages or injury occurring on the rented premises for which Senior Dining is found liable.

VIII. The Company agrees to assume sole financial responsibility for the facility due to mechanical and electrical problems and to repair damage as a result of the above. Maintenance and repair costs of equipment owned by the Company will be the responsibility of the Company.

IX. In the event Senior Dining or the Company must cancel all or part of the terms of this agreement, both parties will provide the other agency sixty (60) days notice in writing. Upon written receipt by the Company from Catholic Charities Senior Dining, this agreement is subject to immediate termination by Senior Dining should federal, state or local dollars be reduced or withdrawn.

X. Senior Dining may use the kitchen and dining room during the hours of 10:30 a.m. to 1:30 p.m. Monday through Friday.

XI. The Company agrees to furnish Senior Dining information about insurance coverage and dollar value of each type of coverage carried which relates to the facility and persons using the facility.

XII. Other:

CATHOLIC CHARITIES
SENIOR DINING PROGRAM

Ruth Hemmer
Program Director

Date 10/19/17

OWNER/OPERATOR

Date _____

AGENDA
CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 19, 2017 – 7:00 P.M.
CITY HALL

A. Call to Order
B. Pledge of Allegiance
C. Roll Call
D. Adopt Agenda

E. Proclamations/Commendations/Certificate Awards
1. Employee Recognition – Years of Service

F. Approve City Council Final Minutes
1. December 5, 2017 - Regular Meeting of the City Council

G. Citizens Input

H. Announcements

1. **CITY OFFICES CLOSED**	Friday, December 22, 2017 (Beginning at Noon) Monday, December 25, 2017 (All day) *(In observance of the Christmas holiday)*
2. **CITY OFFICES CLOSED**	Monday, January 1, 2018 *(In observance of New Year's Day)*
3. City Council Meeting	Tuesday, January 2, 2018 at 7:00 p.m.
4. Economic Development Authority Meeting	Tuesday, January 2, 2018 *(Immediately following the City Council Meeting)*

I. Council Committee Reports

J. Public Hearings

K. Business Items

1. Report on Library Outreach Stop and Extension of Agreements (Carla Lydon, ECRL Director)
   a. Resolution 2017-XXX Approving Partnership Agreements Between the City of Isanti and the East Central Regional Library and the Isanti Area Friends of the Library
2. Resolution 2017-XXX Amending and Extending SAC and WAC Deferral Program to December 31, 2018 (Mayor Wimmer)

<u>City Administrator Don Lorsung</u>

3. Resolution 2017-XXX Approval of Stormwater Pollution and Spill Response Plan
4. Resolution 2017-XXX Approve Joint Resolution in the Matter of the Amendment to the Orderly Annexation Between the City of Isanti, Minnesota and Isanti Township, Minnesota Pursuant to Minnesota Statutes § 414.0325 SUBD 1
5. Resolution 2017-XXX Adopting Fees, Consider Amendments to the Fee Schedule

6. Resolution 2017-XXX Approving Activation of Deferred Assessments for the 2006 Street and Utility Improvement Project

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $171,129.53 and Payroll in the amount of $90,395.82
2. Final Meeting Minutes for the November 7, 2017 Economic Development Authority Meeting
3. Resolution 2017-XXX Approving a Check Be Written to New Hope Community Church for Volunteering at the Community Movie Night
4. Resolution 2017-XXX Accepting Proposal for Isanti Indoor Arena Radiant Heater Repair
5. Resolution 2017-XXX Approving 2018 ASCAP Music License
6. Resolution 2017-XXX Authorizing Reimbursement of RLF Payments to Enterprise Avenue Properties and to Execute Satisfaction of Mortgage
7. Resolution 2017-XXX Approving Permanent Hire of Finance Director Michael Betker
8. Resolution 2017-XXX Offering the Position of Part-Time Liquor Store Clerk II to Greg Fauskee
9. Resolution 2017-XXX Approving the Emergency Repair of a Watermain Break on Centennial Drive NW
10. Resolution 2017-XXX Amending Maintenance Technician I to Include Working Rotating On-Call in the Job Description

M. Other Communications

1. Draft Minutes of the December 5, 2017 Economic Development Authority Meeting
2. November Building Permit Report
3. November Police Department Report
4. November Code Enforcement Officer's Report
5. December Engineering Project Status Report

Adjournment

CITY OF ISANTI
CITY COUNCIL MEETING
TUESDAY, DECEMBER 5, 2017 – 7:00 P.M.
CITY HALL

Mayor Wimmer called the meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

Members Present: Mayor George Wimmer, Council Members: Paul Bergley, Dan Collison, Steve Lundeen, and Ross Lorinser

Members Absent: None.

Staff Present: City Administrator Don Lorsung, Human Resources/City Clerk Katie Brooks, City Attorney Clark Joslin, Police Chief Gene Hill, Economic Development Director Sean Sullivan, Finance Director Mike Betker, and Assistant City Engineer Jason Cook

Others Present: George Hemen, Elizabeth Anderson, Anita Reinking, County Commissioner Mike Warring

D. Adopt Agenda

Administrator Lorsung explained the agenda was amended by adding Items L.10 – Resolution Approving Request for Proposals for Building Inspection Services and L.11 – Resolution Approving a Memorandum of Understanding between the City of Isanti and I.U.O.E., Local 49, AFL-CIO Regarding Assignment of On-Call Duty for the Maintenance Technician I Classification

Motion by Collison, second by Lundeen to approve the agenda with modifications listed above. Motion carried.

E. Proclamations/Commendations/Certificate Awards

None.

F. Approve City Council Minutes

1. November 21, 2017 - Regular Meeting of the City Council

Motion by Lundeen, second by Bergley to approve minutes as presented. Motion carried.

G. Citizens Input

None.

H. Announcements

1. City Council Meeting	Tuesday, December 19, 2017 at 7:00 p.m.
2. Planning Commission Meeting	Tuesday, December 19, 2017 *(Immediately following the City Council Meeting)*
3. **CITY OFFICES CLOSED**	Friday, December 22, 2017 (Beginning at Noon) Monday, December 25, 2017 (All day) *(In observance of the Christmas holiday)*

I. Council Committee Reports

Mayor Wimmer reported that City officials from several departments met with representatives from Connexus, the City of Cambridge, and Isanti County regarding the recent power outage to

discuss the how the separate groups worked together to respond to the situation. It was a significant hit to a critical power pole which knocked out a substation resulting in the loss of power to approximately half of Isanti County. All were pleased with how well everyone worked together and it was a good informational meeting.

Mayor Wimmer also gave an update on the annexation. The golf course was not contested by the township and has been approved and signed off on. A proposal from the township is expected to be received regarding the orderly annexation properties.

J. Public Hearings
None.

K. Business Items

1. Establishing a Date for the City Council Goal Setting Meeting
   January 22, 2018 from 8:00 am to noon was decided upon for the City Council goal setting meeting.

Motion by Lorinser, second by Bergley to approve the date. Motion carried.

Finance Director Mike Betker

2. 2018 Final Budget and Levy Presentation
   a. **Resolution 2017-289** Adopting the Final Budget for Year 2018
   b. **Resolution 2017-290** Adopting the Final 2017 Tax Levy, Collectible in 2018
   c. **Resolution 2017-291** Adopting the Final Budget for the Enterprise Funds for Year 2018
   d. **Resolution 2017-292** Approving a Cost of Living Adjustment (COLA) for Non-Union Employees

Finance Director Mike Betker led the presentation, which is the culmination of a long process started back in April. Comparisons for Expenditures in the last 10 years show decreases for General Government, Public Safety, and Public Works. That is good as those are three areas that tend to increase over time.

Notable Expenditures for 2018 include a 26.3% increase in health insurance, a 3% COLA for employees, and $18,000 for tennis court resurfacing. EDA is up $10,000 over last year and this is the first year for the EDA levy. A new truck with plow is to be purchased for $50,000 with the General Fund and Water/Sewer each paying half. This is also the last year of the Street Lighting Infill unless the Council takes some action at the Goal Setting Session.

The big takeaway for the 2018 General Fund budgeted revenues is that 81% of the General Fund revenues is from taxes and intergovernmental revenues which are things like LGA grants, PERA aid, Police Training Aid, and similar sources. Transfers, such as the $300,000 to $350,000 that comes from the City Liquor Store each year, is also helpful in keeping down the levy.

The proposed Property Tax Levy is $2,759,731 and includes the General Fund, EDA, and Debt Services. The taxable market value for 2018 increased a little more than 11%, City debt was cut 4%, and the General Fund balance increased by $170,356. Most notable was that even though the levy has gone up, the taxable market value has also increased enough that the City property tax rate has decreased by 5%.

Councilmember Lorinser asked Mr. Betker to explain the tax rate. Mr. Betker said the tax rate is taxable market value divided by the levy. After more discussions about tax rate and valuations, Mr. Betker pointed out that property taxes for the current year are determined by the Property Tax Assessor the previous year in April. So, property taxes that are due in 2018 are assessed in April 2017 and it is at that time the property value must be contested by the property owner if they do not agree with the valuation. Mayor Wimmer said it was important to note that currently everything is still an estimate and the proposed property tax rate won't be locked in until March. Discussion continued by the Council about how the tax rate affects the levy.

Anita Reinking, property owner of 823 Park Brook Road NW, Isanti, approached the podium to ask about her property taxes and how they are determined as she was concerned her property taxes will increase greatly due to the date she closed her home. After trying to provide some guidance regarding her property value, it was explained that none of the City Council or City employees were the authority that makes those decisions.

Motion by Lorinser, second by Collison to approve the 2018 Final Budget and Levy Resolutions as presented. Motion carried.

City Administrator Don Lorsung

3. **Resolution 2017-293** Engineering Services RFP / Review

   City Administrator Don Lorsung said this is part of the professional services review which occurs every five years. The contract with Bolton & Menk to provide City engineering services was renewed by the Council five years ago and the contract is now in the 10th year. A decision needs to be made to again renew the contract with the existing service provider or to seek out RFP's. After discussing the drawbacks and benefits of renewing the contract without obtaining additional RFP's, consensus of the Council was to start by requesting a proposal from Bolton & Menk for a contract extension for the next five years.

Motion by Lundeen, second by Collison to approve the request for proposal. Motion carried.

4. **Resolution 2017-294** Site Plan Building Appearance Review for Isanti Hotel Partners, LLC

   Councilmember Lundeen said he had received some calls from residents and wanted to clarify that Penny Lane would not be shut down until Richard Avenue went through. Mayor Wimmer said that would be for the Council to decide and take action on, but that was the intent as the Council has previously discussed.

Motion by Bergley, second by Lorinser to approve the request as presented. Motion carried.

Chief of Police Gene Hill

5. **Resolution 2017-295** Police Department Events Costs

   Police Chief Hill gave an overview to the Council of the cost breakdown of yearly events the Police Department hosts for the community. Funds for these events are from the Police Department Budget. Federal grant monies received to assist with some of the event costs were not included in the budget.

   Councilmember Collison asked if any of the food for the events could be donated. Chief Hill said that it has been in the past and occasionally still is. Recently, with the League of Minnesota Cities support, the State Legislature passed a law that allows cities to spend limited funds for community engagement with law enforcement to foster positive relations. The same law allows the Council to give authorization to City officials and staff to solicit funds for such events.

The Council and Chief then discussed organization partners that are grant-funded to assist with providing law enforcement for the annual Rodeo Jubilee Days.

A motion was made by Lundeen, seconded by Collision, to approve the listed events and authorize the Chief or his designees to solicit contributions to off-set the costs. Motion carried.

L. Approve Consent Agenda

1. Consider Accounts Payable in the Amount of $186,768.77 and Payroll in the amount of $139,667.35
2. Pay Request No. 2 for the 2017 Palomino Road Improvements to C & L Excavating in the Amount of $247,948.29
3. Final Meeting Minutes for the October 24, 2017 Parks, Recreation and Culture Meeting
4. Final Meeting Minutes for the October 17, 2017 Planning Commission Meeting
5. **Resolution 2017-296** Accepting Minnesota Department of Health Grant for WHPP Implementation in the amount of $3,055.50
6. **Resolution 2017-297** Approving a Check be Written to Girl Scouts for Volunteering at the Community Movie Night
7. **Resolution 2017-298** Accepting the Resignation of Public Works Employee Mike Harris
8. **Resolution 2017-299** Accepting the Resignation of Building Official Nick Henly
9. **Resolution 2017-300** Approving Permanent Hire of Community Development Director Ryan Kernosky
10. **Resolution 2017-301** Approving Request for Proposals for Building Inspection Services
11. **Resolution 2017-302** Approving a Memorandum of Understanding between the City of Isanti and I.U.O.E., Local 49, AFL-CIO Regarding Assignment of On-Call Duty for the Maintenance Technician I Classification

Motion by Bergley, second by Lorinser to approve Consent Agenda as presented. Motion carried.

M. Other Communications

1. Draft Meeting Minutes for the November 28, 2017 Parks, Recreation and Culture Meeting
2. Draft Meeting Minutes for the November 21, 2017 Planning Commission Meeting

Adjournment

Motion to adjourn by Lundeen, second by Lorinser. Motion carried. The meeting was adjourned at 7:41 p.m.

Respectfully Submitted,

Jeannifer Anderson

Jeannifer Anderson
Administrative Data Clerk

K.1.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: December 15, 2017

Subject: Library Outreach Stop Agreements Renewal

ECRL Director Carla Lydon will be present to provide an update on the Isanti site, and to review the current Partnership Agreement with the City Council.

Attached for your consideration is a Resolution for Extension of the Library Outreach Stop Partnership Agreements with the ECRL and Isanti Friends of the Library for 2018.

RESOLUTION 2017-XXX

RESOLUTION APPROVING PARTNERSHIP AGREEMENTS BETWEEN THE CITY OF ISANTI AND THE EAST CENTRAL REGIONAL LIBRARY AND THE ISANTI AREA FRIENDS OF THE LIBRARY

WHEREAS, on December 7, 2010 the City Council approved Resolution No. 2010-274, a Resolution Extending the Original Partnership Agreements Between the City of Isanti and the East Central Regional Library (ECRL) and the Isanti Area Friends of the Library, relating to a ECRL Outreach Stop (formerly Library Link Site) in Isanti City Hall; and;

WHEREAS, the ECRL and the Isanti Area Friends of the Library and the City of Isanti have annually renewed the Partnership Agreements, providing ECRL services through the Outreach Stop at City Hall; and

WHEREAS, the agreement with the ECRL for an Outreach Stop at the Isanti City Hall has been presented for 2018.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the new Partnership Agreement with the East Central Regional Library Board and the Isanti Area Friends of the Library through the year 2018; that are hereby attached as 'Exhibit A' and 'Exhibit B' and made a part of this resolution.

This Resolution is hereby approved by the Isanti City Council this 19th day of December, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Exhibit A

East Central Regional Library
Outreach Stop
Partnership Agreement

In an effort to create more library service connections in communities across the six-county region served by the East Central Regional Library (ECRL) system, ECRL hereby agrees to continue to provide library outreach services in **Isanti** for the community of **Isanti** in **Isanti** County.

A selection of materials and services will be offered in the **Isanti City Hall** facility located at **110 1st Avenue Northwest** in the town of **Isanti**. The facility will be staffed by an ECRL staff member and open 4 hours per week one day a week, thus providing connectivity to reading materials and resources from ECRL.

In order to make this library service partnership successful, the representatives of the community of **Isanti** and the library staff of ECRL agree to accept the following responsibilities:

ECRL will provide:

- Staff to open the outreach stop 4 hours a week once a week
- A minimum of 350 items of library materials and may be adjusted to serve the needs of the public as needed
- Insurance on equipment and materials owned by ECRL
- Weekly delivery service and rotation of collection with new items on a regular schedule
- Maintenance of checkout-dedicated computer, software, scanner and receipt printer

The Community will provide:

- An appropriate facility, handicapped-accessible, with a handicapped-accessible public restroom
- Insurance to protect property and community owned contents
- Insurance to protect against liability
- Internet connectivity to central library catalog and databases – line capacity to be a minimum of 1 MBS
- Maintenance of the book drop
- Parking to accommodate visitors to the outreach stop
- Shoveling of walkways
- Adequate space within that facility for a 14' x 14' minimum Outreach Stop area
- Signage to establish Outreach Stop for East Central Regional Library
- Shelving for a minimum of 350 books and other items
- Comfortable seating and reading tables for 5-8 customers at time
- Utilities for the facility
- Cleaning of the facility
- Security for library computer, equipment and materials when not in active use

- Maintenance of any community-provided computer equipment

The site will be evaluated once a year. If, at the end of each evaluation, the site is determined not viable for the regional library system, or not valuable to the community, ECRL or the community may terminate this agreement with 30 days' notice, without penalty or recrimination. If adequate funding is provided, if the ECRL Board approves and the outreach stop is determined to be viable and valuable to all parties, the agreement may be renewed annually.

Signed _____ Date:_____
Regional Library Director
For East Central Regional Library

Signed _____ Date:_____
George A. Wimmer
Mayor, City of Isanti

Exhibit B

East Central Regional Library
OUTREACH STOP
PARTNERSHIP AGREEMENT between Friends of the Isanti Area Library, Inc. and the City of Isanti

In an effort to create more library service connections in communities across the six-county region served by the East Central Regional Library (ECRL) system, ECRL has agreed pursuant to a Partnership Agreement with the City of Isanti to establish an Outreach Stop for library outreach services in **Isanti** through a site provided by the City of Isanti. A copy of said agreement between the City of Isanti and ECRL is attached hereto as Exhibit A. As an integral part of the service provision, assistance will be provided by Friends of the Isanti Area Library, Inc., a Minnesota non-profit corporation.

A selection of library materials and services will be offered in Conference Room A, located at City Hall in the City of Isanti. The facility will be staffed by a combination of ECRL staff and community volunteers, with the goal of being open one day a week for 4 hours, serving as many customers from the area as possible, and providing computer connectivity to the reading materials and resource databases of ECRL.

In order to make this library service partnership successful, the representatives of the Friends of the Isanti Area Library and City of Isanti agree to accept the following responsibilities:

The Friends of the Isanti Area Library will provide:

- Internet Connectivity to central library catalog and databases – line capacity to be a minimum of 1 Mbs
- Maintenance of the book drop at the City Hall site;
- Signage to establish location as "Outreach Stop Site to East Central Regional Library"
- Free standing shelving for approximately 350-400 books and other items and any required installation;
- The Friends of the Isanti Area Library may, at their sole option, provide on site Computers for the public, to use for catalog searching, database browsing, Internet surfing. Printers for public use for a fee, with the Friends of the Isanti Area Library responsible for any funds/transactions regarding usage. If such Computer **Equipment is provided, it must meet ECRL minimum standards, and have content-filtering software.**
- Maintenance of any such community-provided computer equipment;
- Commitment to recruiting dependable volunteer staffing to work at site for open hours planned;
- Functional seating and worktable for volunteers;
- Comfortable seating and reading tables for 5-8 customers at a time;
- Identification and assistance in recruiting volunteer workers from the community as needed by the ECRL;

The City of Isanti will provide:

- An appropriate facility at Isanti City Hall, handicapped-accessible, with a handicapped-accessible public restroom;
- Insurance to protect property and community owned contents;
- Insurance to protect against liability;
- Parking to accommodate Link Site traffic;
- Shoveling of walkways into the Link Site as needed;
- Adequate space within that facility for a 14'x14' minimum Link Site service area;

- Cleaning of facility;
- A locked facility for library computer, equipment, and materials when not in active use;
- Allow use of City Hall during normal hours of operation. Typically Monday thru Friday from 8am to 4:30pm.
- Electricity for the Outreach Stop site
- Heat for the Outreach Stop site.
- Cooling for the Outreach Stop site.

Notwithstanding any other provision of this agreement, either party to this agreement may elect to terminate this agreement with or without cause at any time upon not less than 30 calendar day's written notice to the other party hereto. The site will be evaluated annually or more often if deemed appropriate by the Friends of the Isanti Area Library or the City of Isanti. If adequate funding and fulfillment of responsibilities by the Friends of the Isanti Area Library and City of Isanti is provided, and the Outreach Stop site is determined by all parties to continue to be feasible all parties, the agreement may be renewed annually.

*(Signed)*_____ *(Date)*_____
President,
Friends of the Isanti Area Library, Inc.

*(Signed)*_____ *(Date)*_____
Mayor, City of Isanti

* *

K.2.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council Members

From: Sean M. Sullivan, Economic Development Director

Date: December 19, 2017

Subject: Consider Resolution Amending and Extending SAC and WAC Deferral Program to December 31, 2018

Background:

As of December 12, 2017, 90 new single family housing permits have been pulled this year. Ten of the 90 permits utilized the SAC and WAC Deferral Program in 2017. Last year the City changed the process and documents of the SAC and WAC Deferral Program that resulted in the filing of a mortgage on the parcel to provide security for the city. To date the City has entered into repayment agreements with developers that will net the City $426,990 in SAC and WAC charges. The proposed 2018 SAC ($3,185) and WAC ($2,537) charges total $5,722 per REC which is a reduction of $2,500 from 2017. Commercial development has many different REC rates depending on the usage.

Under Repayment Agreement / Mortgage form, the Developer would is required to pay the City SAC and WAC fees for the shortest period of the following actions: 120 days from issuance of permit, sale of property, or issuance of Certificate of Occupancy. The revisions made to the 2017 SAC and WAC Deferral Program included making the document recordable and more enforceable as well and having the Developer pay for the recording the document upon execution of the agreement which is currently $46.00 and also the mortgage registration tax which is estimated to be $13.16 for agreements entered into in 2018. In addition, the city will provide the Developer with an executed Release of Mortgage once the SAC and WAC payment is paid.

Attached to the proposed resolution, are a revised boiler plate Repayment Agreement and Release of Mortgage originally drafted by Campbell Knutson that includes blanks to be filled in by 2018 adopted rates. This agreement would be entered into by the City and the Developer each time a new house, or building would be built and a 120 day deferral was requested. Staff is looking for the City Council to approve the form of this agreement and to allow staff to offer this deferral of SAC and WAC to any residential/commercial Developer that is looking to build in the City of Isanti.

City Council Requested Action:

Consider Adoption of Resolution 2017-___ Amending and Extending SAC and WAC Deferral Program to December 31, 2018

Attachment:

1) Resolution 2017-___ Amending and Extending SAC and WAC Deferral Program to December 31, 2018

RESOLUTION 2017-___

AMENDING AND EXTENDING SAC AND WAC DEFERRAL PROGRAM TO DECEMBER 31, 2018

WHEREAS, the City of Isanti of Isanti received a request from a developer to defer the cost of SAC and WAC fees for, the shorter of a period of 120 days from issuance of permit, sale of property, or issuance of Certificate of Occupancy; and

WHEREAS, the attached updated boiler plate Repayment Agreement and Release of Mortgage updated by City Staff would serve as a guarantee that the City would receive the full SAC and WAC fees for each project that the City and Developer agree to defer the SAC and WAC Fees by 120 days; and

WHEREAS, it is the intention of City Staff to utilize the attached boiler plate Repayment Agreement for each individual project brought forth by any developer and that the City Council would approve each agreement at a City Council Meeting with payment for the recording of the document to be provided Developer prior to execution of the agreement by the City.

WHEREAS, the City would provide an executed Release of Mortgage in a reasonable timeframe to the Developer upon receipt of the SAC and WAC payment.

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the City Council of the City of Isanti, Minnesota amend and extend the SAC and WAC Deferral Program to December 31, 2018 and to adopt the form of the Repayment Agreement and Release of Mortgage attached hereto and authorize City Staff to use it as an economic development tool to increase development within the City of Isanti.

BE IT FURTHER RESOLVED, by the City Council of the City of Isanti, Minnesota that City Staff and Officials will only process the Repayment Agreement when the Developer has provided payment for the recording fee associated with the filing of the Repayment Agreement at Isanti County and City Officials will record such document.

BE IT FURTHER RESOLVED, by the City Council of the City of Isanti, Minnesota authorize the Mayor and City Clerk to execute all Release of Mortgage documents associated with approved Repayment Agreements after the SAC and WAC payment is receipted and to provide an executed document to the Developer in a reasonable amount of time.

This Resolution hereby approved by the Isanti City Council this 19th day of December 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS

THIS REPAYMENT AGREEMENT; STATUTORY SHORT FORM MORTGAGE; AND DEED RESTRICTIONS ("AGREEMENT"), made on or as of the ____ day of _____, 2018, by and between the City of Isanti, Minnesota, a Minnesota municipal corporation (hereinafter referred to as the "City") having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040, and _____, a _____under the laws of the _____ (hereinafter referred to as the "Developer"), having its principal office at _____.

WITNESSETH:

WHEREAS, the Developer intends to construct a _____ (the "Improvements") on certain real property (the "Property") in the City; and

WHEREAS, in connection with the construction of the Improvements there are certain water and sanitary sewer charges that are payable by the Developer to the City; and

WHEREAS, the Developer has demonstrated to the satisfaction of the City that the Developer is unable to pay the full amount of the charges now and has asked the City to defer such charges and make them payable at a future point in time; and

WHEREAS, the City believes that the development of the Improvements by the Developer is in the best interests of the City and, therefore, it is willing to defer the charges if doing so will facilitate the development and viability of the Improvements.

NOW, THEREFORE, in consideration of the premises and the mutual obligations of the parties hereto, each of them does hereby covenant and agree with the other as follows:

ARTICLE I
Definitions

Section 1.1. Definitions. In this Agreement, unless a different meaning clearly appears from the context:

"Agreement" means this Agreement, as the same may be from time to time modified, amended, or supplemented.

"City" means the City of Isanti, Minnesota, its successors and assigns.

"County" means Isanti County, Minnesota.

"Deferred Charges" means the utility charges described in Section 3.1 of this Agreement being deferred by the City and which the Developer is obligated to pay in accordance with this Agreement.

"Developer" means _____, a _____, its successors and assigns.

"Event of Default" means an action by the Developer listed in Article IV of this Agreement.

"Improvements" means the _____ to be constructed by the Developer on the Property.

"Property" means the real property described on the attached Schedule A to this Agreement.

"State" means the State of Minnesota.

ARTICLE II
Representations

Section 2.1. Representations by the City. The City makes the following representations as the basis for the undertaking on its part herein contained:

(a) The City is a statutory city duly organized and existing under the laws of the State. Under State law, the City has the power to enter into this Agreement and to perform its obligations hereunder.

Section 2.2. Representations by the Developer. The Developer represents that:

(a) The Developer is a _____ duly organized and authorized to transact business in the State, is not in violation of any provisions of its Bylaws or the laws of the State, has power to enter into this Agreement and has duly authorized the execution, delivery and performance of this Agreement by proper action of its _____.

ARTICLE III
Deferred Charges, Payment and Security

Section 3.1. Deferred Charges. The Developer owes to the City the sum of **$ (Insert Current Rate)** in deferred utility charges ("Deferred Charges"). The Deferred Charges consist of **$(Insert Current Rate)** in Water Availability Charges and **$(Insert Current Rate)** in Sewer Availability Charges. The City has agreed to defer the payment of the Deferred Charges as described in this Agreement.

Section 3.2. Payment of the Deferred Charges. The Developer covenants and agrees that it will pay the Deferred Charges to the City on the earliest to occur of the following:

(a) on the date that is one hundred and twenty (120) days after the date of this Agreement;

(b) on the date that the Developer sells or transfers the Property or Improvements, or any portion thereof; or

(c) on the date that the City issues a certificate of occupancy for the Improvements.

Interest shall accrue on the Deferred Charges at the rate of zero percent (0%) from the date hereof and continuing until the Deferred Charges and all accrued interest have been paid in full.

Section 3.3. Payment of Costs.

(a) The Developer shall pay all costs for title work and recording of this Agreement.

(b) The Developer shall pay all costs incurred by the City in connection with the preparation and implementation of this Agreement and related documents, including, without limitation, fees of attorneys related the preparation of this Agreement and related documents, if the Developer fails to complete construction of the Improvements within one hundred and twenty (120) days after the date of this Agreement.

Section 3.4 Security. As security for Developer's obligation of repayment of the Deferred Charges and Costs identified in Sections 3.1 and 3.3, Developer hereby grants and the City shall and hereby does have, a lien on the Property in the full amount necessary to satisfy any repayment obligation of the fees and charges identified in Sections 3.1 and 3.3 under this Agreement and the cost including reasonable attorney's fees, of collecting the same.

Section 3.5 Notice. At least 10 days before the date of any sale, cash out refinance, transfer or other conveyance of the Property or, in the event of a sale by contract for deed, Developer or their heirs, executors or representatives, shall give the City notice thereof.

Section 3.6 Mortgage. To secure any such repayment of the Deferred Charges under Section 3.1 and 3.3 as may become due under the provisions of this Article, the Developer hereby

grants to the City a Statutory Short Form Mortgage pursuant to the provisions of Minnesota Statutes Section 507.15 (2016) as follows:

UNIFORM SHORT FORM MORTGAGE

This statutory mortgage, made this ___ day of _____, 2018 between the City of Isanti, a Minnesota Municipal having its principal office at 110 First Avenue N.W. PO Box 428, Isanti, Minnesota 55040 (the "Mortgagor"), and (give name and address having its principal office at _____) (the "Mortgagee"),

Witnesseth, that to secure the payment of the Deferred Charges by the Mortgagee to the Mortgagor of $_____ as described in Article 3 of this Agreement (the "Indebtedness") the Mortgagor, hereby mortgages to the mortgagee and grants a security interest in the real property located at _____, in the City of Isanti, Isanti County, Minnesota, as legally described and set forth in "Schedule A" attached hereto and made a part hereof ("Property"), subject only to any liens or encumbrances of record thereon as of the date hereof.

And Mortgagor agrees and covenants with the Mortgagee the following statutory covenants;

1. To warrant the title to the Property, subject only to prior encumbrances of record as of the date hereof.
2. To pay the indebtedness as herein provided.
3. To pay all taxes.
4. To keep the buildings located on the Property insured against fire, windstorm and extended coverage for their full insurable value for the protection of the Mortgagee.
5. That the Property shall be kept in repair and no waste shall be committed.
6. That the whole of the principal sum shall become due after default, in the payment of any installment of principal or interest, or of any tax, or in the performance of any other covenant, at the option of the Mortgagee.

If default be made in any payment or covenant herein, the mortgagee shall have the statutory power of sale, and on foreclosure may retain statutory costs and attorney's fees.

Section 3.7. In the event Mortgagor or their heirs, executors or representatives shall fail or refuse to make a required repayment of the Indebtedness within the limited period set forth herein, the Mortgagee may, with or without notice to Mortgagor foreclose said lien in the same manner as provided pursuant an action for the foreclosure of mortgage upon said Property, as by statute provided, or may at its option proceed with foreclosure by advertisement pursuant to the statutory power of sale which the Mortgagor grants to the Mortgagee provided under this Mortgage, in accordance with applicable law. In the event of default by Mortgagor on any of Mortgagor's obligations under the terms of this Mortgage, Mortgagee shall also have the right to pursue any remedy available to it at law or in equity.

ARTICLE IV
Events of Default

Section 4.1. Events of Default Defined. The following shall be "Events of Default" under this Agreement and the term "Event of Default" shall mean, whenever it is used in this Agreement (unless the context otherwise provides), any one or more of the following events:

(a) Failure by the Developer to pay when due any payments required to be paid under this Agreement.

(b) The Developer of the following: (i) file any petition in bankruptcy or for any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under United States Bankruptcy Laws or any similar Federal or State Laws; or (ii) make an assignment for the benefit of its creditors; or (iii) admits, in writing, its inability to pay its debts generally as they become due; or (iv) be adjudicated, bankrupt or insolvent.

Section 4.2. City's Remedies on Default. Whenever any Event of Default by Developer referred to in Section 4.1 of this Agreement occurs, the City may take any one or more of the following actions after providing ten (10) days written notice to the Developer of the Event of Default, but only if the Event of Default has not been cured within said ten (10) days:

(a) Declare the entire outstanding balance of the Deferred Charges immediately due and payable;

(b) Terminate this Agreement;

(c) Deny issuance of certificates of occupancy or temporary certificates of occupancy;

(c) Take whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to the City to collect any payments due under this Agreement, or to enforce performance and observance of any obligation, agreement, or covenant of the Developer under this Agreement, including the remedies provided under Article 3.

Section 4.3. No Remedy Exclusive. No remedy herein conferred upon or reserved to the City or Developer is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City or the Developer to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as may be required in this Article IV.

Section 4.4. No Additional Waiver Implied by One Waiver. In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other

party, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

Section 4.5. Costs of Enforcement. Whenever any Event of Default occurs and the City shall employ attorneys or incur other expenses for the collection of payments due or to become due or for the enforcement of performance or observance of any obligation or agreement on the part of the Developer under this Agreement, the Developer agrees that it shall, within ten (10) days of written demand by the City, pay to the City the reasonable fees of such attorneys and such other expenses so incurred by the City.

Section 4.6. Certificate of Occupancy. The City may deny a certificate of occupancy or temporary certificate of occupancy for the Property until all amounts owed to the City under the terms of this Agreement have been paid by Developer.

ARTICLE V
Additional Provisions

Section 5.1. Representatives Not Individually Liable. No member, official, or employee of the City shall be personally liable to the Developer, or any successor in interest, in the event of any default or breach or for any amount which may become due to Developer or successor in interest or on any obligations under the terms of this Agreement.

Section 5.2. Titles of Articles and Sections. Any titles of the several parts, Articles, and Sections of the Agreement are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of its provisions.

Section 5.3. Notices and Demands. Except as otherwise expressly provided in this Agreement, a notice, demand, or other communication under the Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally; and

(a) in the case of the Developer, is addressed to or delivered personally to _____; and

(b) in the case of the City, is addressed to or delivered personally to the City at 110 First Avenue N.W., P.O. Box 428, Isanti, Minnesota 55040,

or at such other address with respect to either such party as that party may, from time to time, designate in writing and forward to the other as provided in this Section.

Section 5.4. Disclaimer of Relationships. The Developer acknowledges that nothing contained in this Agreement nor any act by the City or the Developer shall be deemed or construed by the Developer or by any third person to create any relationship of third-party beneficiary, principal and agent, limited or general partner, or joint venture between the City and the Developer or any third party.

Section 5.5. Release. Upon payment of all fees and charges under Article III in accordance with the provisions of this Agreement, the City will furnish Developer with a Release of Mortgage for the Property within a reasonable period of time following the request. Developer shall be responsible for recording the Release of Mortgage.

Section 5.6. Modifications. This Agreement may be modified solely through written amendments hereto executed by the Developer and the City.

Section 5.7. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall constitute one and the same instrument.

Section 5.8. Judicial Interpretation. Should any provision of this Agreement require judicial interpretation, the court interpreting or construing the same shall not apply a presumption that the terms hereof shall be more strictly construed against one party by reason of the rule of construction that a document is to be construed more strictly against the party who itself or through its agent or attorney prepared the same, it being agreed that the agents and attorneys of both parties have participated in the preparation hereof.

Section 5.9. Run with the Land. This Agreement may be recorded against the Property and shall run with the aforesaid Property and shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, representatives, successors and assigns.

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed in its name and behalf and the Developer has caused this Agreement to be duly executed in its name and behalf on or as of the date first above written.

[remainder of page intentionally left blank]
[signature pages to follow]

CITY/MORTGAGEE:
CITY OF ISANTI, MINNESOTA

By _____
Its Mayor

By _____
Its City Administrator/City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by George A. Wimmer and Donald C. Lorsung, the Mayor and City Administrator/City Clerk of the City of Isanti, Minnesota, a Minnesota municipal corporation, on behalf of the City.

_____
Notary Public

DEVELOPER/MORTGAGOR:
INSERT DEVELOPER ENTITY/

By _____
Its _____

STATE OF MINNESOTA)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2018, by _____, the _____ of _____, a _____ under the laws of the State of _____, on behalf of the _____.

_____
Notary Public

THIS INSTRUMENT WAS DRAFTED BY:

CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: (651) 452-5000

SCHEDULE A

Description of Property

_____, Isanti County, Minnesota

(Reserved for Recording Information)

RELEASE OF MORTGAGE

Date: _____, 20__

FOR VALUABLE CONSIDERATION, the real property in Isanti County, Minnesota, legally described as follows:

is hereby released from the lien of the Mortgage OWNED BY THE UNDERSIGNED, executed by _____, a _____corporation, as Mortgagor, to the City of Isanti, a Minnesota municipal corporation, as Mortgagee, dated _____ and filed for record _____, with the Isanti County Recorder as Document No. _____.

CITY OF ISANTI

By: _____

And:_____

STATE OF MINNESOTA)
)ss.
COUNTY OF ISANTI)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by _____ and _____ the Mayor and City Clerk of the City of Isanti, a Minnesota municipal corporation, on behalf of said corporation.

_____
Notary Public

(notary seal)

THIS INSTRUMENT WAS DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, MN 55121
Telephone: 651-452-5000

K.3.

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer
Members of the City Council

From: Josi Wood
Public Services Director/ Assist. City Admin.

Date: December 19, 2017

Subject: Resolution Approving Policy Stormwater Pollution Prevention & Spill Response Plan Policy

---

Background

With the Municipal Separate Storm Sewer (MS4) designation, the City was required to develop a stormwater pollution prevention plan to identify key decisions and actions to reduce illicit discharge impacts and off-site nonpoint pollution. The plan that staff has developed also meets requirements for managing spills, both hazardous and non-hazardous, to meet wellhead protection guidelines.

A full plan is attached to the Council packet and available at City Hall for review.

DOAC Committee Recommendation
The DOAC Committee meet to discuss the plan on September 7th and recommends approval as provided per the Resolution.

Request
Staff is requesting action on this item.

Attachments

- Res-XXX
- Stormwater Pollution Prevention & Spill Response Plan

RESOLUTION NO. 2017

A RESOLUTION APPROVING A STORMWATER POLLUTION PREVENTION AND SPILL RESPONSE PLAN POLICY

WHEREAS, the City of Isanti has developed a Stormwater Pollution Prevention and Spill Response Plan for compliance with both Municipal Separate Storm Sewer System (MS4) and Well Head Protection Plan (WHPP) requirements; and,

WHEREAS, Stormwater Management Ordinance No. 670 anticipated development of a Stormwater Pollution Prevention Plan; and,

WHEREAS, the Stormwater Pollution Prevention and Spill Response Plan is in compliance with state guidelines and includes City communication plans and a stormwater complaint form;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to adopt the policy that provides for the procedures and steps necessary for spill response as outlined in the Stormwater Pollution Prevention and Spill Response Plan.

This resolution was duly adopted by the Isanti City Council this 19th day of December, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI

STORMWATER POLLUTION PREVENTION & SPILL RESPONSE PLAN

In compliance with MS4 and WHPP requirements

December 2017

A Community For Generations.
Isanti

CITY OF ISANTI STORMWATER POLLUTION PREVENTION & SPILL RESPONSE PLAN

CHAPTER	PAGE
Contact Phone Numbers	2
Plan Summary	3
Communication Flow Chart	4
Spill Response Flow Chart	6
Decision Items	10
Action Items	15
Post-Spill Review	20
Spill Response Plan Update	21
Record Keeping	22

FIGURES

Figure 1	City of Isanti Drinking Water Supply Management Area	24
Figure 2	City of Isanti Water System Map	25
Figure 3	City of Isanti Water Resources Map	26
Figure 4	City of Isanti Stormwater System Map	27

APPENDICES

Appendix A Minnesota Pollution Control Agency Spill Fact Sheets 28

- Minnesota Duty Officer
- Reporting Spills and Leaks
- Spill Reporting for Dispatchers
- Spill Response Contractors
- Spill Prevention and Planning
- Cleaning Up Small Petroleum Spills
- Emulsifiers and Dispersants
- Reimbursement Option for Local Responders

Appendix B Spill Documentation Forms 45

Appendix C Stormwater Complaint Form 56

CONTACT PHONE NUMBERS

City of Isanti	(763) 444-5512
City of Isanti Public Works (24 Hour Line)	(763) 238-5034
City of Isanti Public Works, Public Services Director, Josi Wood	(612) 270-6188
City of Isanti Public Works, Foreman, Matt Sylvester	(763) 772-5850
City of Isanti Wellhead Protection Consultant, Jason Cook (Bolton and Menk, Inc.)	(763) 200-2444
City of Isanti, City Engineering Consultant, Brad DeWolf (Bolton and Menk, Inc.)	(612) 756-1032
City of Isanti, Administrator, Don Lorsung	(763) 444-5512
City of Isanti, Chief of Police, Gene Hill	(763) 444-4761
City of Isanti, Emergency Manager, Gene Hill	(763) 444-4761
Isanti County Dispatch (24 hour line)	(763) 689-2141
Isanti Fire District, Fire Chief, Al Jankovich	(763) 444-8019 (763) 464-2508
Minnesota Duty Officer	(651) 649-5451 (800) 422-0798
Minnesota Department of Health Source Water Protection Unit	(651) 201-4700
Minnesota Department of Health Hydrologist, Craig Wills	(763) 689-7100
Minnesota Department of Health Planner, Karen Voz	(320) 233-7342
Minnesota Department of Health Public Water Supply, Lucas Martin	(651) 201-4144
Minnesota Pollution Control Agency	(651) 296-6300
Minnesota Pollution Control Agency Wellhead Protection Contact, Steven Thompson	(651) 757-2778

PLAN SUMMARY

This Stormwater Pollution Prevention & Spill Response Plan is designed to give the City of Isanti a tool for managing risks to their water supply source and stormwater system following an accidental spill. This plan is a supplement to City of Isanti's Part 2 Wellhead Protection Plan, last updated in 2013, and City of Isanti's MS4 best management practice guideline.

The Wellhead Protection Plan identifies the capture zone of the City's wells and provides a vulnerability assessment for the aquifer(s) that serve these wells. The plan identifies a Drinking Water Supply Management Area (DWSMA), where management of spills and potential contamination sources is most vital towards protecting the aquifers that serve City of Isanti wells. Maps of the DWSMA are provided in the Figures section.

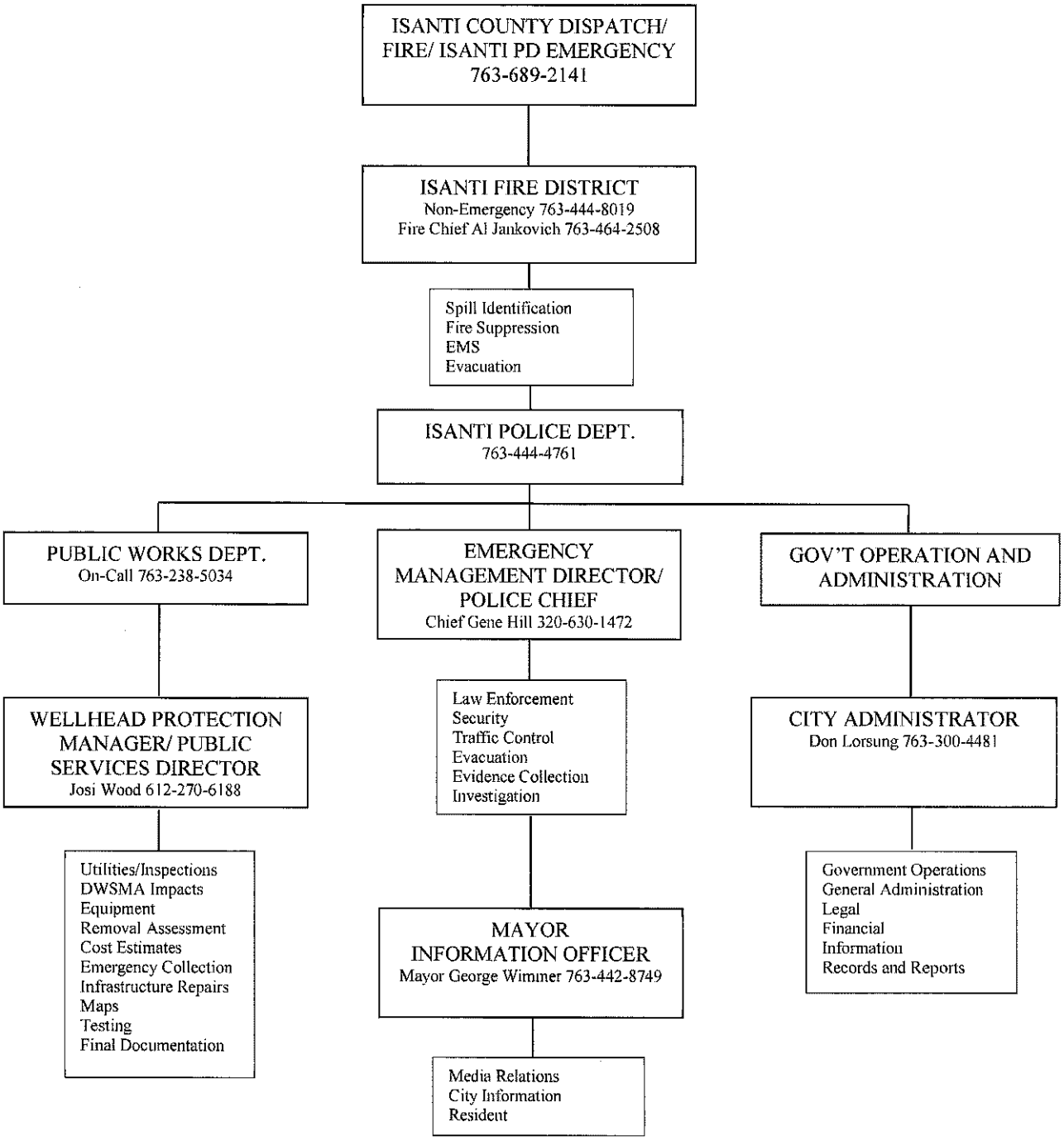
The Stormwater Pollution Prevention & Spill Response Plan is focused on protecting the wells and aquifer(s) that serve City of Isanti's water supply system. It is a tool meant to raise awareness of issues that could impact water supply quality, so those issues are not forgotten amid the activity surrounding a spill event. It is **NOT** meant to be the overall guiding document for emergency management teams to manage public safety or to clean up the spill. Those efforts are to be undertaken by trained teams who should already be prepared in handling and working with hazardous (and toxic) chemicals and substances. Untrained staff should not attempt to approach a spill that could either be hazardous or pose a toxic exposure risk. Only trained emergency management teams should approach the spill until it has been determined that any imminent dangers to health and safety have been controlled and minimized.

While several of the decisions and action items in this plan will be handled by emergency management teams and State agencies, it is the responsibility of the City of Isanti to oversee decisions/actions that will directly impact the protection of the water supply system and stormwater system. This plan is designed to aid City of Isanti staff in documenting decisions and actions that are taken after a spill is identified. Key considerations for protecting public water supply wells are identified, so that these elements are included in the decision- making process that occurs during an emergency event.

COMMUNICATION & RESPONSIBILITY FLOW CHART

The following communication and responsibility flow chart provides a detailed outline of which emergency management team will identify the spill. It is also a tool to provide guidance to inform other emergency management teams and City departments of an event and that the proper course of action and documentation take place. The chart identifies the roles and responsibilities each department has in the event of a spill in order to provide the necessary corrective action and protection of the City's water supply and stormwater system.

CITY OF ISANTI COMMUNICATION & RESPONSIBILITY – FLOW CHART



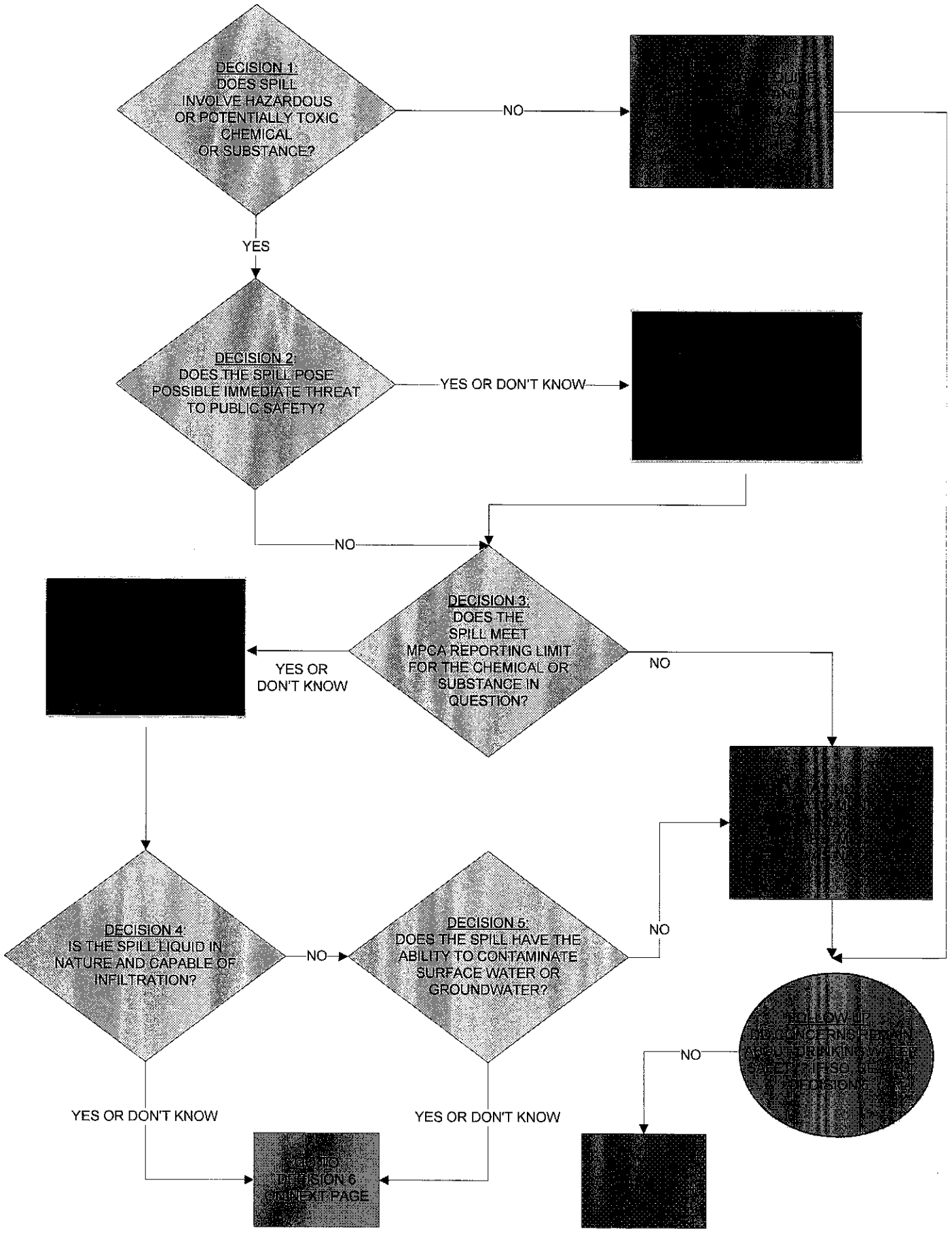
SPILL RESPONSE FLOW CHART

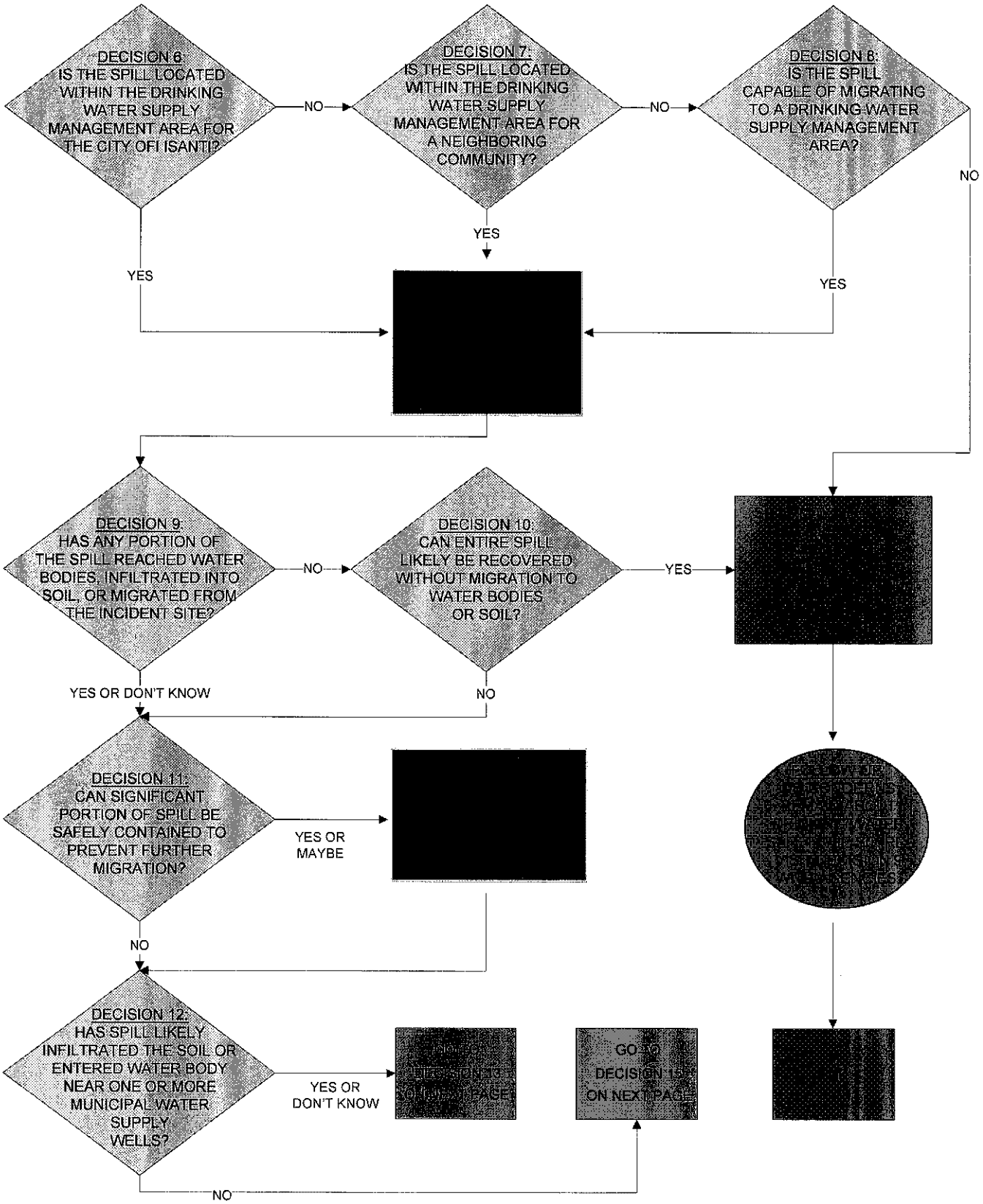
The following flow chart provides a step-by-step summary of key decisions and action items that must be considered when protecting the public water supply wells during a spill event. The items are presented in roughly the same order they should be considered when addressing a spill. The flow chart may not address all possible scenarios, however, since each spill event can pose unique challenges.

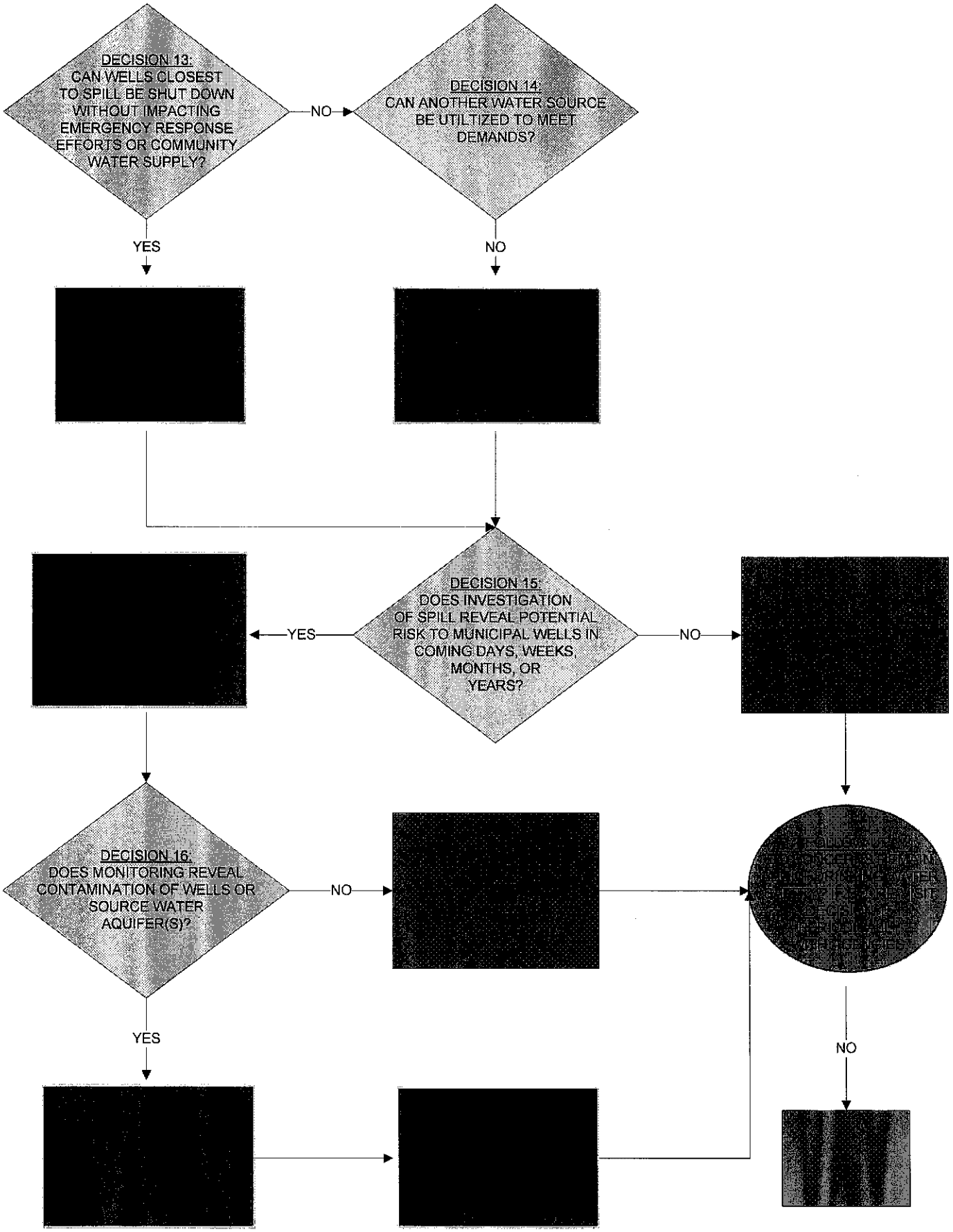
When a spill is first discovered, a staff member (or members) from the City of Isanti should be assigned the task of overseeing that the flow chart is followed and that key items in the decision-making process are not forgotten. This staff member has been designated as the Wellhead Protection Manager or His/Her Designee. This staff member should document the decisions and action items taken, so a complete record of activities is captured. A worksheet is provided in Appendix B for documenting the spill event.

Each decision and action item is expanded upon in further detail in the subsequent sections. Note that certain decisions, especially early in a spill event, will likely be handled by emergency management teams in the interest of protecting public health and safety. However, it is expected that the City of Isanti staff person will document those decisions as part of this spill response plan, so that later decision making and action items can fully reflect what is known about the spill.

CITY OF ISANTI SPILL RESPONSE PLAN – FLOW CHART




DECISION 6:
IS THE SPILL LOCATED WITHIN THE DRINKING WATER SUPPLY MANAGEMENT AREA FOR THE CITY OF ISANTI?
NO
DECISION 7:
IS THE SPILL LOCATED WITHIN THE DRINKING WATER SUPPLY MANAGEMENT AREA FOR A NEIGHBORING COMMUNITY?
NO
DECISION 8:
IS THE SPILL CAPABLE OF MIGRATING TO A DRINKING WATER SUPPLY MANAGEMENT AREA?
NO
YES
YES
YES
DECISION 9:
HAS ANY PORTION OF THE SPILL REACHED WATER BODIES, INFILTRATED INTO SOIL, OR MIGRATED FROM THE INCIDENT SITE?
NO
DECISION 10:
CAN ENTIRE SPILL LIKELY BE RECOVERED WITHOUT MIGRATION TO WATER BODIES OR SOIL?
YES
YES OR DON'T KNOW
NO
DECISION 11:
CAN SIGNIFICANT PORTION OF SPILL BE SAFELY CONTAINED TO PREVENT FURTHER MIGRATION?
YES OR MAYBE
NO
DECISION 12:
HAS SPILL LIKELY INFILTRATED THE SOIL OR ENTERED WATER BODY NEAR ONE OR MORE MUNICIPAL WATER SUPPLY WELLS?
YES OR DON'T KNOW
GO TO DECISION 15 ON NEXT PAGE
NO


DECISION 13:
CAN WELLS CLOSEST TO SPILL BE SHUT DOWN WITHOUT IMPACTING EMERGENCY RESPONSE EFFORTS OR COMMUNITY WATER SUPPLY?
NO
DECISION 14:
CAN ANOTHER WATER SOURCE BE UTILTIZED TO MEET DEMANDS?
YES
NO
DECISION 15:
DOES INVESTIGATION OF SPILL REVEAL POTENTIAL RISK TO MUNICIPAL WELLS IN COMING DAYS, WEEKS, MONTHS, OR YEARS?
YES
NO
DECISION 16:
DOES MONITORING REVEAL CONTAMINATION OF WELLS OR SOURCE WATER AQUIFER(S)?
NO
YES
NO

DECISION ITEMS

The following decision items relate to the decisions identified on the flow chart in this plan. While many other decisions will likely need to be made during the course of a spill response event, the following decisions represent key steps towards determining the scope and extent of the spill.

DECISION 1: Does the spill involve hazardous or potentially toxic chemicals or substances?

Unless City of Isanti staff are the first to encounter a spill, it is likely this decision will have been already made by the Isanti Fire District or other emergency management team. Additionally, the responsible party for the spill may be able to identify the chemical(s) or substance(s) in question. Only trained responders should attempt to approach a spill in order to identify its contents or its hazards. If City of Isanti staff encounter a spill of unknown composition, the spill should be reported to the Isanti Fire District for investigation.

Note that most trucks carrying hazardous substances are required to carry a DOT placard identifying any potentially hazardous or toxic contents. If the placard can be read from a safe distance (using binoculars), it may be possible to identify the likely contents of the spill by cross-referencing the placard with the DOT guide.

In the event the spill is determined to be completely non-hazardous or non-toxic (e.g. a truck full of watermelons), no further measures may be required by City staff. However, the spill may still need to be reported, since certain products that are non-hazardous to human health (for example: milk) may still pose an environmental hazard.

DECISION 2: Does the spill pose possible immediate threat to public safety?

Like Decision 1, this decision will most likely be made by local emergency management teams. All spills should be treated as hazardous and toxic until it can be proven otherwise. Hazards may include risk of fire, explosion, burns (acid or base), inhalation, or toxic exposure. Emergency management teams should identify these risks and determine appropriate isolation distances for the general public.

DECISION 3: Does the spill meet the MPCA reporting limits for the chemical or substance in question?

The volume of the spill may dictate whether it is a reportable spill. Petroleum products have a 5-gallon threshold for reporting. Any spill of petroleum equal to or greater than 5 gallons must be reported. There is no threshold for other hazardous chemicals. Any non- petroleum spills should be reported. If there is any doubt, the spill should be reported.

The MPCA requires that spills be reported if they "may cause pollution, such as spills of toxic, flammable, corrosive, and dangerous industrial chemicals." The MPCA also requires the reporting of spills of "environmentally damaging materials including milk, coal, animal parts, batteries, etc."
The spill volume should be estimated, as close as possible, to the nearest gallon. Determining the volume of the spill is vital towards estimating the potential impact to the environment. Also, by knowing the volume of the spill, it is possible to determine what percentage of the spilled material is being recovered once cleanup efforts are

underway. Alternately, it helps determine what volume of the spill material remains in the environment once the cleanup has been completed to its practical limit.

DECISION 4: Is the spill liquid in nature and capable of infiltration into soils?

This decision takes into account the ability of the spilled product to either migrate off site or infiltrate into soils, where it may eventually reach groundwater and/or surface water bodies. If the spilled material is solid or gaseous in nature, it may not necessarily be able to contaminate water bodies. Decision 5 takes this into account.

DECISION 5: Does the spill have the ability to contaminate surface water or groundwater?

If the spill is solid or gaseous in nature, one must consider whether it can still contaminate local water bodies or soils. For example, a solid material that is spilled may be water soluble. A rain storm during (or immediately after) the spill could cause the material to transported off site (or infiltrated) as stormwater runoff.

To assess the potential for contaminating water bodies, City of Isanti staff should work closely with state agencies (MDH and MPCA) to determine what risk the spilled material poses. If state agency staff are unavailable to assess the risk immediately after the spill occurs, it should be assumed that all spills are water soluble and pose a threat to water bodies until it can be proven otherwise.

DECISION 6: Is the spill located within the Drinking Water Supply Management Area for the City of Isanti?

The City of Isanti's Wellhead Protection Plan has delineated a Drinking Water Supply Management Area (DWSMA), which identifies the 10-year capture zones for the water supply wells. Any contamination event within this zone has the potential to contaminate one or more municipal wells within a 10-year time frame. The actual time frame that contamination might occur may be considerably less than 10-years depending on the composition of the geology and the depth to bedrock at the site of the spill. Also, a surface water capture zone is delineated, showing the area where stormwater drains towards the Utilities' most vulnerable water supply wells. Contamination within this area has the possibility of contaminating the aquifer(s) that supplies these wells.

Figure 1 shows the extent of the City of Isanti's DWSMA. The figure also identifies the Emergency Response Areas around the wells, where the capture zone is thought to be less than one year. Spills within these areas take the highest priority for investigation and cleanup.

DECISION 7: Is the spill located within the Drinking Water Supply Management Area for a neighboring community?

In addition to the City of Isanti's DWSMA, there may be delineated DWSMA's for surrounding communities that could be impacted by a spill event. If a spill falls within one of these DWSMAs for surrounding communities, that community's wellhead protection team should be notified.

DECISION 8: Is the spill capable of migrating to a Drinking Water Supply Management Area?

If a spill falls outside of a delineated wellhead protection DWSMA, it may still have the ability to migrate to the DWSMA. Also, since the DWSMA delineates a 10-year capture zone only, a spill may still technically fall within a well's overall capture zone even if it is located outside of the DWSMA. Additionally, infiltration pathways through the bedrock is, at best, speculative. A fracture within a bedrock unit may quickly channel a contaminate that spilled outside the DWSMA to an area within the DWSMA.

Maps of surface water drainage and storm sewers will be vital in helping to determine the potential pathways for migration of contaminants. Overview maps of storm sewers and surface water drainage are provided as Figures in this plan.

DECISION 9: Has any portion of the spill reached water bodies, infiltrated into soil, or migrated from the incident site?

This decision helps to determine how much of the spill has been contained at the incident site. Conversely, it helps to identify how much of the spill has already escaped the site of the original incident and/or has already impacted local water bodies. Spills that have reached water bodies or have started to infiltrate pose a much greater risk to the municipal water supply system than spills that remain in situ at the incident site.

Maps of surface water drainage and storm sewers will be vital in helping to determine the potential pathways for migration of contaminants. Overview maps of storm sewers and surface water drainage are provided as Figure 2 in this plan.

DECISION 10: Can the entire spill likely be recovered without migration to water bodies or infiltration to the soil?

If the spill has not migrated from the incident site or impacted water bodies, it should be determined whether the entire spill can be recovered before it has the ability to migrate or infiltrate. In general, spill investigation/cleanup teams and state agencies will work to determine how much of the spill can be recovered and where any unrecovered portion of the spill has migrated. City of Isanti staff should take direction from these teams/agencies when attempting to determine the threat to public water supplies.

DECISION 11: Can a significant portion of the spill be safely contained to prevent further migration?

If the spill has already migrated from the incident site, the decision must then be made whether the spill can be largely contained at any site or location. For example, if the spill has entered a local waterway, can containment booms be set up to capture the contaminants before they migrate further? Figure 4 displays stormwater ponds that may provide potential temporary holding areas for a spill that has already entered the stormwater drainage network.

If the spill has begun to infiltrate into the soil, can the affected soils be excavated and treated before groundwater is impacted? Like Decision 10, this decision will most likely be made by the spill cleanup team and the state agencies involved. City of Isanti staff should stay in communication with these entities to determine if the spill can be contained from spreading further.

DECISION 12: Has the spill likely infiltrated into the soil or entered a water body (or bodies) near one or more municipal water supply wells?

The proximity of the spill, or contamination that has migrated from the spill site, to the one or more municipal water supply wells determines the level of threat to the water supply well. If the contamination has impacted areas that fall within the Emergency Response Areas identified in Figure 1, then it should be assumed that the threat to the well is elevated and that emergency measures may be needed to shut down the well to prevent pulling contaminated water into the water distribution system.

Spills just outside the Emergency Response Areas may need further investigation to determine if they pose an imminent threat to the water supply wells. This investigation may include soil sampling, drilling, monitoring wells, and/or computer groundwater modeling.

The MN Department of Health will assist City of Isanti staff in assessing the level of threat the spill poses to the wells closest to the spill site.

DECISION 13: Can the wells closest to the spill be shut down without impacting emergency response efforts or community water supply?

If it has been determined that the wells closest to the spill are in imminent danger of being contaminated, shutting down these wells will be necessary to prevent pumping contaminated water into the distribution system.

Before shutting down the wells, the first consideration is whether current water demands exceed the capacity of the system when the wells are shut off. This may be the result of the need for additional water to address an emergency situation (e.g. fighting a fire) or increased demand due to seasonal conditions (summer months, dry weather, etc.).

Immediate public safety takes precedence in a situation where the water is needed to address an emergency situation.

DECISION 14: Can another water source be utilized to meet demands?

In the event that water demands exceed the capacity of the system when the wells closest to the spill are shut down, it should be determined if another water source can be utilized to meet demands. The City of Isanti should enact their emergency response water restrictions also during this time.

DECISION 15: Does the investigation of the spill reveal potential risks to the municipal water supply wells in the coming days, weeks, months, or years?

Once more information is known about how rapidly the spill is migrating and/or infiltrating, City of Isanti staff will need to work closely with State agency staff to determine the level of threat to the municipal water supply wells. Computer modeling and/or groundwater monitoring may be needed to predict the time frame at which one could expect the aquifer(s) or well(s) to become contaminated. Additionally, modeling and monitoring may also indicate that very little threat exists to the wells if it appears the contamination is either being contained or recovered.

DECISION 16: Does monitoring of the spill reveal contamination in the water supply wells or the source water aquifer(s)?

In the weeks, months, or years following a spill event, it is possible that long-term monitoring of the public water supply well(s) and/or the source water aquifer(s) will reveal that contamination has impacted (or will impact) City of Isanti's source water supply. Key indicators to gauge the severity of the contamination include:

1. Composition of detected contaminants.
2. Concentrations of detected contaminants.
3. Trends in concentrations of contaminants.
4. Rate of migration of detected contaminants.

ACTION ITEMS

The following action items relate to the actions identified on the flow chart in this plan. While many other actions will likely need to be made during the course of a spill response event, the following actions represent key steps towards addressing the spill and investigating (and minimizing) its impact on the City of Isanti's water supply system.

ACTION 1: **Isolate public from immediate hazards.**

The immediate public safety of residents takes precedence over spill cleanup or pollution investigation activities. With hazardous or toxic spills, isolating the public from the spill site (and any migrating contamination, including vapors) is the top priority. This action item is to be undertaken and overseen by local emergency management teams, who are already trained in these procedures. City of Isanti staff should follow the City's Emergency Operations Procedures and should only enter into situations they are adequately trained (and qualified) to handle.

Emergency management teams must make the determination when the immediate threat from the spill has been sufficiently reduced or eliminated. Until they make this determination, all spills should continue to be treated as hazardous/toxic.

ACTION 2: **Report spill to state duty officer.**

Timely reporting of the spill is required to active appropriate state agency staff to assist in the spill investigation and cleanup. The spill must be reported to the Minnesota Duty Officer, who is available 24-hours a day to collect reports.

MINNESOTA DUTY OFFICER: **(651) 649-5451**
(800) 422-0798

When a spill is reported, the Minnesota Duty Office will ask for the following information, if it is available:

- Materials and quantity involved in incident
- Incident location (physical address, intersection, etc.)
- Responsible party of incident (property/business owner)
- Telephone number of responsible party
- Any surface waters or sewers impacted
- What has happened and present situation

EVERY person (or organization) who has "any substance or material under its control" must report spills and leaks. This includes:

- Property owners who discover contamination
- Individuals, partnerships, companies, and corporations
- Governmental subdivisions, including offices of these entities
- Owners of substances being stored or transported by another company
- Contractors who are in physical control of a discharged substance

Local fire agencies, police, municipal, or state agency staff may also choose to report a spill, even under circumstances where they may not be required to do so. If the spill occurs on City property, then City staff should consider themselves obligated to report the spill. Even if City of Isanti staff are not obligated to report a spill, it is recommended that they do so if there is any doubt about whether the spill has already been reported. If there is any doubt whatsoever, report the spill.

In no circumstance does a report from someone else stand in lieu of a responsible party's obligation to report the spill. Failure to promptly report the spill may result in penalties up to $10,000 per day that the spill goes unreported.

ACTION 3: Report spill proximity to DWSMA to affected wellhead protection plan manager(s) and appropriate agency staff.

If a spill is determined to fall within or near a designated Drinking Water Supply Management Area (DWSMA), or has the ability to migrate to a designated DWSMA, the Wellhead Protection Manager for the affected DWSMA should be contacted. The designated Wellhead Protection Manager for the City of Isanti is:

Public Services Director
City Hall: 763-444-5512
Public Works: 763-444-0459

Also, while reporting the spill to the Minnesota Duty Officer should activate appropriate staff at the Minnesota Department of Health (MDH) and the Minnesota Pollution Control Agency (MPCA), it is a good practice to notify the key departments in these agencies of the potential impact of the spill on the designated wellhead protection DWSMAs. Staff to be contacted should include:

MDH Source Water Protection Unit:	(651) 201-4700
MDH Hydrologist, Craig Wills:	(763) 689-7100
MDH Community Public Water Supply, Lucas Martin:	(651) 201-4144
MDH District Engineer:	(651) 201-3972
MPCA Wellhead Protection Contact, Steven Thompson:	(651) 757-2778

ACTION 4: Identify possible points of containment. Enact appropriate containment measures, if they can be done safely.

Points of containment for a spill may include:

- Impervious surfaces
- Sewers inlets or outlets
- Waterways
- Pond inlets or outlets

Considerations that must be made before enacting a spill containment measure:

- What materials will be needed to contain the spill?
- Are the containment materials ready and available?
- Can a significant portion of the spill be successfully contained?
- How long can the spill be contained?
- Will containment hold the spill until the product can be recovered?
- Will containment cause an additional hazard, such as flooding or the buildup of hazardous vapors and/or flammable materials?

If it is believed that a significant portion of the spill can be successfully contained without creating new hazards, emergency response teams and contractors should work to enact the necessary spill containment measures.

It is possible that City of Isanti staff may be called upon to assist in helping to contain the spill. However, staff assisting in these efforts should not attempt to work in hazardous situations for which they are neither trained or qualified to assist. If there is any doubt about the hazards involved, spill containment should be left to emergency response teams and qualified contractors.

ACTION 5: **Shut down wells closest to spill until further investigation can be completed.**

When water demands no longer necessitate the use of the wells closest to the spill, these wells should be shut down in order to avoid drawing contamination into the aquifer or accelerating the migration of contamination already within the aquifer. The subsequent investigation of the spill volume and extent will be needed to determine when the wells may go back online.

Careful monitoring of water supply demands may be required while these wells are out of service. If demands will exceed the available remaining capacity, these demands should be minimized as much as possible through emergency conservation efforts. High water demands during emergencies (such as fires) may necessitate temporary re-activation of the wells that were shut down. In these cases, City of Isanti staff should attempt to sample the wells while they are back in operation to ensure that harmful concentrations of contaminants are not being introduced into the drinking water system.

ACTION 6: **Begin to enact emergency water conservation measure to reduce demand. Then shut down wells closest to spill when possible.**

The City of Isanti's Water Supply Plan on file with the Department of Natural Resources identifies procedures for placing restrictions on water usage during an emergency. This plan should be followed in order to reduce water supply demands to the level where the wells closest to the spill can be safely shut down. These restrictions may need to be in place until the investigation demonstrates that it is safe to reactivate the wells or until another source of water can be found to supplement the water supply system (e.g. interconnections, new wells, etc.).

ACTION 7: **Establish aquifer monitoring plan and well sampling strategy with MDH and MPCA. Educate public regarding cleanup and monitoring efforts.**

Once the threat of the spill to the groundwater has been initially assessed, it may be determined that there is a possibility of contaminants reaching the municipal water supply wells over time.

While the MPCA will likely work with the responsible party to mandate monitoring of the contamination plume in groundwater, the MDH may also place requirement on the City to increase well sampling frequency (and include more parameters in the sampling regime) to monitor for signs that the contamination is starting to show up in the wells. Additionally, sentinel monitoring wells may be installed to detect contaminants in the water supply aquifer before they reach the municipal water supply wells.

In the event a monitoring and sampling plan is developed by the MDH for City staff to follow, it should include an identification of the following:

- Sampling locations
- Sampling frequency
- Parameters to be tested for
- Trigger limits for well shutdown (or treatment)
- Duration of sampling program

In addition to the monitoring program, the City will also likely need to implement a public education effort. The effort will be needed to reassure the users of the water supply system that their water meets all necessary State and Federal drinking water standards, and that ongoing monitoring is taking place to ensure that the water supply remains safe for consumption.

ACTION 8: **Study options for water treatment, water blending, or well replacement. Monitor the migration (and concentration) of contamination plume.**

In the event that contamination reaches the water supply wells, or if it appears that it will reach the wells in the foreseeable future, the City will need to undertake a study to determine the available options to address the contamination. The goal of this effort should be to maintain compliance with drinking water standards, while maintaining (or restoring) the capacity of the water supply system to levels necessary to meet user demands (including maximum daily demands).

Three main options will likely need to be considered:

1. Water Treatment: This option involves building a treatment facility or improving the current facility to remove the contaminants from the water to meet drinking water standards.

2. Water Blending: If contamination levels are low enough, it may be possible to blend water from contaminated wells with water from non-contaminated wells to achieve a blend that meets drinking water standards.

3. Well Replacement: If neither treatment nor blending are viable or economic options, the contaminated wells may need to be replaced with new water supply wells. The new wells may need to be either located in a new location or in a different aquifer.

All options will also likely require continued monitoring of the contamination plume to record contamination concentrations and plume migration. This data may be vital in maintaining and operating a treatment or blending system. Also, it will help determine if additional wells may be subject to contamination over the coming years.

ACTION 9: **Enact any necessary modifications to the water supply system to restore system capacity.**

Once the City has determined which option(s) for addressing contamination are the

most viable to undertake, the next step will be to enact any necessary modifications to the water supply system. Before undertaking these efforts, however, the City should work with State and Federal agencies to determine if grant money or financial assistance is available. This may help reduce the burden to the City's budget, in the event major modifications are required.

POST- SPILL REVIEW

Following each spill event, a review of the spill events, decisions, and actions should be conducted. This review should, if possible include all parties that participated in the spill response and cleanup effort. At a minimum, the review should include City of Isanti staff who were in charge of helping to protect the water supply system during the course of the spill response efforts.

The goals of this review should be:

1. Identify successes in responding to the spill.

   In what ways was the City best prepared to handle the spill? What decisions/actions were key towards minimizing the impact of the spill on the environment?

2. Identify failures in responding to the spill.

   In what ways was the City not prepared to handle certain aspects of the spill? What "surprises" during the spill was the City of Isanti inadequately equipped to handle? What decisions/actions were made that were inappropriate in handling the spill response effort?

3. Identify changes to this Stormwater Pollution Prevention & Spill Response Plan.

   Based on the successes and failure in the spill response effort, how can the spill response plan be modified to improve the decision-making process? What additional information would be useful for addressing future spills? Should the organization of the decision-making process be altered? Should additional decisions and action items be added?

Based on the answers to the above review question, this Stormwater Pollution Prevention & Spill Response Plan should be modified accordingly to reflect the lessons learned during each spill event.

SPILL RESPONSE PLAN UPDATE

This Stormwater Pollution Prevention & Spill Response Plan contains information which reflects conditions present at the date of its creation. In order for the plan to remain effective, the plan should be reviewed annually and modified to reflect any of the following:

1. Contact information for key personnel has changed.
2. The boundary of the City of Isanti DWSMA has changed.
3. The boundaries of DWSMAs for neighboring communities have changed.
4. Key infrastructure (e.g. wells) for the water supply system has changed.
5. Isanti's stormwater drainage network has been modified.
6. Rules and/or regulations for spill response and reporting have been modified.
7. Deficiencies in the Stormwater Pollution Prevention & Spill Response Plan are identified in a post-spill review.

By maintaining an up-to-date version of this plan, the City of Isanti will have a more effective tool for decision-making in the event of a spill.

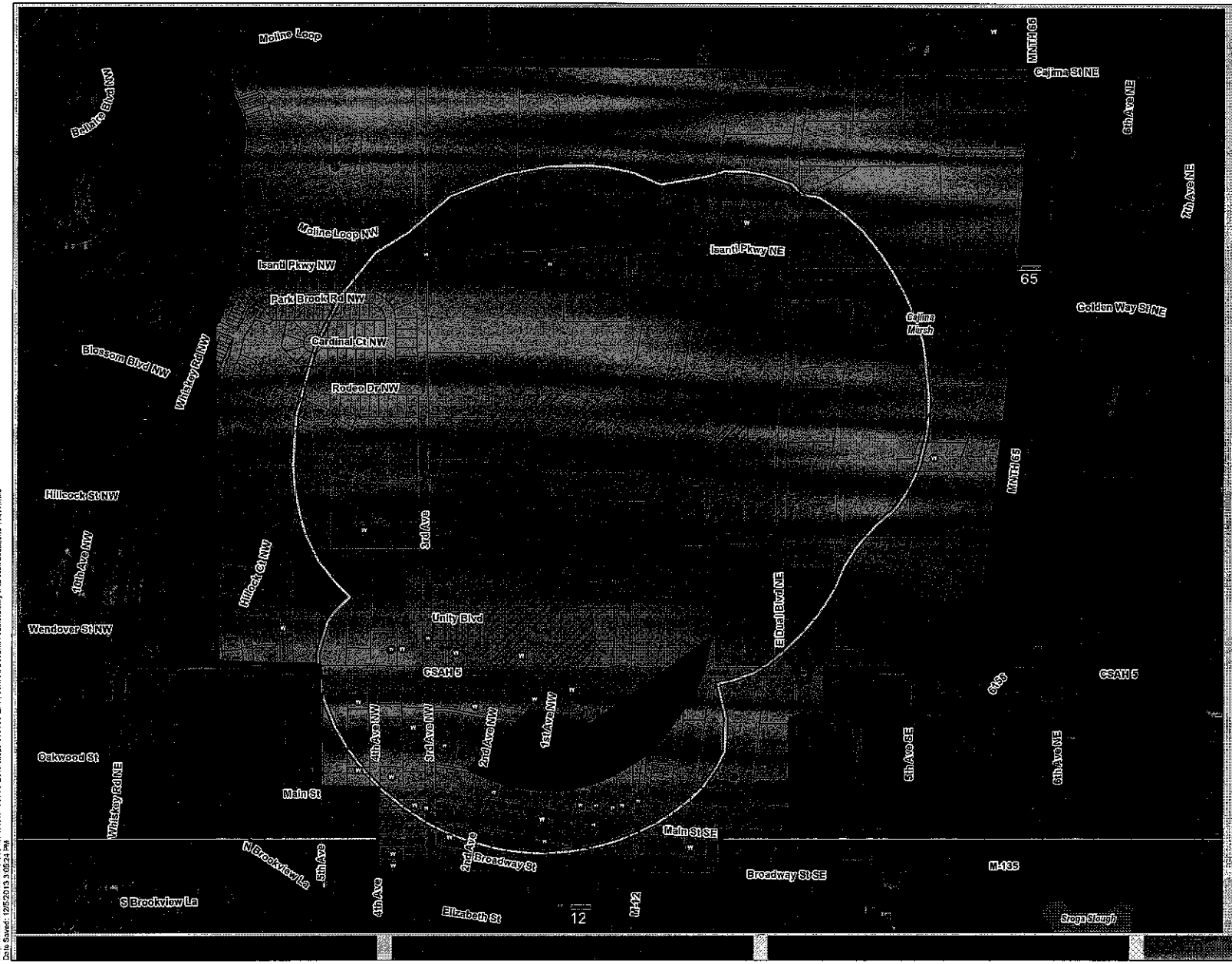
RECORD KEEPING

Complete and accurate record keeping throughout a spill investigation will be vital, as this information may be necessary to obtain reimbursement of expenses incurred over the course of a spill event. Also, accurate record keeping may be necessary from a legal standpoint, documenting the efforts of the City of Isanti staff to address the spill and take measures to prevent public exposure and contamination of environmental resources.

Records to keep include:

- Completed copies of this Spill DocumentationForm
- Copies of incident reports
- Copies of technical reports
- Maps showing areas affected by spill
- Correspondence with agencies, responsible parties, emergency response teams, emergency response contractors, general public, etc.
- Hours spent by City of Isanti staff on spill response effort
- City of Isanti - owned resources (equipment, materials) used for spill response effort
- Invoices from spill response contractors and consultants
- Any other materials which documents the spill response efforts taken and/or the resources expended to address the spill

FIGURES



Isanti

Source: Isanti County, MDA, MDH, MnDNR, MnDOT, MPCA, MnGeo, U of M, FEMA, ESRI, Minnesota Geological Society

0 600 Feet

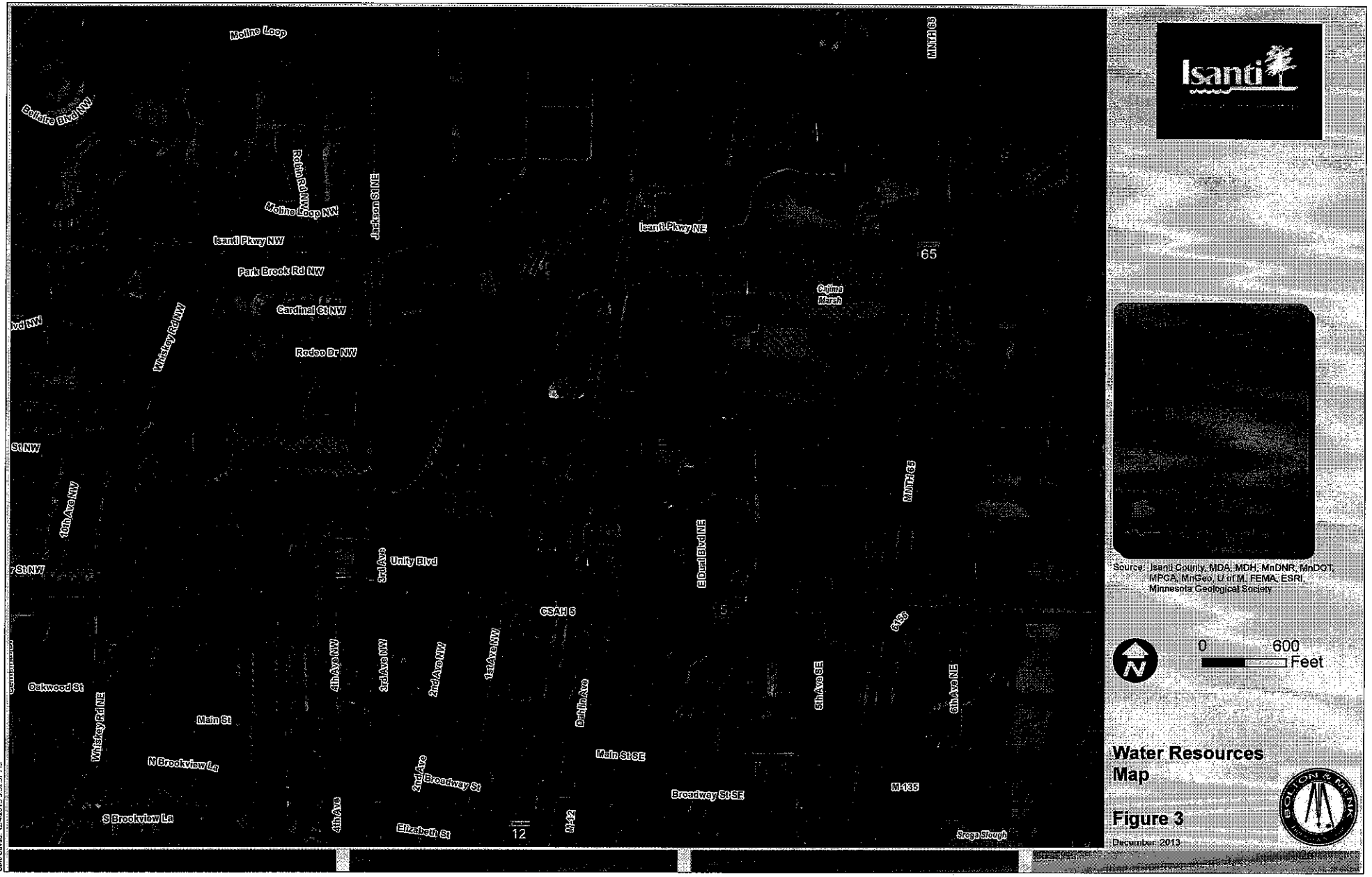
ERA, WHPA, DWSMA Vulnerability and Well Locations

Figure 1

December, 2013

Map Document: (untitled)
Date Saved: 12/5/2013 3:05:24 PM

Map Document: \\anoserver\IS\ISIS\ANR\13\105536\ES\Rtf\Maps\105536-Water System 11x17.mxd
Date Saved: 12/4/2013 3:53:38 PM



Isanti

Source: Isanti County, MDA, MDH, MnDNR, MnDOT, MPCA, MnGeo, U of M, FEMA, ESRI, Minnesota Geological Society

0 600 Feet

Water Resources Map

Figure 3

December 2013

Map Document: \\arcsarver\1\GIS\SANR\1310356\ESRI\Maps\1103536-Water Resources 11x17.mxd
Date Saved: 12/4/2013 3:52:37 PM

Isanti
Source: Isanti County, MnDNR, MnDOT
Stormwater System Map
Figure 4
0
1,500
Feet
BOLTON & MENK
Real People. Real Solutions.
December, 2017

APPENDIX A

MINNESOTA POLLUTION CONTROL AGENCY
FACT SHEETS

MINNESOTA DUTY OFFICER

BCA Operations Center

651-649-5451 **1-800-422-0798**

TDD: 1-800-627-3529 **Satellite Phone: 1-254-543-6490**

About the Duty Officer

The Minnesota Duty Officer Program provides a single answering point for local and state agencies to request state-level assistance for emergencies, serious accidents or incidents, or for reporting hazardous materials and petroleum spills. The duty officer is available 24 hours per day, seven days per week.

If there is an immediate threat to life or property, call 911 first.

When to Call the Duty Officer

Examples of incidents the duty officer can assist with include (but are not limited to):

- Natural disasters (tornado, fire, flood etc)
- Requests for National Guard
- Hazardous materials incidents
- Search and rescue assistance
- AMBER Alerts
- Requests for Civil Air Patrol
- Radiological incidents
- Aircraft accidents/incidents
- Pipeline leaks or breaks
- Substances released into the air

Agency Resources Available

State Agencies

- Department of Agriculture
- Department of Commerce
- Department of Education
- Department of Health
- Department of Human Services
- Department of Military Affairs
- Department of Natural Resources
- Department of Transportation
- Minnesota Office of Enterprise Technology
- Minnesota Pollution Control Agency
- Department of Public Safety
  - Bureau of Criminal Apprehension
  - Homeland Security and Emergency Management
  - Minnesota Joint Analysis Center
  - Minnesota State Patrol
  - Office of Pipeline Safety
  - State Fire Marshal
- Other state agencies not listed

Other Resources

- Minnesota Arson Hotline
- Local bomb squads
- Chemical assessment teams
- Emergency response teams
- Fire and rescue mutual aid
- Amateur radio (ARES/RACES)
- Minnesota voluntary organizations
- Fire chiefs assistance teams
- Search-and-rescue dogs
- Interagency Fire Center
- U.S. Air Force Search and Rescue Center

MINNESOTA DUTY OFFICER

BCA Operations Center

1-800-422-0798 **FAX: (651) 296-2300** **(651) 649-5451**

Satellite Phone: 1-254-543-6490

Emergency Notification

If there is a spill of a hazardous material or a petroleum product in Minnesota, you must call:

Local Authorities **Call 9-1-1 FIRST,** *when there is a threat to life or property*

Minnesota Duty Officer *If there is a public safety or environmental threat and/or if state agency notification for reportable spills is required*

The National Response Center 1-800-424-8802 *When a federal notification is required*

The following information (if available) will be requested by the Minnesota Duty Officer:

- Name of caller
- Date, time and location of the incident
- Telephone number for call-backs at the scene or facility
- Whether local officials (fire, police, sheriff) have been notified of incident

Additional information will be requested in the following special circumstances:

Making Notification of Spills/Incidents

- Materials and quantity involved in incident
- Incident location (physical address, intersection, etc.)
- Responsible party of incident (property/business owner)
- Telephone number of responsible party
- Any surface waters or sewers impacted
- What has happened and present situation

Requesting State Assistance for Incidents

- Type of assistance requested (informational, specialized team assets, etc).
- Name of requesting agency/facility
- Materials, quantity and personnel involved in the incident
- Whether all local, county, mutual aid resources been utilized

Reporting spills and leaks

Minnesota Pollution Control Agency

Cleanup fact sheet #1.01 • February 2009

Reportable spills should be directed to the Minnesota Duty Officer by calling (651) 649-5451 or (800) 422-0798. The duty officer will record all pertinent information and then make the appropriate notifications to the state agencies.

Minn. Stat. §115.061, which has been in effect since 1969, describes the duty of people to notify the Minnesota Pollution Control Agency (MPCA) when spills and leaks occur:

115.061 — Duty to Notify and Avoid Water Pollution

(a) Except as provided in paragraph (b), it is the duty of every person to notify the agency immediately of the discharge, accidental or otherwise, of any substance or material under its control which, if not recovered, may cause pollution of waters of the state, and the responsible person shall recover as rapidly and thoroughly as possible such substance or material and take immediately such other action as may be reasonably possible to minimize or abate pollution of waters of the state caused thereby.

(b) Notification is not required under paragraph (a) for a discharge of five gallons or less of petroleum, as defined in section 115C.02, subdivision 10. This paragraph does not affect the other requirements of paragraph (a).

The law provides penalties of up to $10,000 per day for violations.

The Minnesota Department of Public Safety, Bureau of Criminal Apprehension, operates a 24-hour service, establishing a one-call system for all state reporting requirements.

Reportable spills should be directed to the Minnesota Duty Officer by calling (651) 649-5451 or (800) 422-0798. The duty officer will record all pertinent information and then make the appropriate notifications to the state agencies.

Spills that must be reported

Report spills that may cause pollution, such as spills of toxic, flammable, corrosive and dangerous industrial chemicals. Also report spills of environmentally damaging materials, including milk, coal, animal parts, batteries, etc.

Reportable quantities

Minnesota has a reporting threshold of greater than five-gallons for petroleum spills. Spills of any quantity of all other chemicals or materials should be reported. If in doubt, report.

Anyone who spills is required to report.

EVERY person who has "any substance or material under its control" must report spills and leaks. This includes:

- property owners who discover contamination;
- individuals, partnerships, companies and corporations;
- governmental subdivisions, including officers of these entities;
- owners of substances being stored or transported by another company; and
- contractors who are in physical control of a discharged substance.

Sometimes a fire department, police agency or other local or state agency that responds to a spill or leak chooses

Minnesota Pollution Control Agency • 520 Lafayette Rd. N., Saint Paul, MN 55155-4194 • www.pca.state.mn.us
651-296-6300 • 800-657-3864 • TTY 651-282-5332 or 800-657-3864 • Available in alternative formats

to report the incident to the MPCA. In some circumstances, the entity may be required to report the spill. However, in no case does a report from someone else stand in lieu of your responsibility to report to the MPCA by calling the Minnesota Duty Officer if a substance is under your control.

Be aware that there may be other reporting requirements imposed by local ordinances, state or federal law, or permits. Understanding all reporting requirements is the responsibility of those who handle substances which can pollute.

It is the responsibility of the spiller to ensure an effective cleanup and proper management of all wastes generated. With the exception of used oil, waste generated from petroleum spills that have been reported and cleaned up immediately are exempt from Minnesota's Hazardous Waste Rules. Waste from used oil spills must be sent to a facility for energy recovery.

For more information

For more information on spill prevention, cleanup or disposal, call the MPCA at (651) 296-6300 or (800) 657-3864 and ask for a member of the Emergency Response Team or go to www.pca.state.mn.us/cleanup/pubs/ertpubs.html on the Internet.

Also, visit the U.S. Environmental Protection Agency site at www.epa.gov/oilspill/ for more information.

Minnesota Pollution Control Agency

Spill reporting for dispatchers

Cleanup/Emergency Response 1-06 • September 2007

This fact sheet is designed as a reminder to dispatchers and public safety responders to notify the Minnesota Duty Officer whenever there is a spill of oil or hazardous material.

While it is the responsibility of the spiller to immediately report and clean up spills, state troopers, county sheriffs, or local police departments are typically the first public safety responders to the scene. Because of this, they sometimes need to report the spill or remind the spiller to do so.

Every day, accidents involving commercial vehicles cause spills of oil and hazardous materials. The Minnesota Pollution Control Agency's (MPCA's) Emergency Response Team (ERT) oversees the proper cleanup of significant spills and relies on public safety responders and dispatchers to make sure that spills are reported to the MPCA through the Minnesota Duty Officer. Once an incident has been reported, ERT staff can contact the company responsible for the spill to ensure that it begins cleanup as soon as possible.

The Minnesota Duty Officer telephone numbers are (651) 649-5451 and (800) 422-0798. Spills can be reported to these telephone numbers 24 hours a day. The Minnesota Duty Officer will notify all state agencies that may need to be involved in the reported incident.

When reporting an incident, provide the following critical information to the Minnesota Duty Officer:

1) Spill location:
- road number or name,
- nearest intersection or mile marker,
- city;

2) Trucking company information:
- company's name, address and telephone number,
- driver's name,
- truck number;

3) Description of spilled material:
- fuel tank leakage (include size and fuel type),
- engine fluid leakage,
- cargo leakage, including name of product that is leaking, placards or labels, estimation of the quantity of cargo, and amount of leakage;

4) Location of the spilled material:
- on the roadway or shoulder,
- in a ditch (with or without standing water),
- material has entered storm sewer, and/or material has affected surface water (river, creek, pond, etc.); and

5) Initial response to spill:
- roadway has been closed,
- local fire department is responding,
- Minnesota Department of Transportation (MnDOT) is sanding the spill, etc.

Thank you for your assistance! For more information on spill reporting, cleanup or disposal, call the MPCA at (651) 296-6300 or (800) 657-3864 and ask for a member of the Emergency Response Team or go to www.pca.state.mn.us/cleanup/pubs/ertpubs.html on the Internet.

Minnesota Pollution Control Agency • 520 Lafayette Rd. N., Saint Paul, MN 55155-4194 • www.pca.state.mn.us
651-296-6300 • 800-657-3864 • TTY 651-282-5332 or 800-657-3864 • Available in alternative formats

Minnesota Pollution Control Agency

List of State Emergency Response Contractors

Cleanup/Emergency Response 9-01 • October 2011

This fact sheet contains contact information for businesses that the State of Minnesota holds contracts with to provide environmental emergency response services. These contractors are defined as either full-service or limited-service, and this refers to the list of tasks that are required under the negotiated contract.

To report a spill at any time, day or night, call the Minnesota Duty Officer at (651) 649-5451 or (800) 422-0798.

Under the terms of these contracts with the State of Minnesota, limited-service contractors may be used for spills of petroleum and nonhazardous materials, but not for spills or releases of hazardous materials or for responses on large bodies of water; instead, full-service emergency response contractors should be used. Contractors may offer more services than outlined in their contract with the state, including hazardous materials response.

This list is provided for informational purposes only; it is not an endorsement, and anyone using it is advised to check the capabilities and rates of contractors.

Services provided by full-service contractors

Some of the required tasks of a full-service contractor include:

- Toll-free, 24-hour telephone answering.
- 24-hour, statewide response.
- Level A, B, C and D responses.
- Provide vacuum truck(s).
- Supply and deliver sorbents (booms, pads, sweeps, pillows, etc.) to responses.
- Investigate, contain and recover spills/releases on land, including the excavation of contaminated soils.
- Investigate, contain and recover spills/releases to surface waters using containment booms, sorbents, vacuum trucks and pumps.
- Investigate and mitigate petroleum vapor and product in sewer systems and utility conduits.
- Investigate, contain, sample, transport and manage known and unknown abandoned wastes or mystery spills or releases.
- Collect, preserve and transport samples to laboratories for analysis. Follow established sample-collection protocols and methodology.
- Collect, assess and analyze air contaminant levels during a chemical fire, tire fire or other fire causing air contaminant concerns.
- Design, install, operate and troubleshoot mechanical systems such as carbon filtration systems and groundwater remediation systems.

c-er9-01

- Arrange for transportation, storage and proper management of wastes generated during an emergency response.
- Assist with the management and disposal of wastes generated from terroristic and natural disaster incidents.
- Biomedical and infectious waste containment, transport and disposal.

Full-service contractors

Bay West Environmental
5 Empire Dr.
Saint Paul, MN 55103-1867
Contact: Bill Lazarz (willliaml@baywest.com) or ER Lead On-call
Contracting inquiries: Bill Lazarz (williaml@baywest.com) or Bryan Murdock (bryanm@baywest.com)
24-hour emergency spill response: (800) 279-0456
Office phone: (651) 291-0456 or (800) 279-0456
Fax: (651) 291-0099
Web site: www.baywest.com

Bay West Environmental
1106 88th Ave. W.
Duluth, MN 55808
Contact: Greg Prom (gregp@baywest.com)
Contracting inquiries: Bill Lazarz (williaml@baywest.com) or Bryan Murdock (bryanm@baywest.com)
24-hour emergency spill response: (800) 279-0456
Office phone: (218) 740-0110
Fax: (218) 626-1072
Website: www.baywest.com

West Central Environmental Consultants Inc.
14 Green River Rd.
P.O. Box 594
Morris, MN 56267-0594
Contact: Doug Stahman (stahmand@wcec.com)
Office phone: (800) 422-8356
24-hour phone answering: (888) 923-2778
Fax: (320) 589-2814

West Central Environmental Consultants Inc.
11265 91st Ave. N.
Maple Grove, MN 55369
Contact: Cory Teff (cteff@wcec.com) or Paul Carter (pcarter@wcec.com)
Office phone: (763) 571-4944
Emergency phone: 952-980-3247
Fax: (763) 425-5312

Services provided by limited-service contractors

Some of the required tasks that limited-service contractors provide include:

- Investigate, contain, recover and remediate spills/releases on land, including the excavation of contaminated soils.
- Supply, deliver and use sorbents and other supplies to control, minimize and prevent pollution from spills/releases.
- Collect, preserve and transport samples to laboratories for analysis. Follow appropriate established protocols and methodology.
- Contain and recover spills/releases to surface waters using sorbents.
- Arrange for vacuum trucks and pumps to recover spills, as necessary.
- Arrange for transportation, storage and management of wastes generated during an emergency response.
- Assist with the management and disposal of wastes generated from terror and natural disaster incidents.

Limited-service contractors:

Beltrami Industrial Services, Inc.
12297 Hwy. 2 N.W.
Solway, MN 56678
Contact: Randy Forseth
24-hour phone answering: (218) 751-7537
Fax: (218) 751-0236
Email: belind@paulbunyan.net

Environmental Troubleshooters, Inc.
3825 Grand Ave.
Duluth, MN 55807
Contact: Craig Wilson (cwilson@etsmn.com)
Office phone: (218) 722-6013 or (800) 470-3536
Fax: (218) 722-6319
Email: cwilson@etsmn.com

Eveleth Branch Office: Phone (218) 744-0128 during regular business hours. After regular business hours, phone (218) 722-6013 or (800) 470-3536.

Midamerica Technical & Environmental Services, Inc.
6989 N. 55th St., Suite C2
Oakdale, MN 55128
Contact: Jim Harms (jim@midamericaenv.com)
Office phone: (651) 779-1900 or (888) 314-2042
24-hour phone answering: (888) 314-2042
Fax: (651) 779-9786

For more information on spill reporting, prevention, cleanup and disposal, call the Minnesota Pollution Control Agency at (651) 296-6300 or (800) 657-3864 and ask for a member of the Emergency Response Team or go to www.pca.state.mn.us/cleanup/pubs/ertpubs.html. More information is also available from the U.S. Environmental Protection Agency at www.epa.gov/oilspill/.

Minnesota Pollution Control Agency

Spill prevention and planning

Cleanup/Emergency Response 1-02 • October 2006

Contents

Maps 1
Planning 1
Material management and storage 1
Train and conduct exercises 1
If a spill occurs... 2
For more information . 2

In Minnesota, handlers of oil and hazardous substances are required to be prepared and prevent spills from occurring to protect land, waters or air of the state and to protect the public's safety or health. Check Minnesota Statute 115E (often called the "Spill Bill") for details on required spill prevention and planning.

Knowing your facility and training company personnel are basic planning strategies to prepare a company for a response. Below are some areas each company should concentrate on improving.

Maps

Have current maps for the facility available for reference. Locate on the map building locations, oil and chemical storage locations, process or transfer areas, drainage of the land, storm and sanitary sewer inlets, lines, outlets, and surface waters.

Planning

Have current and useful emergency plans. Is your facility required to have a spill prevention, control and countermeasures plan (SPCC plan); a prevention and response plan to fulfill the Minnesota Spill Bill; or a response plan to fulfill the federal Oil Pollution Act? Consolidate your emergency plans into an all-hazard plan. Plan your responses to potential environmental emergencies. Plan how to utilize your staff and hired contractors effectively and efficiently. Assess the resources of your company needs and make the necessary provisions and agreements beforehand, not at the time of an incident.

Material management and storage

Review how your company stores and handles its chemicals. Inspect the dispensing equipment and containment construction. Make improvements as problem areas are identified. Understand the characteristics, behaviors and safety precautions associated with material stored at your facility. If a spill of one or more of these materials occurs, know the best containment and cleanup strategies to use.

Train and conduct exercises

Train your company staff on hazard recognition, response plan implementation, safety, cleanup procedures, and reporting. Once staff are trained, conduct exercises to practice their training. Conduct table-top exercises and field exercises. Invite local and state responders to practice with your staff. After an exercise, evaluate your company's response and make improvements. This will result in

Minnesota Pollution Control Agency • 520 Lafayette Rd. N., Saint Paul, MN 55155-4194 • www.pca.state.mn.us
651-296-6300 • 800-657-3864 • TTY 651-282-5332 or 800-657-3864 • Available in alternative formats

a more effective and efficient response when the next one occurs — real or staged.

If a spill occurs...

If a spill occurs, follow these basic steps:

1. **Observe** the safety precautions associated with the spilled material.

   Stop the source of the spill, if you can do so safely.

2. **Call** 911 if fire or public safety hazards are created.
3. **Contain** the spilled material. Dirt, sand, or any semi-impermeable material may be used to create a containment structure to prevent the material from flowing.
4. **Report** the spill to the Minnesota Duty Officer at (651) 649-5451 or (800) 422-0798 any time, day or night.
5. **Clean up** the spilled material and dispose of the wastes properly. With the exception of used oil, waste generated from petroleum spills that have been reported and cleaned up immediately are exempt from Minnesota's Hazardous Waste Rules. Waste generated from used oil spills must be sent to a facility for energy recovery.

For more information

For more information on spill prevention, cleanup and disposal, call the MPCA at (651) 296-6300 or (800) 657-3864 and ask for a member of the Emergency Response Team or go to www.pca.state.mn.us/cleanup/pubs/ertpubs.html on the Internet.

Minnesota Pollution Control Agency

Cleaning up small petroleum spills

Cleanup/Emergency Response 4-02 • April 2008

Contents

Stop the spill 1
Containment and recovery 1
Remediating contaminated soil ... 1
For more information 2

Petroleum spills of more than five gallons must be reported to the Minnesota Duty Officer by calling (651) 649-5451 or (800) 422-0798.

This fact sheet provides general guidance for cleanup of small petroleum spills on land. The Minnesota Pollution Control Agency (MPCA) considers small spills to be those of 50 gallons or less. The quantity spilled must be reliably calculated to determine whether it is appropriate to utilize this guidance. Depending on the circumstances and the health, safety and environmental risk, a more stringent cleanup protocol may need to be followed.

It is the responsibility of the spiller to ensure an effective cleanup and proper management of all wastes generated. With the exception of used oil, waste generated from petroleum spills that have been reported and cleaned up immediately is exempt from Minnesota's Hazardous Waste Rules.

Stop the spill

Upon discovery of a petroleum spill, the first step is to stop the spill or leak if this can be done safely. Turn off nozzles or close valves from the leaking container or system. Use a wooden plug, bolt, band or putty on a puncture-type hole.

Containment and recovery

Contain the spill if it can be done safely. Buckets, pails or kiddie pools can be used to collect flowing liquid from a leaking valve or punctured tank. Soil, sand or granular sorbent can be used to build a berm around the flowing liquid on the ground. State law requires companies to be prepared to respond to spills. Therefore, stocking basic spill-response equipment is expected.

Once contained, the liquid must be recovered. If company personnel are trained and can perform these tasks safely, recovery should begin immediately. Otherwise, a contractor may be needed to assist the company. All free liquid should be recovered using the appropriate pumps, vacuum trucks, or sorbent. The recovered liquid product can then be recycled or possibly reused. Other wastes that are generated must be properly managed and disposed. Oil-soaked sorbent can be sent to the following types of facilities for treatment or disposal: municipal waste combustor, asphalt or thermal treatment, land treatment, composting or landfill. For guidance on each, request the *Spill debris disposal options* fact sheet.

Remediating contaminated soil

Contaminated soil can be remediated in two ways: either excavate and ship the

Minnesota Pollution Control Agency • 520 Lafayette Rd. N., Saint Paul, MN 55155-4194 • www.pca.state.mn.us
651-296-6300 • 800-657-3864 • TTY 651-282-5332 or 800-657-3864 • Available in alternative formats

soil to a treatment or disposal facility or treat the soil in place. To excavate contaminated soil, remove all soil that has visible staining or petroleum odor. In some instances, a soil sample may need to be collected and analyzed by an environmental laboratory to confirm that an effective cleanup has occurred. When you report the spill, ask the MPCA Emergency Response Team member whether you need to collect a sample. Excavated petroleum-contaminated soil can be sent to the following types of facilities for treatment or disposal: (1) land treatment, (2) composting, (3) asphalt or thermal treatment, or (4) landfill.

Land treatment, also known as "land farming" or "thin-spreading," involves applying the contaminated soil to native soil, mixing, aerating the soils, and sometimes adding fertilizer to promote biodegradation of the contaminants.

For thin-spreading 10 cubic yards or less, follow the guidance in the *Thin-spreading small quantities of petroleum-contaminated soils* fact sheet.

If the quantity of soil to be treated is greater than 10 cubic yards, then you must follow the MPCA guidance for land treatment and Minn. R. ch. 7037, Petroleum Contaminated Soil Management. If the soil is to be treated in place, written permission from the landowner must be obtained. The treatment site should not be in a pedestrian walkway. The site should have a slope of less than 6 percent. Surface waters, drinking water wells and sewers should be at least 200 feet away. The affected soil should be disked, bladed or raked into the native soil and periodically thereafter until biodegradation has occurred (usually in one year).

Composting is the controlled microbial degradation of petroleum-contaminated soil. This is optimized by constructing the pile in a manner that promotes bacteria and fungi to flourish. For specific guidance, see the Composting of petroleum-contaminated soil fact sheet.

Some asphalt plants or similar facilities in Minnesota are permitted to treat petroleum-contaminated soils. This is called "thermal treatment." These plants burn or vaporize the contaminants from the soil and then incorporate the treated soil into asphalt or fill material. The MPCA maintains a list of these permitted facilities (see the *Thermal treatment of petroleum-contaminated soil* fact sheet).

Some municipal and industrial solid waste landfills can accept petroleum-contaminated soil for disposal. Call your local facility for approval and protocols.

After the cleanup has been completed, submit a report describing the incident, the material spilled and amount, cleanup steps performed, and measures implemented to prevent the incident from reoccurring. Include diagrams of the affected area, excavation dimensions, and amount and types of wastes generated. Waste disposal documentation should include method of disposal and location.

For more information

For more information on spill prevention, cleanup and disposal, call the MPCA at (651) 296-6300 or (800) 657-3864 and ask for a member of the Emergency Response Team or go to www.pca.state.mn.us/cleanup/pubs/ertpubs.html on the internet.

More information is also available on the Web site of the U.S. Environmental Protection Agency at www.epa.gov/oilspill/.

Minnesota Pollution Control Agency

Emulsifiers/dispersants

Cleanup 4-06 • August 2007

What happens when oil is spilled onto water or ground?

- Oil and water do not readily mix, most of the oil will float on the water as a layer of "free product."
- Oil floating on water will begin to dissolve into water at the part per million concentrations.
- The surface of an oil puddle emits vapor into the air. This vapor may be very ignitable as in gasoline, or not very ignitable as in asphalt.
- Oil spilled onto water can cause a fish kill, oil birds, or cause other wildlife damage. Petroleum products are toxic. The degree of toxicity of an oil generally follows its flammability, from highly toxic gasoline through less toxic heavy oils.
- Oil spilled onto ground will kill or stress vegetation.
- Oil spilled onto ground will percolate through the soil, leaving oil-contaminated soil. If there is a large enough amount of oil or shallow ground water, the oil will eventually reach the water table. Oil will then float on and dissolve into the ground water and flow with the ground water.
- Oil-contaminated soil can be naturally degraded by bacteria and microbes present in the soil. If microbes, oxygen, and the right nutrient mix are present, the petroleum will eventually be degraded.

How do emulsifiers and dispersants work?

An emulsifier or dispersant acts like detergent, dissolving the oil into the water. Instead of an oil layer on top of the water, there is dissolved oil and invisible oil droplets in the water. The dispersant dissolves the oil and disperses throughout the water column rather than allowing it to float on the surface.

Does an emulsifier or dispersant eliminate the fire hazard?

Research in Canada has revealed that emulsified oil generates more vapor in sewers than does oil floating in the sewer. This is because there is a tremendous amount of surface area from all the tiny oil droplets. That greatly increased surface area releases much more vapor than does the smaller surface area of a layer of floating oil.

What else does emulsified oil do?

The greatly increased amount of oil dissolved in the water is much more exposed to the living things in the water column and thus toxicity is greatly increased. For a land spill, the emulsified oil is much more mobile in soil, and will reach ground water more quickly. Once in the ground water it will move more quickly and further than free-product oil.

Why is it sometimes okay to use dispersants on the ocean?

First, in the ocean, there is a tremendous amount of water available for dilution of the dissolved oil and the oil droplets. Secondly, many aquatic organisms can move out of the area of dissolved oil. Thirdly, nobody drinks ocean water. In addition, use of dispersants on any water is prohibited by federal law without the specific permission from the U.S.

Minnesota Pollution Control Agency • 520 Lafayette Rd. N., Saint Paul, MN 55155-4194 • www.pca.state.mn.us
651-296-6300 • 800-657-3864 • TTY 651-282-5332 or 800-657-3864 • Available in alternative formats

Environmental Protection Agency (EPA) or U.S. Coast Guard to use the dispersant on that particular spill.

What are the alternatives to using emulsifiers/dispersants?

Other response options for petroleum spills are using mechanical recovery, such as vacuum trucks, using sorbents, such as sand, kitty litter, or synthetic pads or booms, or using solidifying agents.

Mechanical recovery is typically used if there is a substantial amount of oil to recover. If recovering the oil is difficult, such as in a sewer line, explosion-proof pumps and vacuum trucks are typical equipment used by an emergency response contractor. Some companies have the equipment and training to do their own mechanical recovery. In any case, if large amounts of oil are spilled and need mechanical recovery, Minnesota Pollution Control Agency (MPCA) staff will direct and sometimes oversee the spiller's recovery of the oil. Usually, sorbent is used after mechanical recovery to recover the residual.

Sand, kitty litter, ground corn cobs, and other sorbent can control the spread of oils until it can be picked up and can be used to sorb the oil. These sorbent materials can be thin-spread on acceptable ground for bacterial degradation. Or, they can be sent to an asphalt plant or incinerator that has the proper air pollution controls and permits. Synthetic sorbent pads and booms can be lowered into sewers, placed at sewer outfalls or placed across waterways to catch oil. These manufactured fabric sorbents can be disposed of in the permitted incinerators. The MPCA maintains lists of permitted treatment facilities and incinerators in the state that can treat or dispose of contaminated sorbent.

Solidifying agents can be sprinkled or sprayed on a puddle of oil or spread in front of a stream of oil. These products will mix with the oil and make a thick, optimally rubbery compound which keeps the transformed oil in place until it is removed. The solidified oil can be disposed of at permitted incinerators.

How will the MPCA help?

The MPCA conducts fire department training that includes demonstration of sorbent and containment boom use and oil spill response strategies. Often MPCA staff supply some sorbent and select response equipment to the department after the training.

If a fire department uses sand or other sorbents and collects a significant amount of it into barrels or other containers, the MPCA will make the spiller properly dispose of it or the agency will send a contractor to pick up and dispose of it.

For significant spills, the MPCA will direct the cleanup done by the spiller or, if the spiller does not or cannot act, the MPCA will send out one of the state's contractors to do the cleanup.

If a fire department has extraordinary expenses resulting from an oil or chemical spill, it can apply to the MPCA for partial reimbursement. See the *Reimbursement options for local responders* fact sheet for more information.

For more information

For more information on spill reporting, prevention, cleanup and disposal, call the MPCA at (651) 296-6300 or (800) 657-3864 and ask for a member of the Emergency Response Team or go to www.pca.state.mn.us/cleanup/pubs/ertpubs.html on the Internet.

More information is also available on the Web site of the EPA at http://www.epa.gov/oilspill/.

Minnesota Pollution Control Agency

Reimbursement options for local responders

Cleanup/Emergency Response 9-02 • September 2007

Contents

Responsible person .. 1
Federal help 1
State help 2
For more information. 2

Accidents and other hazardous materials incidents, such as train wrecks, pipeline breaks, or pesticide fires, often create the need for intensive involvement and follow-up by local public safety agencies. Local fire and police departments may remain on scene for extended periods, may need to call in extra staff, may need to arrange for specialized equipment, and may have equipment contaminated, damaged or destroyed. The costs to local agencies are often high and are usually not planned.

Cities can recover some of the costs of responding to hazardous materials incidents in several ways:

- The person(s) responsible for the incident reimburses the city for the city's response.
- The U.S. Environmental Protection Agency (EPA) reimburses the city.
- The Minnesota Pollution Control Agency (MPCA) or Minnesota Department of Agriculture reimburses the city.

Responsible person

Many environmental laws describe the liability of generators, shippers and other handlers of hazardous substances. These persons or companies are described in the law as the "responsible person" for "releases" of hazardous substances. One of the costs that a responsible person is responsible for is all reasonable and necessary response costs incurred by a political subdivision of the state (cities, counties, townships, etc.). Thus, the first place to look for reimbursement is the responsible person. Usually a letter to the responsible person and his or her insurance carrier, if known, will result in reimbursement of costs. Your city's attorney can cite Minn. Stat. § 115B.04 as the basis for requesting reimbursement.

Federal help

Sometimes responsible persons refuse to pay for the incurred costs, or they do not have enough money to pay or they cannot be found. In these cases, the federal or state government may reimburse all or a portion of the costs related to the response. The federal "Superfund" contains a provision for reimbursing local units of government for response costs. One of the critical steps in obtaining federal reimbursement is notifying the National Response Center (NRC) of the incident at (800) 424-8802. An application form can be obtained by calling EPA's Local Governments Reimbursement Helpline at (800) 431-9209 or visit its Web site at http://www.epa.gov/superfund/programs/er/lgr/index.htm. Eligible local governments may submit applications to EPA for reimbursement of up to $25,000 per incident.

Minnesota Pollution Control Agency • 520 Lafayette Rd. N., Saint Paul, MN 55155-4194 • www.pca.state.mn.us
651-296-6300 • 800-657-3864 • TTY 651-282-5332 or 800-657-3864 • Available in alternative formats

State help

The state "Superfund" also has provisions for reimbursing political subdivisions for "reasonable and necessary expenditures resulting from an emergency caused by a release or threatened release of hazardous substance, pollutants or contaminant." Requests can be made to the state after requests have been made to the responsible person and to the federal government.

The MPCA Citizens Board reviews and approves all claims except for pesticide and fertilizer incidents. These incident claims are handled by the commissioner of the Minnesota Department of Agriculture. Reimbursement is subject to legislative appropriation. In enacting this provision, the Minnesota Legislature used an estimate of the level of need for such reimbursements of up to $200,000 per year.

To establish some framework for evaluating reimbursement requests, the MPCA Citizens Board has determined that it will consider the following information when reimbursement is requested:

- Claimed expenses for an incident should be for "extraordinary" activities above and beyond the "normal" response of a political subdivision to a similar incident which does not involve hazardous substances, pollutants or contaminants.
- Claimed expenses for an incident should be for emergency activities providing protection for the "public health, welfare or the environment."
- Claimed expenses should generally be for immediate measures. Longer-term measures, such as ground water cleanup, replacement of buildings, new municipal wells, waste disposal and ongoing sampling or similar activities, should not be considered unless the activity was specifically requested or authorized by MPCA staff.
- Political subdivisions should attempt to recover expenditures from the parties responsible for the incident and from the federal program authorized to make similar reimbursements.
- Claimed expenses should be documented and reasonable.
- Actions for which the expenditures were made should have been reasonable and necessary.

For more information

For more information about reimbursement and spill prevention, cleanup and disposal, call the MPCA at (651) 296-6300 or (800) 657-3864 and ask for a member of the Emergency Response Team.

More information is available also from other MPCA fact sheets at www.pca.state.mn.us/cleanup/pubs/ertpubs.html.

APPENDIX B

SPILL DOCUMENTATION FORMS

SPILL DOCUMENTATION

This form is designed to provide the City of Isanti staff with a document that records the key decisions and actions taken during the course of a spill response effort. Even if City of Isanti staff is not the identified responsible party, staff should accurately document the spill as much as is practical. This will help ensure that the City of Isanti's own interests are considered throughout the spill response process.

Name of Person Completing This Form: _____

Date and Time Spill First Discovered: _____

Date and Time Spill Made Known to the City of Isanti: _____

Initial Estimated Spill Contents: _____

Initial Estimated Spill Volume (gallons): _____

Responsible Party (Parties) for Spill: _____

Approximate Location of Spill: _____

_____

Summary of Spill Circumstances (what happened, how was it believed to have been caused, etc):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

DECISION ITEMS

The following decisions should be documented as they are made, to record what is known about the spill and document why certain actions were taken as a result. Refer to the City of Isanti's Stormwater Pollution Prevention & Spill Response Plan for more details regarding each major decision to be made over the course of a spill investigation.

DECISION 1: Does the spill involve hazardous or potentially toxic chemicals or substances?

Yes _____ No _____ Unknown/Unsure _____

Identified Spill Contents: _____

Potential Hazards: _____

Identification Determined By: _____

Notes: _____

DECISION 2: Does the spill pose possible immediate threat to public safety?

Yes _____ No _____ Unknown/Unsure _____

Possible Immediate Hazards: _____

Decision Determined By: _____

Notes: _____

DECISION 3: Does the spill meet the MPCA reporting limits for the chemical or substance in question?

Yes _____ No _____ Unknown/Unsure _____

Identified Spill Volume: _____

Determined By: _____

Identified Responsible Party: _____
Property Owner(s) and Address: _____

Is the City of Isanti a Responsible Party or Affected Property Owner?
Yes _____ No _____ Unknown/Unsure _____

Determined By: _____

Spill Reported By: _____

Spill Report Date/Time: _____

Incident Number Assigned by MN Duty Officer: _____

Notes: _____
_____
_____
_____

DECISION 4: Is the spill liquid in nature and capable of infiltration into soils?

Yes _____ No _____ Unknown/Unsure _____

Decision Determined By: _____
Notes: _____
_____
_____

DECISION 5: Does the spill have the ability to contaminate surface water or groundwater?

Yes _____ No _____ Unknown/Unsure _____

Decision Determined By: _____
Notes: _____
_____
_____

DECISION 6: Is the spill located within the Drinking Water Supply Management Area (DWSMA) for the City of Isanti?

Yes _____ No _____ Unknown/Unsure _____

Decision Determined By: _____
Notes: _____
_____
_____

DECISION 7: Is the spill located within the Drinking Water Supply Management Area for a neighboring community?

Yes _____ No _____ Unknown/Unsure _____

If yes, Which DWSMA(s) is Affected: _____

Decision Determined By: _____

Notes: _____

_____

_____

DECISION 8: Is the spill capable of migrating to a Drinking Water Supply Management Area?

Yes _____ No _____ Unknown/Unsure _____

If yes, Which DWSMA(s) will be Affected: _____

Decision Determined By: _____

Notes: _____

_____

_____

DECISION 9: Has any portion of the spill reached water bodies, infiltrated into soil, or migrated from the incident site?

Yes _____ No _____ Unknown/Unsure _____

If yes, Which Water Bodies Have Been Affected or Where has the Contaminant Spread: _____

_____

Decision Determined By: _____

Notes: _____

_____

_____

DECISION 10: Can the entire spill likely be recovered without migration to water bodies or infiltration to the soil?

Yes _____ No _____ Unknown/Unsure _____

Decision Determined By: _____

Notes: _____

_____

_____

DECISION 11: Can a significant portion of the spill be safely contained to prevent further migration?

Yes _____ No _____ Unknown/Unsure _____

If Yes, Where/How Can it be Contained: _____

_____

_____

Decision Determined By: _____

Notes: _____

_____

_____

DECISION 12: Has the spill likely infiltrated into the soil or entered a water body (or bodies) near one or more municipal water supply wells?

Yes _____ No _____ Unknown/Unsure _____

If Yes, What are the Nearest Wells: _____

_____

Decision Determined By: _____

Notes: _____

_____

_____

DECISION 13: Can the wells closest to the spill be shut down without impacting emergency response efforts or community water supply?

Yes _____ No _____ Unknown/Unsure _____

Decision Determined By: _____

Notes: _____

_____

_____

DECISION 14: Can another water source be utilized to meet demands?

Yes _____ No _____ Unknown/Unsure _____

If Yes, What Source can be Utilized and What Volume Will It Provide: _____

_____

Decision Determined By: _____

Notes: _____

_____

_____

DECISION 15: Does the investigation of the spill reveal potential risks to the municipal water supply wells in the coming days, weeks, months, or years?

Yes _____ No _____ Unknown/Unsure _____

If Yes, What are the Potential Risks and When Might They Appear: _____

_____

_____

_____

_____

Decision Determined By: _____

Notes: _____

_____

_____

DECISION 16: Does monitoring of the spill reveal contamination in the municipal water supply wells or the source water aquifer(s)?

Yes _____ No _____ Unknown/Unsure _____

If Yes, What are the Contaminants Identified and Their Concentrations: _____

_____

_____

_____

_____

Decision Determined By: _____

Notes: _____

_____

_____

ACTION ITEMS

The following actions should be documented as they are put into place, to record how the action is being carried out, who is responsible for following through with the item, and what the results were. Refer to the City of Isanti Stormwater Pollution Prevention & Spill Response Plan for more details regarding each potential action item to be enacted over the course of a spill investigation.

ACTION 1: Isolate public from immediate hazards.

Person/Team in Charge of Public Safety: _____

Isolation Distances and Hazards: _____

_____

_____

When was Spill Deemed Safe to Terminate Public Isolation: _____

Decision Determined By: _____

Notes/ Results: _____

_____

_____

ACTION 2: Report spill to state duty officer.

Who Reported the Spill: _____

Date/Time Spill was Reported: _____

Incident Number Assigned to the Spill: _____

Notes/ Results: _____

_____

_____

ACTION 3: Report spill proximity to DWSMA to affected wellhead protection plan managers and appropriate agency staff.

Who Was the Contacted Wellhead Protection Manager: _____

Who Made Contact to Inform and When: _____

_____

Notes/ Results: _____

_____

_____

ACTION 4: Identify possible points of containment. Enact appropriate containment measures, if they can be done safely.

Identified Points of Containment: _____

_____

Measures to Enact Containment: _____

Person Overseeing the Containment Measures: _____

Notes/ Results: _____

ACTION 5: Shut down wells closest to spill until further investigation can be completed.

Wells Shutdown: _____

Date/ Time: _____

Person Overseeing the Well Shutdown: _____

Notes/ Results: _____

ACTION 6: Begin to enact emergency water conservation measure to reduce demand. Then shut down wells closest to spill when possible (Action 5).

Conservation Measures to be Enacted: _____

Date/ Time: _____

Person Overseeing the Conservation Measures: _____

Notes/ Results: _____

ACTION 7: Establish aquifer monitoring plan and well sampling strategy with MDH and MPCA. Educate public regarding cleanup and monitoring efforts.

What Agency (and Staff) Determined the Monitoring and Sampling Strategy: _____

City Staff in Charge of Overseeing and Assisting in the Monitoring Efforts: _____

Summary of Sampling Requirements (i.e. frequency, wells, locations, parameters to be considered, etc.):

Notes/ Results:

ACTION 8: Study options for water treatment, water blending, or well replacement. Monitor the migration (and concentration) of contamination plume.

Person Overseeing Study:

Assisting Agency or Consultant:

Options Being Considered:

Notes/ Results:

ACTION 9: Enact any necessary modifications to the water supply system to restore system capacity.

Timeline to Enact Modifications:

Estimated Budget to Modify:

Financial Assistance/ Grants Pursued or Awarded:

Council Approval Granted on:

Modifications Taking Place:

Start Date:

End Date:

Notes/ Results:

REVISIONS TO DECISIONS/ACTIONS

Over the course of a spill response investigation and cleanup, it is likely that initial decisions made will be modified or revised as more information is learned... if initial efforts prove to be unsuccessful. Any revisions to the decisions should be documented, identifying the following:

- Revised decision or action item
- Who revised the decision or action?
- When was the revised decision made or revised action item undertaken?
- What revisions were made?
- What were the results of the revised decision or action?

Included is some space to record revisions that were undertaken. Include additional pages if necessary:

APPENDIX C

STORMWATER COMPLAINT FORM

STORMWATER COMPLAINT FORM

This form is designed to provide the City of Isanti staff with a document that records complaints regarding illicit discharges into the waterways and stormwater systems within the City of Isanti. Documentation of investigation and resolution of such discharges will ensure that proper course of action is taken.

Stormwater Complaint Form
City of Isanti
110 1st Ave NW * PO Box 428
Isanti, MN 55040
Phone: 763-444-5512
Fax: 763-444-5560
www.cityofisanti.us

Stormwater Complaint Form

In the City of Isanti, our waterways are composed of wetlands, creeks, streams, and the Rum River. State and local regulations mandate the protection of these waterways, and the management of illicit discharge. "Illicit discharge" is defined by the Minnesota Pollution Control Agency as any discharge to a Municipal Separate Storm Sewer (MS4) that is not composed entirely of stormwater (except the following: discharges specifically authorized by a permit, and discharges resulting from fire-fighting activities). Examples of illicit discharge could include, but are not limited to: paint, herbicides/pesticides, deicing agents, automotive fluids, solvents, oils, soaps, spills, fuels, concrete washout water, sawcutting water. Excessive erosion and sedimentation from active construction sites should also be reported.

If you see someone dumping anything onto street surfaces, into storm drains, or into any other device built to contain rainfall or runoff, please report it immediately by calling the City's Public Services Director at (763) 444-5512 or by completing the form below and emailing it to jwood@cityofisanti.us or delivering or mailing it to City Hall: City of Isanti – Public Services Department, 110 1st Ave NW, PO Box 428, Isanti, MN 55040.

Fill in the appropriate information and City of Isanti Staff will investigate all reports received and take any and all appropriate enforcement actions necessary to rectify the discharge.

The complaint can be made anonymously, however, if the information is not provided, the City may not be able to investigate the complaint if additional information is needed.

Complaint made by:

Name:_____

Address: _____

Home Phone: _____ Daytime Phone: _____

Date & Time of Occurrence:_____

Location of Incident: _____

Description of problem: _____

_____

_____

Was a commercial vehicle involved (circle one) Yes No

If so, what was the company name or license plate number on the vehicle: _____

_____

City of Isanti Staff:

Complaint received by: _____ Date:_____

Through (circle one) Phone E-mail Mail Verbal

Complaint referred to: _____ Date: _____

Complaint resolution:_____

_____

_____ Date: _____

To report an Emergency, Call 9-1-1. Do not use this form to report an emergency.

K.4.

A Community For Generations.
Isanti

MEMORANDUM

TO: Mayor George Wimmer
Isanti City Council

FROM: Ryan Kernosky, Community Development Director

DATE: December 19, 2017

SUBJECT: **JOINT RESOLUTION NO. 2017-XXX: IN THE MATTER OF THE AMENDMENT TO THE ORDERLY ANNEXATION BETWEEN THE CITY OF ISANTI, MINNESOTA AND ISANTI TOWNSHIP, MINNESOTA PURSUANT TO MN STATS. § 414.0325 SUBD. 1**

Background

The City has been in the process of annexing Township properties that are completely surrounded by the corporate limits of the City. As you may recall, Joint Resolution 2017-236 (the resolution to annex township properties through the Orderly Annexation Agreement from 1973) was passed by the City on September 19th, and sent to the Township for their approval. However, the Township decided to take no action on the Joint Resolution. The City, after waiting 30 days for a response, then passed Resolution 2017-270 asking that the Administrative Law Judge, through the Office of Administrative Hearings - Municipal Boundary Adjustment Unit, either order the immediate annexation of the aforementioned parcels or hold an administrative hearing on the matter.

While the City has been getting ready for the administrative hearing, the Isanti Township approached the City on a possible settlement to prevent this from going to the Administrative Law Judge. After a few discussions between the City and Township Attorney, a proposed settlement was formulated. Isanti Township has approved the proposed settlement, and DOAC has also reviewed the proposed settlement and is recommending approval of the settlement as outlined in the enclosed Joint Resolution for Orderly Annexation.

Changes in the Joint Resolution

Payment to Property Owners: As it currently stands, the City would reimburse property owners three years of tax differences over two years (66% the first year, 34% the second year of that total) based on their access to City Sewer and City Water. If a property owner has immediate access to both sewer and water, they would not receive a reimbursement. If they have immediate access to one of the two municipal services, they would be reimbursed 50%. Finally, if they have no immediate access to municipal services, they would receive 100% of the difference between their township and City taxes.

The settlement Resolution continues to base reimbursement on the property owners access to municipal utilities, but is done over five years and at a different rate. The rate will be the difference between the amount of City taxes and the amount of Township taxes, and distributed as follows:

- 1st Year (2019) – 100% of the designated difference
- 2nd Year (2020) – 80% of the designated difference
- 3rd Year (2021) – 60% of the designated difference
- 4th Year (2022) – 40% of the designated difference
- 5th (and final) Year (2023) – 20% of the designated difference

After the fifth year, the property owner would pay full taxes with no reimbursement.

Township Payments: Per MN Stats. § 414.036, the Township would like to extend their reimbursements from three years to five years. As it's currently written, the Township would receive three years of reimbursement.

Annexation Date: The Township has requested that the annexation does not take place until January 1, 2019. As it's currently written, the annexations would become final after the administrative hearing and determination by the Administrative Law Judge.

Administrative Hearing: Upon review and possible approval by the City Council tonight, the scheduled administrative hearing would no longer be required, and the Administrative Law Judge would have 30 days to review the Joint Resolution and order the annexation within 30 days.

Staff Recommendation

Staff believes that the offered settlement achieves the goal of annexing these properties, and provides clear guidance on the various conditions within the Orderly Annexation Agreement. As such, staff is recommending **APPROVAL** as negotiated and presented to Council.

Attachments

- Joint Resolution 2017-XXX

A JOINT RESOLUTION

ISANTI TOWNSHIP RESOLUTION: _____

CITY OF ISANTI, MN RESOLUTION 2017-_____

IN THE MATTER OF THE AMENDMENT TO THE ORDERLY ANNEXATION BETWEEN THE CITY OF ISANTI, MINNESOTA AND ISANTI TOWNSHIP, MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.0325 SUBD 1

WHEREAS, the Township of Isanti and the City of Isanti are parties to a Joint Resolution for Orderly Annexation, which Joint Resolution was duly filed with the Municipal Board on or about August 31, 1973, (File NO: A-2457(OA)(the "Joint Resolution for Orderly Annexation"); and,

WHEREAS, the City of Isanti and Isanti Township designate for orderly annexation, the described lands defined in Exhibits "A" through "I" attached hereto and made a part hereof, located within Isanti Township, County of Isanti, Minnesota; and,

WHEREAS, the City of Isanti and Isanti Township are in agreement as to the orderly annexation of the unincorporated lands described; and,

WHERAS, Minnesota Statutes § 414.0325 provides a procedure whereby the City of Isanti and Isanti Township may agree on a process of orderly annexation of designated areas; and,

WHEREAS, Both the City of Isanti and Isanti Township have agreed to all the terms and conditions for the annexation of the lands legally described in Exhibits "A" through "I" attached hereto and made a part hereof and the signatories hereto agree that no alteration of the designated area is appropriate and no consideration by the Chief Administrative Law Judge is necessary. The Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation of the properties as described within Exhibits "A" through "I" attached hereto and made a part hereof in accordance with the terms of this Joint Resolution.

NOW, THEREFORE, BE IT RESOLVED, jointly by the City Council of the City of Isanti and the Township Board of Isanti Township as follows:

1) That the following described lands identified in Exhibits "A" through "I" attached hereto and made a part hereof in Isanti Township are subject to orderly annexation pursuant to Minnesota Statutes § 414.0325.

2) That the described lands identified in Exhibits "A" through "I" attached hereto and made a part hereof consist of approximately 93 acres, the population in the subject area is approximately 61 persons, and the land use types are residential, recreational, agricultural, and commercial.

3) That the described lands identified in said Exhibits "A" through "I" are urban or suburban or about to become so, and since the City of Isanti has either provided services, or is capable

of providing services to this area within a reasonable time, the annexation would be in the best interest of the area.

4) That Isanti Township and the City of Isanti, by submission of this Joint Resolution to the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings, confers jurisdiction upon the Chief Administrative Law Judge so as to accomplish said orderly annexation in accordance with the terms of this resolution.

5) That pursuant to paragraph 3 of the Joint Resolution for Orderly Annexation between the City of Isanti and Isanti Township, the City of Isanti agrees to reimburse to the property owners whose property has been annexed into the City through this Joint Resolution, a portion of the difference between what the Isanti Township portion of property taxes would have been if calculated at the applicable Isanti Township rate and the City of Isanti portion of the property taxes based on the applicable City of Isanti property tax rates, subject to the following:

   a. If a property has immediate access to both city sewer and city water, then the City will pay no difference as described above to the property owner(s).

   b. If a property has immediate access to either city sewer or city water, then the City will reimburse half (50 percent) the difference as described above to the property owner(s).

      i. Reimbursement shall be made to the property owner(s) per the following schedule:

         1. In the first year following the year the City of Isanti could first levy on the annexed area, an amount equal to 100 percent of the designated reimbursement.

         2. In the second year, an amount equal to 80 percent of the designated reimbursement.

         3. In the third year, an amount equal to 60 percent of the designated reimbursement.

         4. In the fourth year, an amount equal to 40 percent of the designated reimbursement.

         5. In the fifth year (being the final year any reimbursement is due), an amount equal to 20 percent of the designated reimbursement.

   c. If a property has no immediate access to either city sewer or city water, then the City will reimburse the full (100 percent) difference as described above to the property owner(s).

i. Reimbursement shall be made to the property owner(s) per the following schedule:

1. In the first year following the year the City of Isanti could first levy on the annexed area, an amount equal to 100 percent of the designated reimbursement.

2. In the second year, an amount equal to 80 percent of the designated reimbursement.

3. In the third year, an amount equal to 60 percent of the designated reimbursement.

4. In the fourth year, an amount equal to 40 percent of the designated reimbursement.

5. In the fifth year (being the final year any reimbursement is due), an amount equal to 20 percent of the designated reimbursement.

6) Reimbursement to Isanti Township for lost taxes on annexed property, pursuant to Minnesota Statute § 414.036, per the following schedule:

i. In the first year following the year the City of Isanti could first levy on the annexed area, an amount equal to 100 percent of the total reimbursement.

ii. In the second year, an amount equal to 100 percent of the total reimbursement for said year.

iii. In the third year, an amount equal to 100 percent of the total reimbursement for said year.

iv. In the fourth year, an amount equal to 100 percent of the total reimbursement for said year.

v. In the fifth year (being the final year any reimbursement is due), an amount equal to 100 percent of the total reimbursement for said year.

7) That the annexation of the said parcels as set forth on Exhibits "A" through "I" attached hereto and made a part hereof shall take effect as of January 1, 2019.

8) The City of Isanti and Isanti Township agree that upon receipt of this resolution, passed and adopted by each party, the Chief Administrative Law Judge may review and comment, but shall within thirty (30) days, order the annexation in accordance with the terms of the resolution.

9) Upon execution of the Order described in paragraph 8 above, the annexation proceeding pending in file number OAH 84-0330-34848 {MBA A-2457(OA)-32/Isanti/Isanti Township shall be dismissed as moot. Each party agrees to bear its own costs and attorneys fees.

ISANTI TOWNSHIP BOARD

Adopted by Resolution of the Isanti Township Board this 12 day of December 2017.

By: _____
ITS: Chairman

By: _____
ITS: Township Clerk

CITY OF ISANTI CITY COUNCIL

Adopted by Resolution of the City Council of Isanti this _____ day of _____ 201__.

_____
Mayor George A. Wimmer

ATTEST:

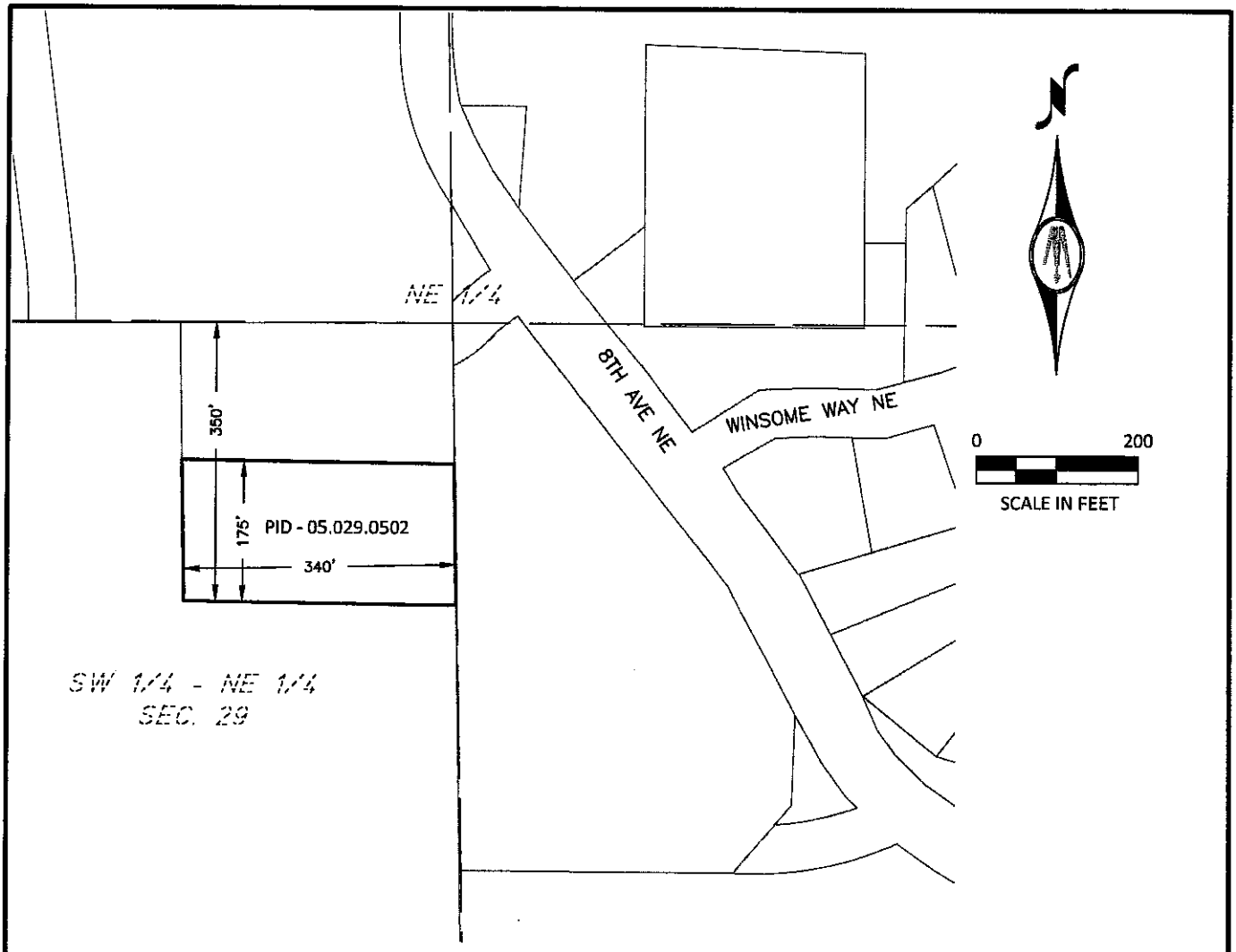
_____
Katie Brooks
City Clerk/ Human Resources

EXHIBIT "A"

DESCRIPTION OF PARCELS

PID 05.029.0502

The south 175.00 feet of the north 350.0 0 feet of the east 340.00 feet of the Southwest Quarter of the Northeast Quarter of Section 29, Township 35 North, Range 23 West of the 5th Principal Meridian, Isanti County, Minnesota.



PROPOSED DESCRIPTION

The south 175.00 feet of the north 350.0 0 feet of the east 340.00 feet of the Southwest Quarter of the Northeast Quarter of Section 29, Township 35 North, Range 23 West of the 5th Principal Meridian, Isanti County, Minnesota.

ANNEXATION AREA: ± 1.37 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 29, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

FOR: CITY OF ISANTI

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S29-T35-R23

EXHIBIT "B"

DESCRIPTION OF PARCELS

PID 05.029.0801

That part of the Southwest Quarter of the Northeast Quarter (SW 1/4 of NE 1/4) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), described as follows:

Commencing at the southwest corner of said SW 1/4 of NE 1/4; thence along the south line thereof South 89 degrees, 59 minutes 25 seconds East, assumed basis of bearings, a distance of 216.67 feet to the point of beginning; thence North 01 degree 16 minutes 13 seconds West 560.00 feet; thence South 89 degrees 59 minutes 25 seconds East 262.00 feet; thence South 01 degree 16 minutes 13 seconds East 560.00 feet to the south line of said SW 1/4 of NE 1/4; thence along said south line North 89 degrees 59 minutes 25 seconds West 262.00 feet to the point of beginning.

Except that portion lying within the right of way of Heritage Boulevard NE.

PROPOSED DESCRIPTION

That part of the Southwest Quarter of the Northeast Quarter (SW ¼ of NE ¼) of Section Twenty-nine (29), Township Thirty-five (35), Range Twenty-three (23), described as follows:

Commencing at the southwest corner of said SW ¼ of NE ¼; thence along the south line thereof South 89 degrees, 59 minutes 25 seconds East, assumed basis of bearings, a distance of 216.67 feet to the point of beginning; thence North 01 degree 16 minutes 13 seconds West 560.00 feet; thence South 89 degrees 59 minutes 25 seconds East 262.00 feet; thence South 01 degree 16 minutes 13 seconds East 560.00 feet to the south line of said SW ¼ of NE ¼; thence along said south line North 89 degrees 59 minutes 25 seconds West 262.00 feet to the point of beginning.

Except that portion lying within the right of way of Heritage Boulevard NE.

NOTE

The adjacent parcel lines shown were taken from the Isanti County GIS database and are approximate.

ANNEXATION AREA: ± 3.37 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

12/08/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 29, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S29-T35-R23

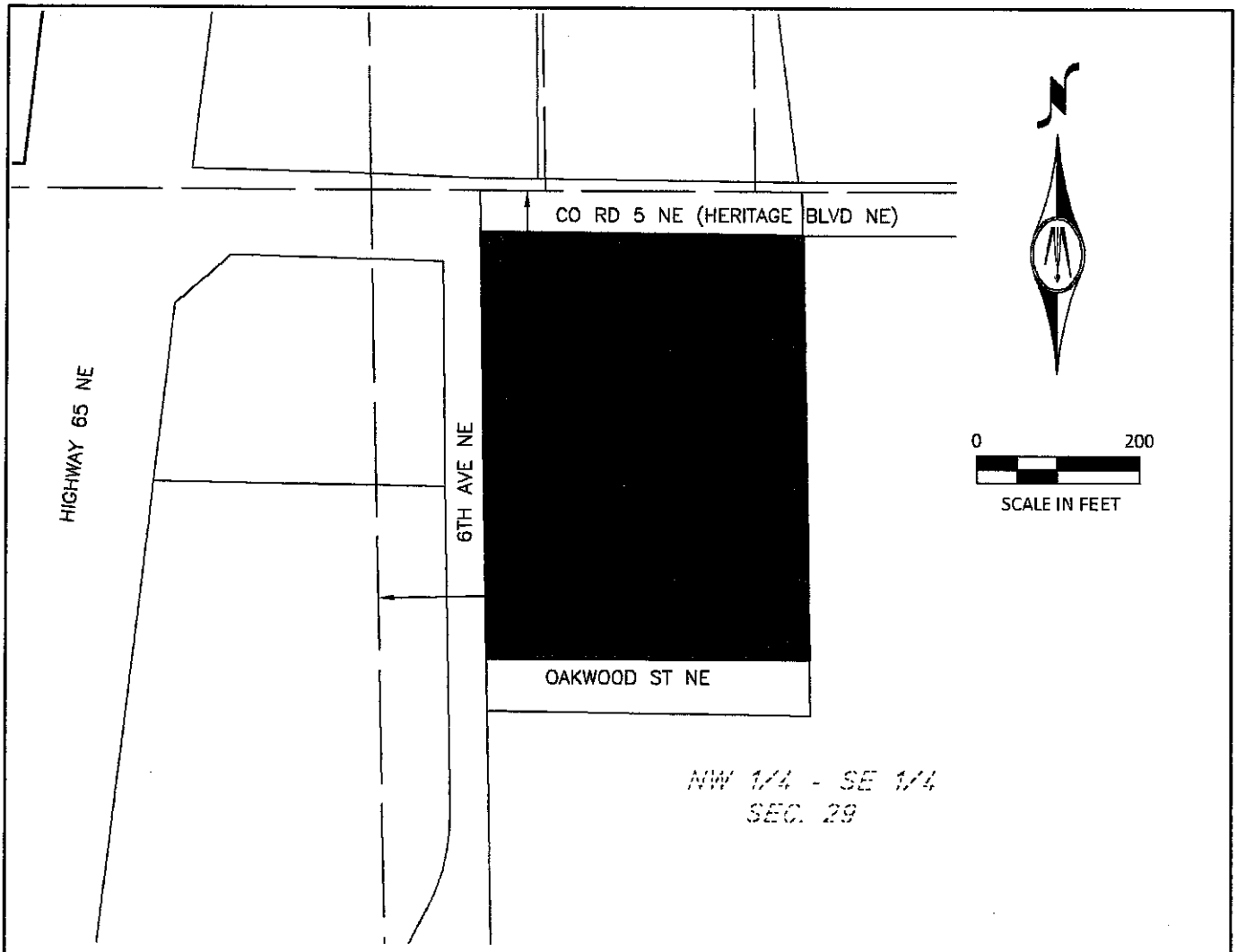
EXHIBIT "C"

DESCRIPTION OF PARCELS

PID 05.029.2300

The north 577.5 feet of the east 400 feet of the west 535 feet of the Northwest Quarter of the Southeast Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota.

Except that portion lying within the right of way of Heritage Boulevard NE.



PROPOSED DESCRIPTION

The north 577.5 feet of the east 400 feet of the west 535 feet of the Northwest Quarter of the Southeast Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota.

Except that portion lying within the right of way of Heritage Boulevard NE.

NOTE

The parcel lines shown were taken from the Isanti County GIS database and are approximate.

ANNEXATION AREA: ± 5.3 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

12/01/2017
Date

ANNEXATION EXHIBIT

ISANTI, MN

PART OF SEC. 29, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK

7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S29-T35-R23

EXHIBIT "D"

DESCRIPTION OF PARCELS

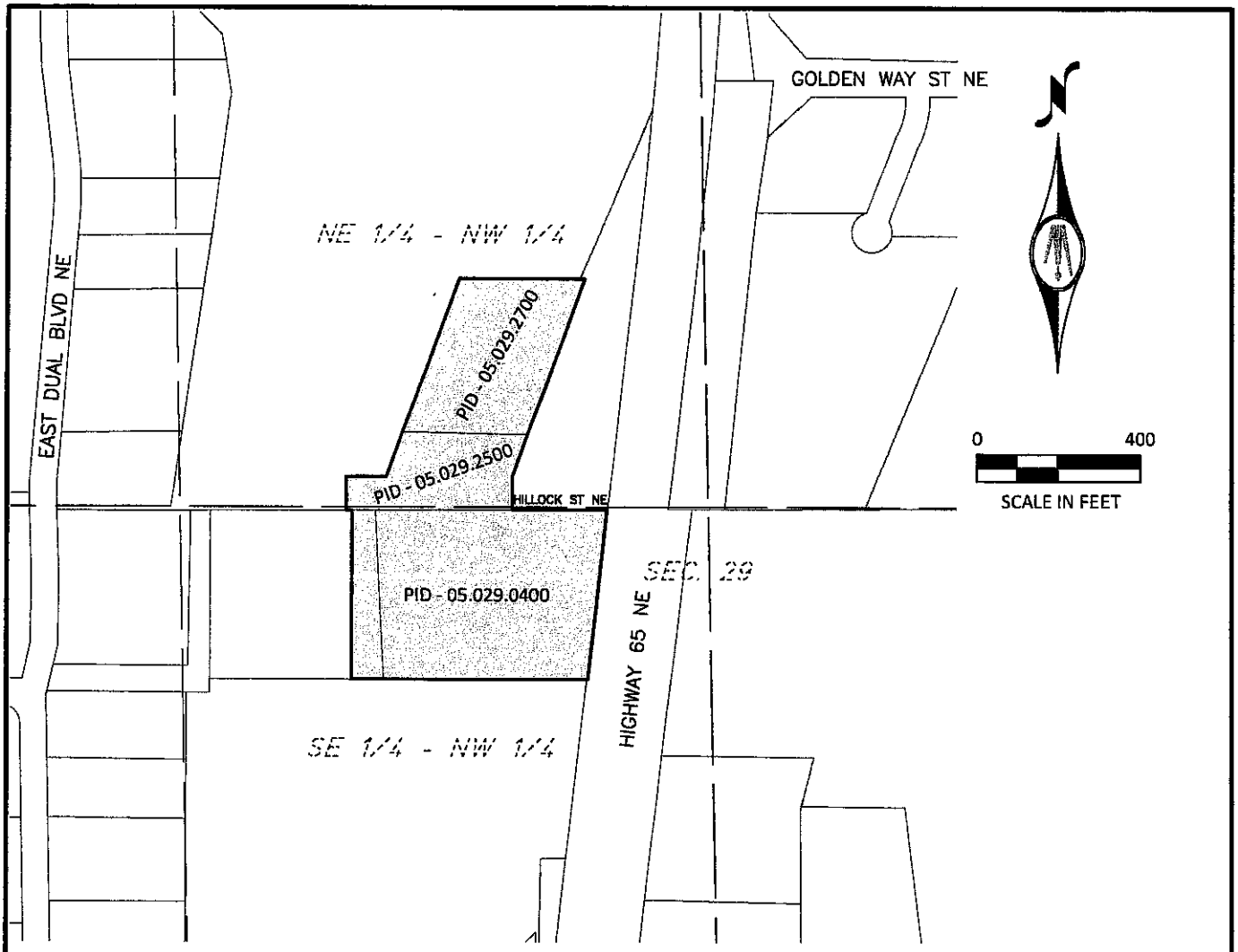
PID 05.029.0400; 05.029.2500; 05.029.2700

The north 425 feet of the Southeast Quarter of the Northwest Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the west right of way line of Minnesota Trunk Highway 65 and lying east of the westerly 410 feet thereof.

AND

That part of the NE 1/4 of the NW 1/4 of Section 29, Township 35, Range 23, Isanti County, Minnesota, described as follows:

Commencing at the southwest corner of said NE 1/4 of the NW 1/4; thence on an assumed bearing of East along the south line of said NE 1/4 of the NW 1/4 a distance of 396.00 feet to the point of beginning; thence on a bearing of North a distance of 82.50 feet; thence on a bearing of East a distance of 99.00 feet; thence North 20 degrees 00 minutes 00 seconds East a distance of 528.00 feet; thence on a bearing of East a distance of 330.00 feet; thence South 20 degrees 00 minutes 00 seconds West a distance of 528.00 feet; thence on a bearing of South a distance of 82.50 feet to said south line; thence on a bearing of West a distance of 429.00 feet to said point of beginning.



PROPOSED DESCRIPTION

The north 425 feet of the Southeast Quarter of the Northwest Quarter of Section 29, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the west right of way line of Minnesota Trunk Highway 65 and lying east of the westerly 410 feet thereof.

AND

That part of the NE ¼ of the NW ¼ of Section 29, Township 35, Range 23, Isanti County, Minnesota, described as follows:

Commencing at the southwest corner of said NE ¼ of the NW ¼; thence on an assumed bearing of East along the south line of said NE ¼ of the NW ¼ a distance of 396.00 feet to the point of beginning; thence on a bearing of North a distance of 82.50 feet; thence on a bearing of East a distance of 99.00 feet; thence North 20 degrees 00 minutes 00 seconds East a distance of 528.00 feet; thence on a bearing of East a distance of 330.00 feet; thence South 20 degrees 00 minutes 00 seconds West a distance of 528.00 feet; thence on a bearing of South a distance of 82.50 feet to said south line; thence on a bearing of West a distance of 429.00 feet to said point of beginning.

ANNEXATION AREA: ± 10.8 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 29, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

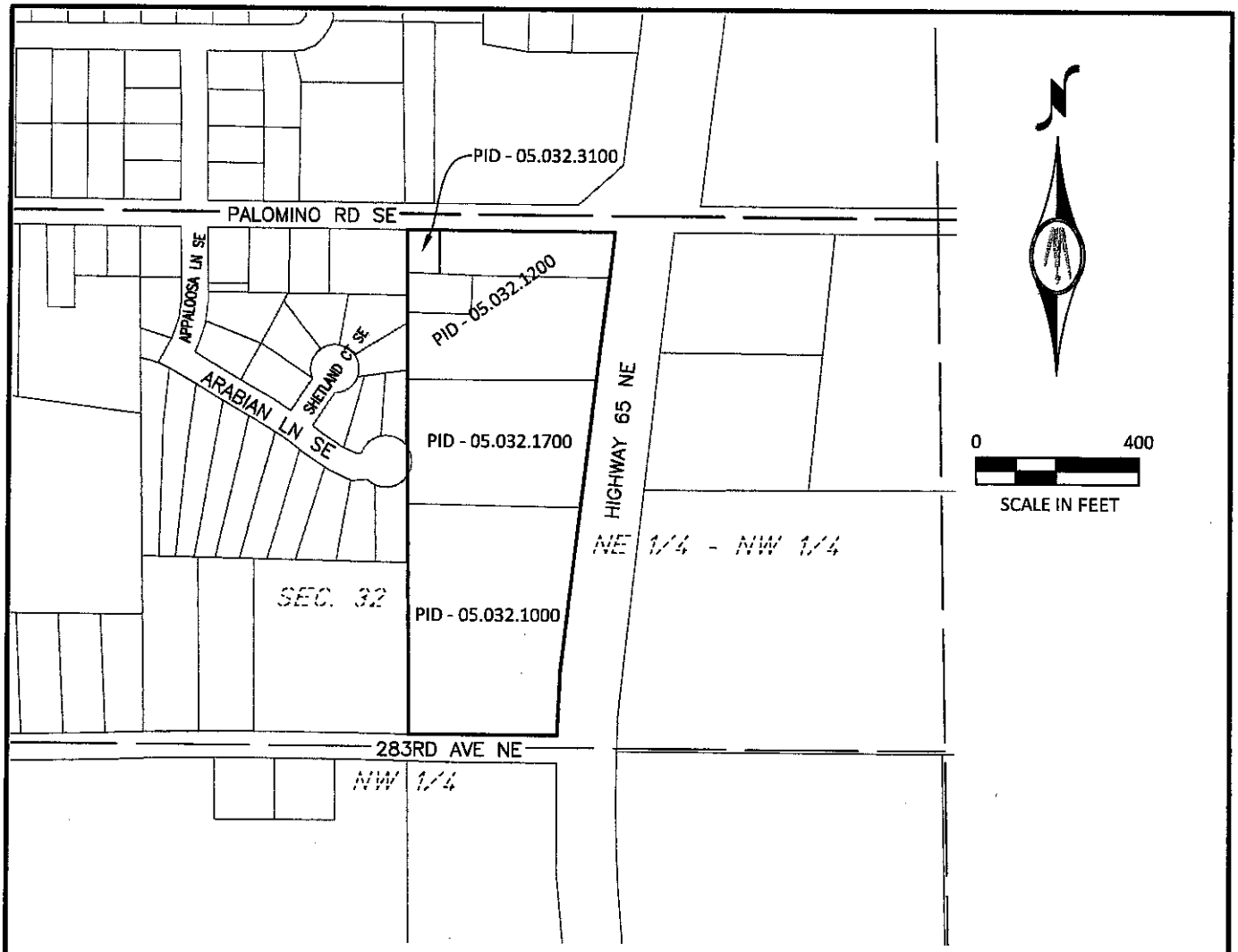
S29-T35-R23

EXHIBIT "E"

DESCRIPTION OF PARCELS

PID 05.032.1000; 05.032.1700; 05.032.1200; 05.032.3100

That part of the Northeast Quarter of the Northwest Quarter of Section 32, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the west right of way line of Minnesota Trunk Highway 65 and lying southerly of the south right of way line of Palomino Road SE and lying northerly of the north right of way line of 283rd Avenue NE.



PROPOSED DESCRIPTION

That part of the Northeast Quarter of the Northwest Quarter of Section 32, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the west right of way line of Minnesota Trunk Highway 65 and lying southerly of the south right of way line of Palomino Road SE and lying northerly of the north right of way line of 283rd Avenue NE.

ANNEXATION AREA: ± 11.2 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

PART OF SEC. 32, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S32-T35-R23

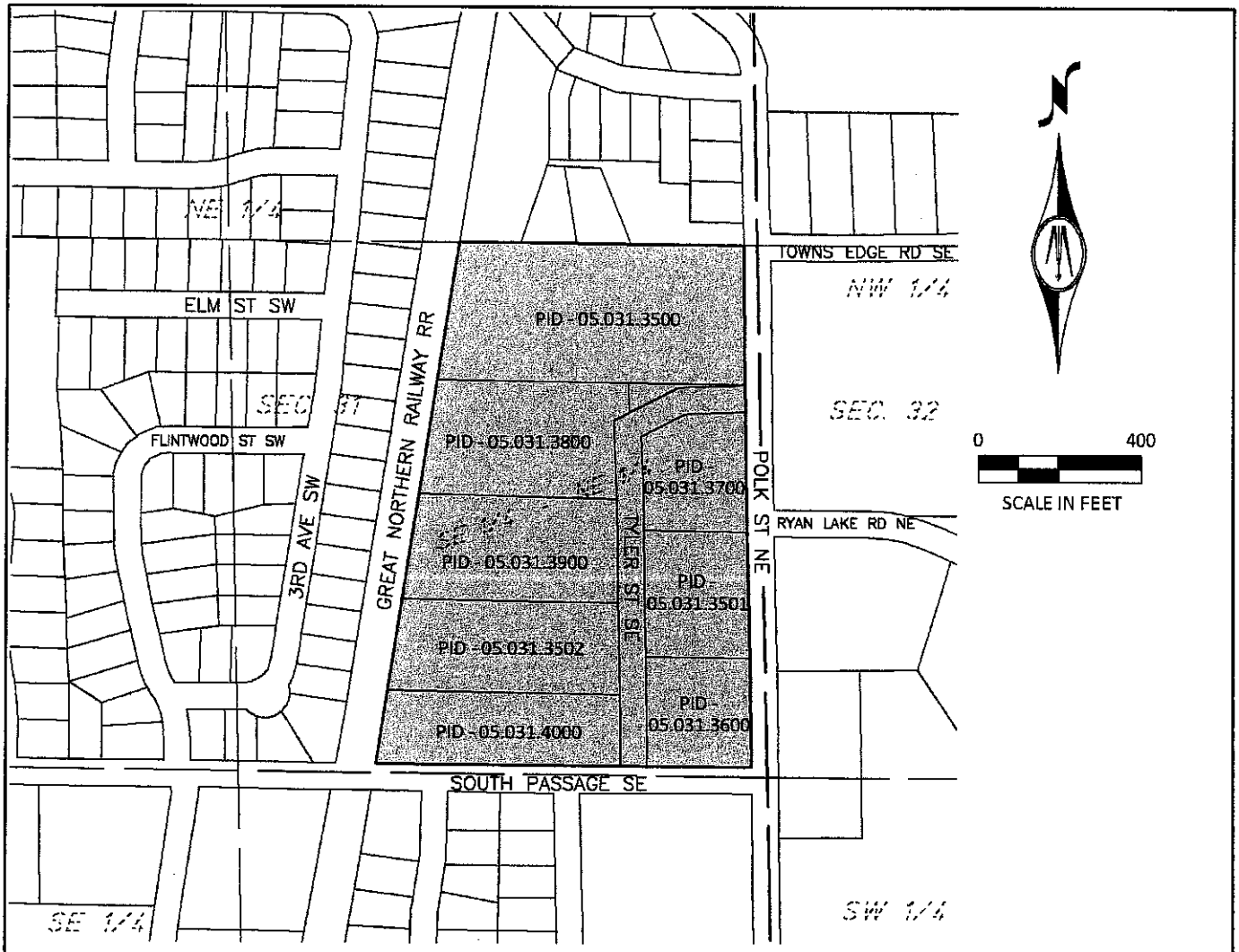
EXHIBIT "F"

DESCRIPTION OF PARCELS

PID 05.031.3500; 05.031.3501; 05.031.3502; 05.031.3600; 05.031.4000; 05.031.3700; 05.031.3800; 05.031.3900

That part of the Southeast Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying easterly of the Great Northern Railway.

Except that portion lying within the right of way of South Passage SE and within the right of way of Polk Street NE.



PROPOSED DESCRIPTION

That part of the Southeast Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying easterly of the Great Northern Railway.

Except that portion lying within the right of way of South Passage SE and within the right of way of Polk Street NE.

NOTE

The parcel lines shown were taken from the Isanti County GIS database and are approximate.

ANNEXATION AREA: ± 25.9 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

12/01/2017
Date

ANNEXATION EXHIBIT

ISANTI, MN

PART OF SEC. 31, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S31-T35-R23

EXHIBIT "G"

DESCRIPTION OF PARCELS

PID 05.031.3200

The north 570 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying easterly of the west 661.25 feet thereof and lying westerly of Whisper Ridge Second Addition, according to the recorded plat thereof, said Isanti County and lying northerly of Isanti Trails, according to the recorded plat thereof, said Isanti County.

PROPOSED DESCRIPTION

The north 570 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying easterly of the west 661.25 feet thereof and lying westerly of Whisper Ridge Second Addition, according to the recorded plat thereof, said Isanti County and lying northerly of Isanti Trails, according to the recorded plat thereof, said Isanti County.

ANNEXATION AREA: ± 3.2 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 31, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

FOR: CITY OF ISANTI

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

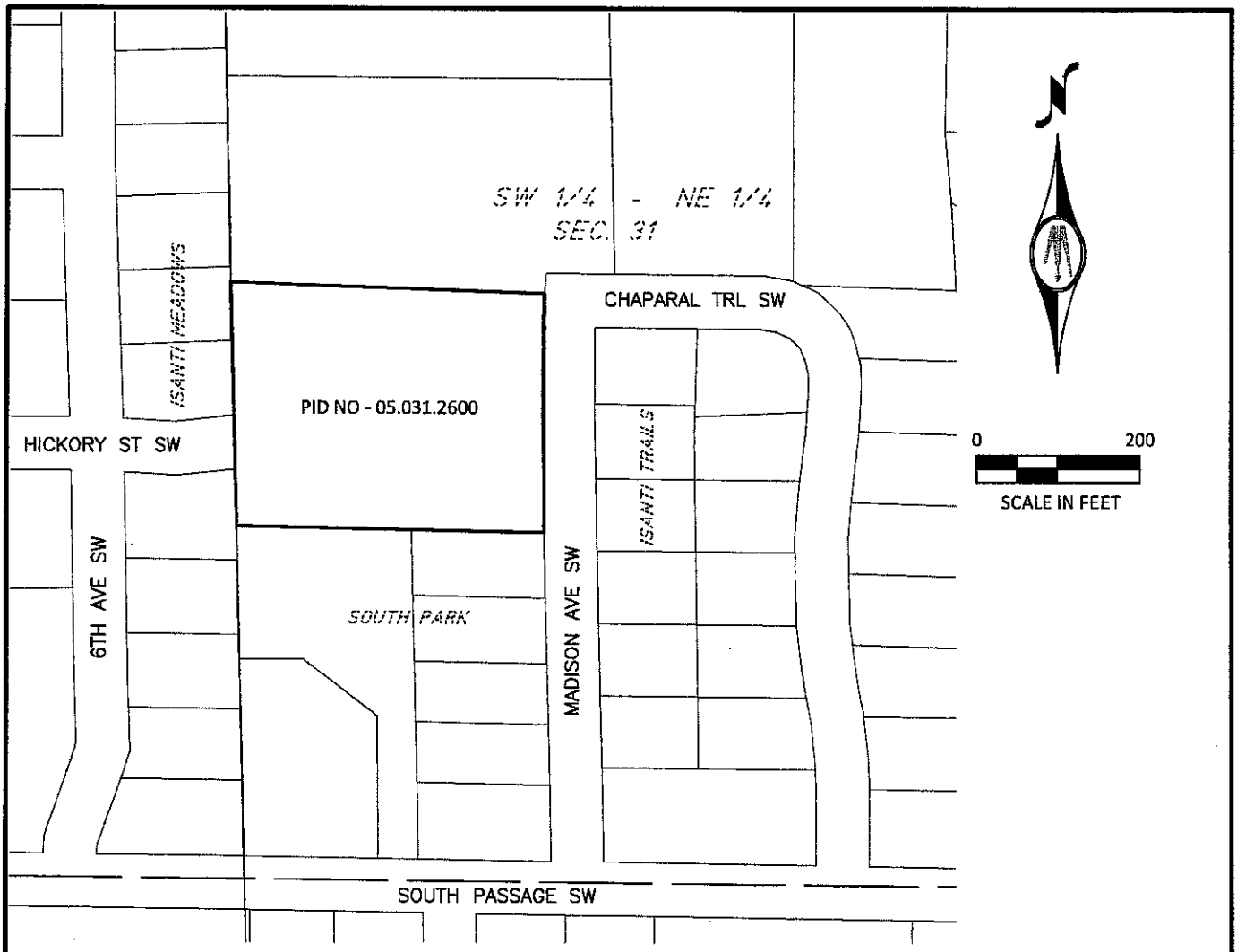
S31-T35-R23

EXHIBIT "H"

DESCRIPTION OF PARCELS

PID 05.031.2600

The west 415 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying westerly of Isanti Trails, according to the recorded plat thereof, said Isanti County and lying northerly of South Park, according to the recorded plat thereof, said Isanti County, excepting therefrom the north 570 feet thereof.



PROPOSED DESCRIPTION

The west 415 feet of the Southwest Quarter of the Northeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying westerly of Isanti Trails, according to the recorded plat thereof, said Isanti County and lying northerly of South Park, according to the recorded plat thereof, said Isanti County, excepting therefrom the north 570 feet thereof.

ANNEXATION AREA: ± 2.95 ACRES

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF SEC. 31, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S31-T35-R23

EXHIBIT "I"

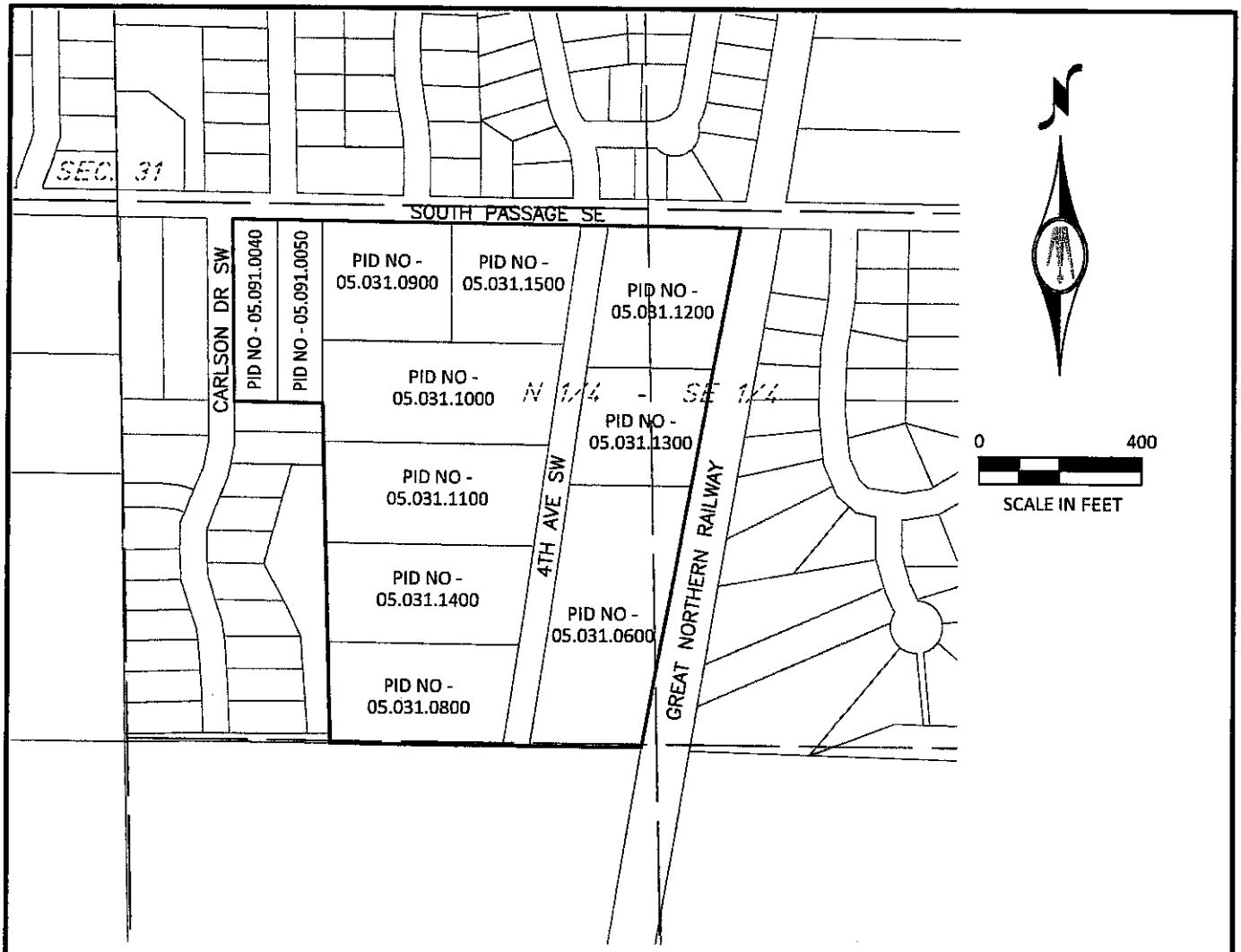
DESCRIPTION OF PARCELS

PID 05.031.0600; 05.031.0800; 05.031.0900; 05.031.1000; 05.031.1100; 05.031.1200; 05.031.1300; 05.031.1400; 05.031.1500; 05.091.0040; 05.091.0050

That part of the North Half of the Southeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the Great Northern Railway and lying southerly of South Passage SE and excepting therefrom the westerly 510 feet thereof.

AND

Lots 4 and 5, Block 1, The Oaks of Isanti, according to the recorded plat thereof, Isanti County, Minnesota.



ANNEXATION AREA: ± 28.8 ACRES

PROPOSED DESCRIPTION

That part of the North Half of the Southeast Quarter of Section 31, Township 35, Range 23, Isanti County, Minnesota, lying westerly of the Great Northern Railway and lying southerly of South Passage SE and excepting therefrom the westerly 510 feet thereof.

AND

Lots 4 and 5, Block 1, The Oaks of Isanti, according to the recorded plat thereof, Isanti County, Minnesota.

SURVEYOR'S CERTIFICATION

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Russell O. Halverson
License Number 41813

04/27/2017
Date

ANNEXATION EXHIBIT
ISANTI, MN

PART OF THE SEC. 31, TWP. 35 N, RGE . 23 W
ISANTI COUNTY, MN

BOLTON & MENK
7533 SUNWOOD DR NW, SUITE 206
RAMSEY, MINNESOTA 55303
(763) 433-2851

FOR: CITY OF ISANTI

©Bolton & Menk, Inc. 2017, All Rights Reserved

JOB NUMBER: R13.113482 FIELD BOOK: N/A DRAWN BY: ROH

H:\ISAN\R13113482\CAD\C3D\113482EX1.dwg

S31-T35-R23

K.5.

A Community For Generations.

Isanti

MEMO

To: Mayor Wimmer and City Council Members

From: Finance Director Betker

Date: December 19, 2017

Subject: Consider Resolution 2017-XXX Amending Fee Schedule

The Finance Committee has reviewed the City Fee Schedule for additions/changes in terminology and fee amounts, as proposed by staff. Attached is a Resolution with the proposed terminology and fee changes. The proposed resolution would affect only fee/rate changes. The proposed amended Ordinance that would codify the presented terminology changes will be considered at the January 2nd 2018 City Council meeting. Changes are proposed in the following areas:

Administration

- Street Block Party Deposit $50.00 (Refundable) (terminology and rate deleted)

Economic Development Authority

- SAC/WAC Repayment Agreement and Mortgage
  Deleted "Recorder" to clarify that all filing fees with the County are to be paid by the developer regardless of the office within which they are filed.

Police Department

- Professional Hire of Police Officer
  Rate changed from "$50.00 per hour" to "Actual hourly wage multiplied by 150%"

Sewer and Water Department

- Meter (5/8 & ¾ inch)

Meter Head	$88.00	(terminology and rate deleted)
Meter Body	$260.00	(terminology and rate deleted)
Full Meter	$369.00	(terminology and rate added)
Orion Radio	$208.00	(terminology and rate added)
HRE Body	$73.00	(terminology and rate added)
Copper Horn	$88.00	(terminology and rate added)

- Meter Connections/Fittings Cost (terminology and rate added)

- Sewer Access Fee (SAC)
  "Per Ordinance" will replace "$4,435.00"

- Water Access Fee (WAC)
  "Per Ordinance" will replace "$3,787.00"

- Water Disconnect

After Hours	$100.00 per hour per person	(terminology and rate added)

- Water Reconnect

After Hours	$100.00 per hour per person	(terminology and rate added)

- Water Meter History Report $50.00 (terminology and rate added)

Street Department

- Labor

During work hours	half hour minimum	(terminology and rate added)
After hours	$100.00 per hour, 2 hour min.	(terminology and rate added)

- Magikist Line Thawer with Operator $100.00 per hour (terminology and rate deleted)

MINNESOTA WARN RATES

Self-propelled Broom	(terminology deleted)
Rollers	(terminology deleted)
Sewer Jet Rodding Machine, each	(terminology deleted)
Brush Hog (for single axle truck)	(terminology deleted)
V Plow	(terminology added)
Brush Hog (for Skid Steer)	(terminology added)
Grapple Bucket	(terminology added)
Small Trencher	(terminology deleted)
Snow Blower	(terminology deleted)

RESOLUTION NO. 2017-XXX

A RESOLUTION ADOPTING FEES WITHIN THE CITY OF ISANTI

WHEREAS, the City Council by Ordinance sets forth a fee table for the City of Isanti; and

WHEREAS, the City Council has determined that it is in the best interest of the residents of the City that all fees within the City are established by resolution; and

WHEREAS, these fees are fair, reasonable, and proportionate to the actual cost of the service for which the fee is imposed in accordance with Minnesota Administrative Rules 1300.0160; and

WHEREAS, the following fee schedule shall be effective January 1, 2018:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota

1. Set forth the following fee schedule:

Administration

Administrative Citations – City Code Violations	
Chapter 216, Nuisances	$200.00
Chapter 227, Parking and Storage	$200.00
Chapter 256, Residential Property Maintenance Standards	$200.00
Chapter 284, Streets and Sidewalks	$200.00
Chapter 325, Water	$200.00
Ordinance #445, Zoning Ordinance	$200.00
Ordinance #445, Section 16 Signs	$100.00
Chapter 87-5.1, Animal Litter	$ 75.00
Adult Use Fee	$5,000.00
Adult Use Investigation Fee	$2,000.00
Affidavit of Candidacy	$15.00
Agenda Packet Subscription	$150.00
Agenda Subscription	$25.00
Copies	$.25 per page, plus tax
Dog Bite Incident (if applicable)	$90.00
Dog Boarding (at Impound)	$22.00 per day plus tax
Dog Impound 1st Time	$65.00 plus tax
Dog Impound 2nd Time	$70.00 plus tax
Dog Impound 3rd Time	$80.00 plus tax
Additional Fee for Pick up (7pm-8am & Holidays)	$30.00
Dog License (Duplicate)	$5.00
Dog License (Fixed)	$10.00
Dog License (Not)	$15.00
Dog License Late Fee	$5.00
Dog License Lifetime	$50.00

Euthanasia / Disposal	$175.00
FAX - in	$.25 per page, plus tax
FAX - out	$.25 per page, plus tax
Gambling Permits – Application & Investigative Fee	$50.00
Kennel License (Commercial)	$100.00 per year
Kennel License (Residential)	$50.00 per year
Lawn Sprinkling 1st Violation	$20.00
Lawn Sprinkling 2nd Violation	$35.00
Lawn Sprinkling 3rd Violation	$50.00
Meeting Minutes – Copy of CD	$10.00
Non-Compliance Fee	$25.00
Notary	$5.00 per document
Open Burning Permit	$40.00
Pawnbroker/Shop	$1,500.00
Pawnshop Investigation Fee Initial Application Only, does not apply to Renewal	$1,500.00
Pawnshop Transaction Fee	$1.30 plus pass through costs per transaction
Peddler Permit	
Day	$25.00
Month	$75.00
Seasonal (6 months or less)	$200.00
Application Investigation Fee	$75.00
Retail Fire Works Permit – Application Fee	$15.00
Retail Fire Works Permit – Permit Fee	$25.00
Returned Checks	$30.00
Secondhand Goods Dealer	$1,500.00
Secondhand Goods Dealer Investigation Fee Initial Application only, not for renewals	$1,500.00
Secondhand Goods Dealer, Temporary	$750.00
Secondhand Goods Dealer Transaction Fee	$1.30, plus pass through costs per transaction
Special Assessment Fee Unpaid Utility Bills, Code Enforcement Violations, Etc.	$30.00 per assessment
Special Meeting Request	$500.00
Special Vehicle Permit	$25.00
Staff Time (not specified elsewhere)	Actual hourly wage multiplied by 145%
~~Street Block Party Deposit~~	~~$50.00 (Refundable)~~

Building Inspections

Valuation Fee Schedule for Isanti

Value of Work	Value Based Permit Fee *(Residential & Commercial)*
$501 - $2,000	**$50 MIN.** $25 for first $500 + $3.50/ each additional $100 or fraction thereof
$2,001 – $25,000	$78 for first $2,000 + $15/ each additional $1,000 or fraction thereof
$25,001 - $50,000	$425 for first $25,000 + $11/ each additional $1,000 or fraction thereof

$50,001 - $100,000	$700 for first $50,000 + $8/ each additional $1,000 or fraction thereof
$100,001 - $500,000	$1,100 for first $100,000 + $6/ each additional $1,000 or fraction thereof
$500,001 - $1,000,000	$3,500 for first $500,000 + $5/ each additional $1,000 or fraction thereof
$1,000,001 +	$6,000 for first $1,000,000 + $4/ each additional $1,000 or fraction thereof

Building Permit	Per Valuation Fee Schedule
Basement Finishes Permit	Per Valuation Fee Schedule
City Utility Services under Driveway	$100.00
Commercial Landscape Escrow	$5,000.00 per site (Refundable)
Deck Permit	Per Valuation Fee Schedule
Demolition Permit	greater of $100.00 or 1.27% of contract price
Right of Way Work Permit	
Single Residential Hookup	no fee
a. Base Fee – up to 1,000 LF	$125.00
b. Fees in addition to base fee	
Work >1,000 LF	$65.00 per 1,000 LF
Street Cut	$125.00 plus $5,000.00 in escrow
Unauthorized Work	$250.00 up to double the permit fee
Fence Permit (Fences >7')	$80.00
Fire Suppressant Permit – Commercial/Multi-Family	1.5% of project value
Grade Survey Check	
a. Commercial	$50.00
b. Residential	$50.00
Grading Permit	$150.00
Investigative Fee	100% of permit fee
Lawn Irrigation Permit	$80.00
License Verification Fee	$5.00
Mechanical Permit	$75.00 per unit
Mechanical Permit – Commercial/Multi-Family	1.5% of project value
Minimum Permit Fee	$50.00
Plan Check Fee	65% of calculated permit fee, when applicable
Plan Check Fee – Duplicate Plans	Duplicate plan fees reduced to 25% of Master Plan Review
Plumbing Permit Basic (up to 4 fixtures)	$54.00
Plumbing Permit – job valuation > $500 or more than 4 fixtures	$94.00
Plumbing Permit – Commercial/Multi-Family	1.5% of project value
Re-Roof Permit	$80.00
Re-Siding Permit	$80.00
Rental License Late Fee	100% of rental license fee

Residential Driveway Escrow	$2,000.00 (Refundable)
Residential Landscape Escrow	$6,000.00 (Refundable)
Residential Rental License Fee	
1 Unit	$150.00
2-4 Units	$175.00
5-12 Units	$225.00
13-20 Units	$240.00
21–50 Units	$250.00
51 + Units	$300.00
Additional Inspections	$50.00 Per Inspection
State Surcharge	Applied to all permits
Swimming Pool Permit	$80.00
Water/Sewer Line Repair Inspection Fee	$80.00
Window/Door Replacement Permit	$80.00

Electrical Inspection Fees

All Services Residential Service Change $100.00, this includes one inspection. Or the below rates.		Circuits and Feeders The inspection fee for the installation, addition, alteration, or repair of each circuit, feeder, feeder tap, or set of transformer secondary conductors:	
0 to 300 amp	$50	0 to 30 amp	$8
400 amp	$58	31 to 100	$10
500 amp	$72	101 to 200 amp	$15
600 amp	$86	300 amp	$20
800 amp	$114	400 amp	$25
1000 amp	$142	500 amp	$30
1100 amp	$156	600 amp	$35
1200 amp	$170	700 amp	$40
Add $15.00 for each additional 100 amps		Add $5.00 for each additional 100 amps	
Minimum permit fee is $50.00 plus $1.00 state surcharge. This is for one inspection only. Minimum fee for rough-in inspection and final is $100.00 plus $1.00 state surcharge.			
Maximum fee for single family dwelling not over 200 amps is $150.00 plus $1.00 state surcharge. Maximum of 30 circuits. Maximum of 2 rough-in inspections and one final inspection.			
Apartment Buildings: Maximum fee per unit of an apartment or condominium complex is $100.00. This does not cover service and house wiring. A separate permit must be issued for house wiring. Swimming Pools: $100.00 this includes 2 inspections Traffic Signals: $10.00 per each standard			

Street Lighting: $5.00 per each standard

Transformers/Generators: $10.00 per unit + $0.50 per KVA

Retro Fit Lighting: $0.75 cents per fixture

Sign Transformer: $10.00

Remote Control/Signal Circuits: $1.00 per device

Re-inspection Fees: $50.00

*Fees are doubled if the work starts before the permit is issued

Community Center

Cleaning Fee (if elected by renter)	$125.00, plus tax
Damage Deposit	$250.00
Damage Fees	
Cleaning	$35.00 per hour minimum, plus tax
Tables	$100 each, plus tax
Chairs	$20.00 each, plus tax
Unreturned keys	$250.00, plus tax
Smoking Non-Designated Areas	$200.00, plus tax
Other Items	To be determined based on replacement cost, plus tax
Equipment Available to Rent (larger deposit may be required)	
LCD Home Theater Projector on Cart	$50.00, plus tax
9' Portable Screen	$20.00, plus tax
Blu-Ray DVD Player	$15.00, plus tax
Speakers & Microphone (Includes tripod stands if requested)	$15.00, plus tax
Podium	$10.00, plus tax
Non-Profit Organizations	$50.00, plus tax (full day) $25.00, plus tax (4 hours or less)
Private (less than 50 individuals) or For-Profit Organizations	$100.00, plus tax (full day) $ 50.00, plus tax (4 hours or less)
Special Events Includes use of the kitchen. Dishes and utensils not provided. With or without alcohol. Greater than 50 individuals in attendance.	$275.00, plus tax

Fee Arrangements – When Requested
Non-Profit Monthly Rental Rates (less than 4 hour rentals)

Days Per Week	Monthly Fee, plus tax
1	$50
2	$100
3-4	$150
5	$200

Days Per Month	Monthly Fee, plus tax
1-2	$25
3-5	$50

** Minimum rental fee of $25/month or $5/day when rented more than 5 days per month.
** Groups storing belongings at the facility may be subject to a monthly storage fee.
** Groups looking to book the facility on a weekend must pay the normal rates as shown within the ICC application. Weekends are not included within the monthly rental rates.
**Holidays falling on your scheduled reservation date do not result in a change in the fee schedule.
**Prearranged annual events that fall on your scheduled reservation date do not result in a change in the fee schedule.

Fee Arrangements – When Requested
For-Profit Monthly Rental Rates (less than 4 hour rentals)

Days Per Week	Monthly Fee, plus tax
1	$150
2	$300
3-4	$450
5	$600

Days Per Month	Monthly Fee, plus tax
1-2	$50
3-4	$100

**All other fees and deposits for the rental of the facility apply.
**Groups looking to book the facility on a weekend must pay the normal rates as shown within the ICC application. Weekends are not included within the monthly rental rates.
**Holidays falling on your scheduled reservation date do not result in a change in the fee schedule.
**Prearranged annual events that fall on your scheduled reservation date do not result in a change in the fee schedule.

Economic Development Authority

Assignment & Assumption Agreement	$1,000.00 plus costs
Development Agreement (Non-Abatement or TIF)	$1,000.00 plus costs
Establishment of New TIF District	$4,800.00 or actual cost
Host Approval of Conduit Debt	$3,000 escrow
Issuance of Conduit Debt	1/4% of the proposed issuance amount, $3,000 minimum, $25,000 maximum

	escrow
Revolving Loan Fund Application Fee	1% origination fee
SAC/WAC Repayment Agreement and Mortgage	Current cost of filing document(s) at Isanti County ~~Recorder~~ to be paid by Developer.
TIF Development Agreement	$2,500.00 plus costs
Tax Abatement Application Fee	$1,000.00 plus costs

Liquor/Beer

Background Check & Investigation Fee	
For Partnership – Corporation – Association	$300.00
For Individual	$100.00
Initial Application only, does not apply for Renewals	
Beer Off-Sale (3.2)	$150.00
Beer On-Sale (3.2)	$250.00
Brewers Off-Sale Malt Liquor	$310.00
Brewers Tap Room On-Sale	$500.00
Brew Pub Off-Sale Malt Liquor	$310.00
Club License (Max dictated by MN State Statutes)	$500.00
Intox Liquor On-Sale	$2,500.00
Intox Liquor Sunday On-Sale	$200.00
Consumption and Display Permit (Annual)	$200.00
Temporary Consumption and Display Permit	$25.00
Temporary On-Sale 3.2 Beer License (1-4 Days)	$50.00
Temporary On-Sale 3.2 Beer License (1-4 Days) Multiple Events	$500.00
Temporary On-Sale Beer	$50.00
Temporary On-Sale Liquor	$50.00
Temporary On-Sale Liquor (2-4 Days)	$50.00
Temporary One-Day On-Sale Liquor License	$25.00
Wine	$300.00

Parks, Recreation, and Culture Department

Copy of Comprehensive Park Plan	$10.00
Community Garden – Ground Plot (Season Fee)	$15.00
Community Garden – Raised Bed (Season Fee)	$20.00
Farmer's Market – Membership Fee (Annual)	$10.00
Farmer's Market – Stall Fee	
Full Season	$100.00
Half Season	$60.00
Single Day	$10.00
Park Dedication Fee (Residential)	$1,500.00 per unit
Park Dedication Fee – Multi Family with Recreational Amenities	– Up to 25% Reduction of $1,500 per unit fee
Park Dedication Fee (All Others)	$1,500.00 per Commercial/Industrial Acre
Park Shelter Electric Box Deposit	$50.00
Park Shelter Fee – Non City Resident or Business	$10.00 plus tax
Special Event Cleanup Deposit	$100.00
Tennis Court Usage	Resident (Individual)
	1 court No Charge

	2 courts $6/hr. plus tax Non-Resident (Individual) 1 court $6/hr. plus tax 2 courts $12/hr. plus tax Civic Group, Youth Organization, League, Business, Industry, Church or School Single court, per reservation $15/hr. plus tax Per season single court only – rates to be determined on a case-by-case basis by the Parks, Recreation, and Culture Board and City Council.
Unity Park Softball Field Usage	$25.00 plus tax per day Non-Resident $15.00 plus tax per day Resident

Planning & Zoning Department

Administrative Appeals	$200.00 plus costs
Administrative Permit	$75.00
Administrative Subdivision	$275.00 plus costs
Annexation/De-Annexation	$100.00 plus costs
Comprehensive Plan Amendment	$325.00 plus costs
Conditional Use Permit	$325.00 plus costs
Conditional Use Permit Amendment	$275.00 plus costs
Copy of Comprehensive Plan	$50.00
Copy of Maps	$ .50 black and white
Copy of Zoning Map	Fee based on size & type of map
Copy of Zoning Ordinance	$25.00
Copy of Engineer Design Standards	$35.00
Development Agreement for Subdivisions	$2,500 escrow plus costs
Development Agreement (Non-Subdivision)	$1,500 escrow plus costs
Easement Application	$200.00 plus costs
EAW & EIS Review	$600.00 plus costs
Final Plat	$325.00 plus $10.00 per lot/unit plus costs ($1,500.00 escrow)
Interim Use Permit	$325.00 plus costs
Minor Subdivision Plat	$325.00 plus costs ($1,000.00 escrow)
Planned Unit Development – Final Plan	$325.00 plus costs ($1,500.00 escrow)
Planned Unit Development – General Plan	$500.00 plus costs ($1,500.00 escrow)
Preliminary Plat	$500.00 plus costs ($1,500.00 escrow)
Rezoning Request	$325.00 plus costs
Sign Permit (permanent)	$75.00
Sign Permit (temporary)	$50.00
Signal Light Fee	$119.00 per residential unit $ .10 per sq. ft. of usable Commercial lot platted
Site Plan Review	$325.00 plus costs ($1,000.00 escrow)
Site Plan Review Financial Surety (Commercial/Industrial)	125% of estimated cost of site improvements (driveway, parking and loading areas)
Text Amendment	$275.00

Vacation Request	$275.00 plus costs
Variance Request	$325.00 plus costs
Wetlands Replacement Plan Review	$500.00
Zoning Permits	$80.00
Zoning Verification Letter	$30.00

Police Department

Administrative Citation	$60.00
Alcohol Screening	$3.00 per time or $75.00 per year
Chemical Disposal (small amount)	Cost of Disposal
Chemical Disposal (large Amount)	Cost of Disposal
Cleaning of Crime Scene	Cost of Cleanup
Copy of Photo	$5.00
Copy of Police Report	$.25 per page, plus tax
Copy of Video/Audio/DVD	$25.00
Fee for Returned Check listed under Administration	
Fingerprinting	$15.00 per non-resident or non-Isanti business, $ 0.00 for Isanti resident or business
Parking Ticket	$20.00
Police Records Search	$35.00
Professional Hire of Police Office	~~$50.00 per hour~~Actual hourly wage multiplied by 150%
Reschedule Hearing on Administrative Citation	$50.00
Storage Fees	$20.00 per day
Towing	As per towing contract fee schedule
Unjust Hearing	150% of cost of hearing

Sewer and Water Department

Delinquent Posting Notice Fee	$15.00
New Construction:	
Meter (5/8 & 3/4 inch)	Cost included in permit fee
Meter (larger, > 3/4 inch, diameter)	Cost minus $285.00
Replacement or additional:	
Meter (5/8 & 3/4 inch)	
Full Meter	$369.00
Orion Radio	$208.00
HRE Body	$73.00
Copper Horn	$88.00
~~Head~~	~~$88.00~~
~~Body~~	~~$260.00~~
Meter (larger, > 3/4 inch, diameter)	Cost plus $25.00
Meter Connections/Fittings	Cost
Meter Replacement Administrative	
Fee for Non-Compliance	$75.00/month
Private Metered Water Sales	
Deposit	$2,000.00 (refundable deposit)
$10.00 minimum and up to 1st 1000 gallons;	as per rate study per/1,000 thereafter
Private Well Water Testing	$90.00

Sewer Access Fee (SAC)	~~$4,435.00~~Per Ordinance per unit based on REC assessment
Sewer Rates	Per City Code Chapter 260
Storm Water Rates	Per Ordinance No. 569
Trunk Utility Charge	$1,000.00 if more than one unit based on REC schedule $2,050.00 per Commercial/Industrial acre
Unpaid Water and Sewer	$5.00 per month
Valve Plate Cover	$100.00
Water Access Charge (WAC)	~~$3,787.00~~Per Ordinance per unit based on REC assessment
Water Disconnect	$50.00
After hours	$100.00 per hour per person
Water Reconnect	$50.00
After hours	$100.00 per hour per person
Water Meter History Report	$50.00
Water Meter Testing	1 Hour Public Works Staff plus Costs
Water Rates	Per City Code Chapter 325

Street Department

Bobcat/Tractor Charge with Operator	$100.00 per Hour
Labor – During work hours	$50.00 per Hour, half hour minimum
Labor – After Hours	$100.00 per Hour, 2 hour minimum
~~Magikist Line Thawer with Operator~~	~~$100.00 per Hour~~
Mow Charge with Operator	$90.00 per Hour
Sidewalk Snow Removal	$30.00
Street Cut Permit	$1,200.00
Weed Whip Charge with Operator	$75.00 per Hour

MINNESOTA WARN RATES- Equipment Charges Are Per Hour with Operator

	Business Hours	Non-Business Hours
Road Grader with Wing, Dump Truck with Snowplow and Wing, Wheel Loader	$160.00	$180.00
~~Self-propelled Broom,~~ Air Compressor with Accessories and Pickup, Pickup, One Ton Trucks, ~~Rollers,~~ Tractors	$90.00	$110.00
~~Sewer Jet Rodding Machine,~~ Vactor with Pickup (~~Each~~ Requires Two Operators) There is an additional charge of $.35 per lineal foot for sewer cleaning.	$135.00	$145.00
Single Axle Truck, Street Sweeper, Single Axle Dump Truck with Snowplow, ~~Brush Hog~~	$125.00	$145.00
Six Inch Pumps with Engine	$75.00	$95.00
Skidsteer, Self-propelled Mower/Snow Blower/ V Plow/Broom/Brush Hog/Grapple Bucket Attachment~~, Small Trencher~~	$90.00	$105.00
All Other Equipment Such As Chain Saw, Push Mower~~, Snow Blower~~ and Weed Whips	$75.00	$95.00

Fire

Fire Extinguisher Service Deposit Fee	$25.00 (refundable)
Fire Extinguisher – Administrative Fee	$3.00

This resolution was duly adopted by the Isanti City Council this 19th day of December, 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action

To: Mayor Wimmer and City Council

From: Don Lorsung, City Administrator

Date: December 15, 2017

Subject: Resolution Approving Activation of Deferred Assessments for the 2006 Street and Utility Improvement Project

---

On October 17, 2006, the City of Isanti held a Public Hearing on Special Assessments for the 2006 Street and Utility Improvement Project. As a part of this, assessments were deferred for three properties. The deferment of special assessments on the properties was for a period of 10 years. The deferment ended in 2016. As per the attached original resolution (City Resolution 2006-258), staff has reviewed the parcels and determined that they are developable. Therefore, this matter is being brought to the City Council to decide if the deferred special assessments should be levied on the properties. This matter has been reviewed by DOAC. The properties involved and special assessments due are:

Parcel Address/PID	Deferred Assessment (w Interest)
Isanti Villa Limited Partnership, PID 16.400.0230	$33,200.75
Isanti Villa Limited Partnership PID 16.400.0240	$12,510.00
New Hope Community Church PID 16.400.0021	$21,260.42

The property owners have been notified of this matter and the date/time of City Council consideration. If the City Council decides to levy the deferred assessment, attached is a Resolution for your consideration.

RESOLUTION NO. 2006-258

RESOLUTION ADOPTING ASSESSMENT FOR THE 2006 STREET IMPROVEMENT PROJECT

WHEREAS, pursuant to proper notice duly given as required by law, the council has met and heard and passed upon all objections to the proposed assessment for the 2006 Street Improvement Project described herein the improvement of Main Street East from the B.N.S.F. Railroad to Trunk Highway 65; Main Street West from C.S.A.H. 23 east approximately 450 feet; Nemo Avenue from Main Street south to Broadway Street; Richard Avenue from Broadway Street south to Shawn Street; Shawn Street from Richard Avenue east to Candy Avenue (with no sidewalk improvement); Candy Avenue from Broadway Street south to Shawn Street; Dahlin Avenue from C.S.A.H. No. 5 south to Broadway Street; utility improvements on a future extension of Richard Avenue between Broadway Street and Main Street; the replacement of sewer line in Elim Lane, and the construction of sidewalk along County Road 23 from South Brookview Lane to Main Street.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ISANTI, MINNESOTA:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of ten (10) years, the first of the installments to be payable on or before May 15, 2007, and shall bear interest at the rate of 5.75 percent per annum from January 1, 2007. To the first installment shall be added interest on the entire assessment from January 1, 2007 until December 31, 2007. To each subsequent installment when due shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the city treasurer, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of this resolution (October 17, 2006); and may, at any time thereafter, pay to the city treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the next succeeding year.

4. The owner of any property that is undeveloped and does not meet the current requirements to be developed shall have assessments deferred until such time as the property becomes developable, but in no event for a deferment period of greater than

ten (10) years. Said assessment shall accrue interest at a rate of 5.75 percent on an annual basis on the principal amount only. Should the city find the property does not meet the requirements to be developed after the ten year assessment period expires, the assessments on the subject properties shall be abated.

5. The clerk shall forthwith transmit a certified duplicate of this assessment to the county auditor to be extended on the property tax lists of the county. Such assessments shall be collected and paid over in the same manner as other municipal taxes.

This resolution is hereby adopted by the City Council of Isanti, Minnesota this 17th day of October, 2006.

Mayor David Anitz

Attest:

Irene J. Bauer, City Clerk

(SEAL)

2006 Street & Utility Improvements
Final Assessment Roll
City of Isanti

PIN	Address	Legal Description	Owner	Total
160470010	310 Dahlin Ave. N.	Block 1, Lots 1-3 Lindbergs Addition	Rendevous Coffee Shop	$7,845.23
160470020	300 Dahlin Ave. N.	Block 1, Lots 4-5 Lindbergs Addition	Jason Allen Polzin	$8,709.05
160470060	222 Dahlin Ave. N.	Block 2, Lot 1 Lindbergs Addition	Linda I. Stewart	$5,509.71
160470051	220 Dahlin Ave. N.	Block 2, Lot 2 Lindbergs Addition	Daniel Brennan &	$3,398.13
160470040	202 Dahlin Ave. N.	Block 2, Lot 5 & S 1/2 Lot 4 Lindbergs Addition	Gary J. Anderson	$4,997.81
160470030	114 Dahlin Ave. N.	Block 2, Lot 6 Lindbergs Addition	Elim Baptist Church	$3,398.13
160470070	114 Dahlin Ave. N.	Block 3, Lot 1, Lindbergs Addition	Elim Baptist Church	$3,398.13
160470080	114 Dahlin Ave. N.	Block 3, Lots 2-3, Lindbergs Addition	Elim Baptist Church	$6,597.48
160400250	Elim Baptist	Lot 42, Auditors sub-division 10	Elim Baptist Church	$558.83
160400810	Elim Baptist	Part of Lot 51, Auditor sub-division 10	Elim Baptist Church	$4,621.52
160470090	106 Dahlin Ave. N.	Block 3, Lot 4 Lindbergs Addition	Daniel G. Mujwid	$3,398.13
160470100	106 Dahlin Ave. N.	Block 3, Lot 5 Lindbergs Addition	Daniel G. Mujwid	$3,398.13
160400222	303 Dahlin Ave. N	Part of Lot 38, Auditor sub-division 10	Federated Co-ops Inc	$55,923.02
160400280	101 Main St. E.	Lots 45 & 46, Auditor sub-division 10	Peter J. Benedict III	$1,717.47
160400270	101 Main St. E.	Lot 44, Auditor sub-division 10	Peter J. Benedict III	$3,475.33
160470200	102 Dahlin Ave. S.	Block 4, Lots 6-10, Lindbergs Addition	Thomas A. Brama	$20,298.63
160490010	225 Candy Ave.	Lot 1 Normans Acres	James R. Schultz	$9,954.56
160490020	221 Candy Ave.	Lot 2 Normans Acres	Donald R. Sanders	$7,765.56
160490030	217 Candy Ave.	Lot 3 Normans Acres	Steven J. Johnson	$7,765.56
160490040	213 Candy Ave.	Lot 4 Normans Acres	Salvador Aguilar	$7,765.56
160490050	209 Candy Ave.	Lot 5 Normans Acres	Kimberly K. Lindberg	$7,765.56
160490060	409 Broadway St. E.	Lot 6 Normans Acres	Hugo G. Strike Jr.	$7,602.86
160490070	204 Richard Ave.	Lots 7, 8, 9 Normans Acres	Hugo G. Strike Jr.	$13,687.93
160490130	224 Richard Ave.	Lot 14 Normans Acres	Thomas E. Bisila	$8,494.10
160490120	220 Richard Ave.	Lot 13 Normans Acres	Edward P. Myhr	$6,535.94
160490110	216 Richard Ave.	Lot 12 Normans Acres	Merril Muhs	$6,305.10
160490100	212 Richard Ave.	Lot 11 Normans Acres	Thomas D. Aleckson	$6,305.10
160490090	208 Richard Ave.	Lot 10 Normans Acres	Jason K. Bourke	$7,055.79
160490150	223 Richard Ave.	Lot 16 Normans Acres	Nancy Sellman	$6,303.10
160490160	219 Richard Ave.	Lot 17 Normans Acres	Dennis Racer	$6,569.71
160490180	215 Richard Ave.	Lot 19 Normans Acres	Lori L. Cardenas	$7,080.70
160490190	207 Richard Ave.	Lot 20 Normans Acres	Harlen L. Stecker	$7,264.29
160290200	305 Broadway St. E.	PT of SE 1/4 of SW 1/4 Sec. 29 Twp. 35 Range 23	Julie Allen	$3,544.55
160290600	409 Shawn St.	PT of SE 1/4 of SW 1/4 Sec. 29 Twp. 35 Range 23	Beverly Jo Soderberg	$11,036.74
160291100	401 Shawn St.	PT of SE 1/4 of SW 1/4 Sec. 29 Twp. 35 Range 23	Sheldon Soderberg	$7,134.41
160291000	307 Shawn St.	PT of SE 1/4 of SW 1/4 Sec. 29 Twp. 35 Range 23	Jennifer L. Molby	$7,211.23
160290800	301 Shawn St.	PT SE 1/4 of SW 1/4 unplatted City	Peter D. Ehlers	$9,473.47
160470140	110 Main St. E.	Block 3, Lot 7 & 20' Of Lot 8 Lindbergs Add.	Ruby S. Johnson	$7,900.13
160470130	112 Main St. E.	Blk 3, Lots 8 & 9 except W 20' of Lot 8, Lindbergs	James Bryant Dock	$7,117.77
160400390	116 Main St. E.	Part of Lot 51, Auditor sub-division 10	Erik R. Berg	$7,117.77
160400880	122 Main St. E.	Part of Lot 51, Auditor sub-division 10	David Holida	$7,511.58
160400780	122 Main St. E.	Part of Lot 51, Auditor sub-division 10	David Holida	$8,693.00
160400400	204 Main St. E	Part of Lot 51, Auditor sub-division 10	Isanti Properties LLC	$11,055.86
160770060	303 Credit Union Dr	Block 1, Lot 6, Credit Union Addition	Isanti Properties LLC	$10,713.67

160770100	303 Credit Union Dr	Block 2, Lot 4, Credit Union Addition	Isanti Properties LLC	$9,042.03
160290500	410 Main St. E.	PT of NE 1/4 of SW 1/4 Sec. 29 Twp. 35 Range 23	RMLG Enterprises Inc.	$33,036.23
160290101	Main Street	PT of NE 1/4 of SW 1/4 Sec. 29 Twp. 35 Range 23	Emerald Acres Invest., LLC	$34,740.53
160400330	236 Broadway St. E.	Part of Lot 51, Auditor sub-division 10	Jeremy K. Anderson	$2,043.70
160400341	232 Broadway St. E.	Part of Lot 51, Auditor sub-division 10	James J. Adamson	$3,979.12
160400340	226 Broadway St. E.	Part of Lot 51, Auditor sub-division 10	Edna M. Carlson	$4,063.12
160400320	221 Main St. E.	Lot 49, and part of Lot 51, Auditor sub-division 10	David E. Apitz	$4,863.07
160400313	216 Broadway St. E.	Lot 48 & Part of Lot 51, Auditor sub-division 10	William Radejewski	$4,255.19
160400460	208 Broadway St. E	Part of Lot 47, Auditor sub-division 10	Douglas A. & Janice E. Person	$4,931.25
160400290	203 Main St. E.	Lot 47, Auditor sub-division 10	Ryan J. Crocker	$12,613.88
160470190	100 Nemo Ave. S.	Blk 4, Part of Lots 1 & 2, Lindbergs Addition	Brittania Sorgdrager	$10,495.78
160470150	117 Main St.	Blk 4, Part of Lots 2-4, Lindbergs Addition	Paula J. Goetzke	$7,246.97
160470180	113 Main St.	Blk 4, Parts of Lots 4 & 5, Lindbergs Addition	James A. Coulter	$7,644.33
160470120	102 Dahlin Ave. N.	Block 3, lot 6 Lindbergs Addition	PDL Properties, LLC	$5,454.26
160470200	102 Dahlin Ave. S.	Blk 4, Lots 6-10, Lindbergs Addition	Thomas A. Brama	$3,891.95
160470160	120 Broadway St. E.	Blk 4, Part of Lots 1, 2, and 3, Lindbergs Addition	Allan R. & Katherine M. Westby	$1,866.13
160400300	204 Broadway St. E.	Part of Lot 47, Auditor sub-division 10	Norris L. & J.R. Sorenson Jr.	$2,604.56
160400260	110 Elim Ln. N	Lot 43, Auditor sub-division 10	Warren Haselius	$1,229.42
160400811	106 C.R. No. 5	Part of Lot 51, Auditor sub-division 10	Milton Brieflodt	$3,307.91

Deferred Assessments:

160400230	102 Dahlin Ave N	Lots 39 & 40, Auditor sub-division 10	Isanti Villa Limited Partnership	$21,079.84
160400240	102 Dahlin Ave. N	Lot 41, Auditor sub-division 10	Isanti Villa Limited Partnership	$7,942.86
160400221	Dahlin Ave. N	Lot 38, Auditors Sub-division 10	Elim Baptist Church	$13,498.68

The above stated deferred assessments shall be deferred until such time as the property becomes developable, but in no event for a deferment period of greater than ten (10) years. Said assessment shall accrue interest at a rate of 5.75 percent on an annual basis on the principal amount only. Should the city find the property does not meet the requirements to be developed after the ten year assessment period expires, the assessments on the subject properties shall be abated.

RESOLUTION 2017-XXX

RESOLUTION APPROVING ACTIVATION OF DEFERRED ASSESSMENTS FOR THE 2006 STREET AND UTILITY IMPROVEMENT PROJECT

WHEREAS, pursuant to proper notice duly given as required by law, the council had met and heard and passed upon all objections to the proposed assessment for the 2006 Street and Utility Improvement Project on October 17, 2006; and,

WHEREAS, under MN Statutes 435.193 to 435.195 and City Code Chapter 276-6(B), the City Council may, in its discretion, defer the payment of special assessments unimproved property.; and,

WHEREAS, the City Council approved deferral of the Special Assessments on the undeveloped properties listed below for a period of 10 years per City Resolution 2006-258; and,

WHEREAS, the 10-year time period has passed and upon review, the Community Development Director has made a finding that they are developable. The Development and Operations Advisory Committee has reviewed this matter and has concurred with that finding and is recommending activation of the deferred special assessments for those properties:

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota:

1. Prior deferred special assessments, adopted on the Assessment Roll for the 2006 Street and Utility Improvement Project are activated for the following property owners:

    a. Isanti Villa Limited Partnership, PID 16.400.0230
    b. Isanti Villa Limited Partnership, PID 16.400.0240
    c. Elim Baptist Church, PID 16.400.0221

2. Interest accrued on the prior deferred assessments at the rate of 5.75 % is due and payable upon the activation of the deferment of special assessments.

3. The City Administrator and City Clerk are directed to file the activated deferred special assessments with the County Auditor as prescribed by law.

This Resolution is hereby approved by the Isanti City Council this 19th day of December, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

City of Isanti

Check Register - Mayor/Council Approval
Check Issue Dates: 12/8/2017 - 12/8/2017

L.1.

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/17	12/08/2017	47790	2343	ADVANTAGE SIGNS	101-20200	385.55
12/17	12/08/2017	47791	598	ASPEN MILLS	101-20200	403.55
12/17	12/08/2017	47792	2335	BCBSM	101-20200	21.60
12/17	12/08/2017	47793	2035	BELSON OUTDOORS	101-20200	1,258.65
12/17	12/08/2017	47794	9	BERNICKS PEPSI-COLA	609-20200	712.12
12/17	12/08/2017	47795	1950	BLUETARP FINANCIAL	603-20200	468.99
12/17	12/08/2017	47796	2319	BREAKTHRU BEVERAGE	609-20200	5,460.09
12/17	12/08/2017	47797	173	CAMBRIDGE-ISANTI DIST. 911	505-20200	764.00
12/17	12/08/2017	47798	2487	CAPITOL BEVERAGE SALES	609-20200	59.00
12/17	12/08/2017	47799	1198	CENTER POINT ENERGY	439-20200	424.29
12/17	12/08/2017	47800	1629	CITY OF ISANTI	101-20200	5,799.58
12/17	12/08/2017	47801	918	CRYSTAL SPRINGS ICE	609-20200	80.38
12/17	12/08/2017	47802	8	DAHLHEIMER DISTRIBUTING CO	609-20200	6,629.85
12/17	12/08/2017	47803	1845	DEPT OF TRANSPORTATION	441-20200	349.59
12/17	12/08/2017	47804	257	EARL F. ANDERSEN - DIV. OF SAFTEY SIGNS	101-20200	183.75
12/17	12/08/2017	47805	55	ECM PUBLISHERS INC	108-20200	23.40
12/17	12/08/2017	47806	2564	FD ISANTI MINNESOTA CHERRYWOOD STREET LL	505-20200	5,205.00
12/17	12/08/2017	47807	385	FEDERATED CO-OPS INC	101-20200	1,192.56
12/17	12/08/2017	47808	2506	FIRST FRUIT LAND DEVELOPMENT	505-20200	2,993.00
12/17	12/08/2017	47809	134	GOPHER STATE ONE-CALL INC	601-20200	116.10
12/17	12/08/2017	47810	739	HACH COMPANY	601-20200	520.71
12/17	12/08/2017	47811	1212	HARTS AUTO SUPPLY	101-20200	302.86
12/17	12/08/2017	47812	1048	HENRYS WATERWORKS,INC.	601-20200	2,834.09
12/17	12/08/2017	47813	2565	ISANTI HOLDINGS LLC	505-20200	5,035.20
12/17	12/08/2017	47814	113	ISANTI TIRE & AUTO CARE	101-20200	245.70
12/17	12/08/2017	47815	7	JOHNSON BROTHERS LIQUOR CO	609-20200	11,223.66
12/17	12/08/2017	47816	5	KAWALEK TRUCKING	609-20200	242.20
12/17	12/08/2017	47817	1114	KHAN, HAMEED AND ASIYA	505-20200	231.00
12/17	12/08/2017	47818	1338	KNIFE RIVER	101-20200	33.25
12/17	12/08/2017	47819	2345	LARSEN DIRT WORKS, LLC	101-20200	1,800.00
12/17	12/08/2017	47820	136	LEAGUE OF MN CITIES	101-20200	5,890.00
12/17	12/08/2017	47821	2568	MCCARTHY WELL COMPANY	601-20200	39.00
12/17	12/08/2017	47822	17	MCDONALD DISTRIBUTING CO	609-20200	8,108.05
12/17	12/08/2017	47823	616	MENARDS - CAMBRIDGE	101-20200	135.25
12/17	12/08/2017	47824	2208	MINNESOTA EQUIPMENT	101-20200	78.67
12/17	12/08/2017	47825	870	M-R SIGN CO INC	101-20200	234.42
12/17	12/08/2017	47826	2080	MVTL LABORATORIES INC	602-20200	115.20
12/17	12/08/2017	47827	2159	NAMEPLATES FOR INDUSTRY INC	101-20200	386.07
12/17	12/08/2017	47828	1290	NAPA AUTO PARTS	101-20200	175.38
12/17	12/08/2017	47829	2018	NORTH FOLK WINERY	609-20200	276.00
12/17	12/08/2017	47830	283	OLSON POWER & EQUIPMENT	101-20200	534.95
12/17	12/08/2017	47831	2567	O'REILLY AUTO PARTS (ESCROW)	505-20200	391.00
12/17	12/08/2017	47832	617	PAUSTIS & SONS	609-20200	2,905.83
12/17	12/08/2017	47833	44	PHILLIPS WINE & SPIRITS INC	609-20200	3,501.14
12/17	12/08/2017	47834	2406	QUALITY FLOW SYSTEMS INC	602-20200	1,650.00
12/17	12/08/2017	47835	2457	RICE COMPANIES	505-20200	1,000.00
12/17	12/08/2017	47836	1834	RIVARD COMPANIES	101-20200	305.00
12/17	12/08/2017	47837	2028	SELECTACCOUNT	861-20200	52.31
12/17	12/08/2017	47838	1653	SHR SALES	101-20200	158.00
12/17	12/08/2017	47839	554	STEVES TIRE SERVICE	101-20200	591.80
12/17	12/08/2017	47840	2566	TH CONSTRUCTION OF ANOKA INC	505-20200	793.30
12/17	12/08/2017	47841	1820	URBANS HARDWARE	601-20200	188.70
12/17	12/08/2017	47842	686	VERIZON WIRELESS	101-20200	504.09

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/17	12/08/2017	47843	42	VIKING COCA-COLA BOTTLING CO	609-20200	117.06
12/17	12/08/2017	47844	1286	VINOCOPIA INC	609-20200	110.67
12/17	12/08/2017	47845	874	WASTE MANAGEMENT -	101-20200	386.98
12/17	12/08/2017	47846	4	WATSON CO INC	609-20200	841.69
12/17	12/08/2017	47847	1922	WEX BANK	101-20200	2,875.22
12/17	12/08/2017	47848	2475	White Bear IT Solutions, LLC	101-20200	1,866.00
12/17	12/08/2017	47849	780	WINE MERCHANTS	609-20200	548.00
Grand Totals:						89,759.50

Dated: _____

Mayor: _____

City Council: _____

_____

_____

_____

_____

_____

City Recorder: _____

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

M = Manual Check, V = Void Check

Report Criteria:
Report type: Summary
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
12/17	12/15/2017	47853	2569	AGNUS, JOHN	601-20200	78.62
12/17	12/15/2017	47854	384	AKERS HOME SECURITY	101-20200	75.00
12/17	12/15/2017	47855	2030	ARTISAN BEER COMPANY	609-20200	41.25
12/17	12/15/2017	47856	9	BERNICKS PEPSI-COLA	609-20200	796.45
12/17	12/15/2017	47857	368	BILLS QUALITY CLEANING	101-20200	446.00
12/17	12/15/2017	47858	2570	BORU, ANTHONY	101-20200	80.00
12/17	12/15/2017	47859	1198	CENTER POINT ENERGY	601-20200	3,217.96
12/17	12/15/2017	47860	8	DAHLHEIMER DISTRIBUTING CO	609-20200	11,580.75
12/17	12/15/2017	47861	966	EAST CENTRAL SOLID	603-20200	609.50
12/17	12/15/2017	47862	55	ECM PUBLISHERS INC	101-20200	249.75
12/17	12/15/2017	47863	2571	ENTERPRISE AVENUE PROPERTIES LP	219-20200	7,392.89
12/17	12/15/2017	47864	142	G & K SERVICES	101-20200	476.36
12/17	12/15/2017	47865	2572	GIOVELLI, JOE	601-20200	99.21
12/17	12/15/2017	47866	424	H&L MESABI	101-20200	944.86
12/17	12/15/2017	47867	739	HACH COMPANY	601-20200	82.17
12/17	12/15/2017	47868	2320	INGERSOLL RAND COMPANY/	601-20200	29.43
12/17	12/15/2017	47869	114	ISANTI COUNTY RECORDER	505-20200	46.00
12/17	12/15/2017	47870	1563	ISANTI ELECTRIC INC	601-20200	90.00
12/17	12/15/2017	47871	1534	J. J. TAYLOR	609-20200	608.25
12/17	12/15/2017	47872	2573	JAC PROPERTIES LLC	601-20200	210.40
12/17	12/15/2017	47873	7	JOHNSON BROTHERS LIQUOR CO	609-20200	2,694.35
12/17	12/15/2017	47874	1857	JOSLIN & MOORE	101-20200	5,698.20
12/17	12/15/2017	47875	5	KAWALEK TRUCKING	609-20200	189.60
12/17	12/15/2017	47876	1975	LIBERTY TITLE	601-20200	19.48
12/17	12/15/2017	47877	2435	LINDBERG LAW OFFICE PA	601-20200	17.45
12/17	12/15/2017	47878	1331	MAGER, JIM	101-20200	72.13
12/17	12/15/2017	47879	130	MARCO TECHNOLOGIES LLC	101-20200	250.00
12/17	12/15/2017	47880	17	MCDONALD DISTRIBUTING CO	609-20200	3,057.15
12/17	12/15/2017	47881	616	MENARDS - CAMBRIDGE	101-20200	109.97
12/17	12/15/2017	47882	281	MINNCO CREDIT UNION	101-20200	413.59
12/17	12/15/2017	47883	2208	MINNESOTA EQUIPMENT	101-20200	17.47
12/17	12/15/2017	47884	1788	MINNESOTA PETROLEUM SERVICE	101-20200	374.50
12/17	12/15/2017	47885	176	MN DEPT OF REVENUE	101-20200	20,251.00
12/17	12/15/2017	47886	1989	NEW HOPE COMMUNITY CHURCH	101-20200	67.94
12/17	12/15/2017	47887	44	PHILLIPS WINE & SPIRITS INC	609-20200	8,514.01
12/17	12/15/2017	47888	2341	RED BULL DISTRIBUTION	609-20200	322.00
12/17	12/15/2017	47889	2518	SEMLER CONSTRUCTION	601-20200	19.05
12/17	12/15/2017	47890	2396	SOUTHERN GLAZERS OF MN	609-20200	10,770.38
12/17	12/15/2017	47891	859	SYLVESTER, MATTHEW	603-20200	97.96
12/17	12/15/2017	47892	1740	TOSHIBA FINANCIAL SERVICES	108-20200	189.88
12/17	12/15/2017	47893	2524	US BANK EQUIPMENT FINANCE	101-20200	63.00
12/17	12/15/2017	47894	2027	US INTERNET	603-20200	57.80
12/17	12/15/2017	47895	686	VERIZON WIRELESS	101-20200	626.67
12/17	12/15/2017	47896	427	VESSCO INC	601-20200	31.02
12/17	12/15/2017	47897	4	WATSON CO INC	101-20200	50.58
12/17	12/15/2017	47898	780	WINE MERCHANTS	609-20200	240.00
Grand Totals:						81,370.03

City of Isanti

Gross Payroll	78,142.50
Social Security & Medicare	4,403.70
Public Employees Retirement	7,849.62
Total City Expense	90,395.82

Pay Date 12/15/2017

Pay Period 25 (11/26-12/9/17)

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
November 7, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by President Wimmer at 7:20 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer and Steve Lundeen
Commissioners Absent:	Tara Hallberg (Excused)
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

Motion by Lundeen, second by Lorinser approve the Agenda as presented. Motion passed unanimously.

2. Approve Minutes of October 3, 2017 Regular Economic Development Meeting

Motion by Bergley second by Lundeen to approve the minutes as presented for October 3, 2017. Motion passed unanimously.

3. Isanti Hotel Update

Economic Development Director Sullivan outlined the remaining processes/steps involved in the 60 Unit Best Western Plus Hotel Project. He stated that a complete site plan application had been submitted in October and that it would be reviewed at the November 21 Planning Commission Meeting. He indicated that all city site plan approvals would be received by City Council on December 5th if there were no issues. The Developer and Bank are finalizing financing and the city expects to see an executed term sheet soon.

No action was taken on this item.

4. City Promo Bag Order

Economic Development Director Sullivan highlighted the history of the promo bag program. He indicated it was successful last year and he recommended continuing it again next year. He obtained quotes from 3 vendors and the lowest vendor was Promo Direct for 1000 bags. The

recommendation from Economic Development Director Sullivan was to have the EDA recommend to the City Council to select Promo Direct and to order 1000 bags for next year. The expense would be coded to EDA Marketing – 495.

Motion by Lundeen, second by Bergley to have the EDA recommend to the City Council to select Promo Direct and to order 1000 bags for next year and to have them funded through EDA marketing -495. Motion passed unanimously

5. Other Business / Updates

Sullivan stated that he and President Wimmer attended the Ribbon Cutting for Rockstad and Co Relics and Wares on October 27th. He indicated that the new owner appreciated the grand opening and publicity for the event. It's a great addition to Isanti.

President Wimmer noted that the Chamber of Commerce was also in attendance and that the business has been doing well since it opened.

Commissioner Lorinser stated that he wanted to thank Economic Development Director Sullivan and President Wimmer and acknowledge an outstanding job putting the hotel deal together.

President Wimmer indicated that it was the intention of the Developer to break ground in December 2017 if possible.

Sullivan called out the fact the MOAT Trailers and Speed Wagon had not yet moved into a building but are still actively looking in Isanti.

6. Adjournment

Lundeen motioned, second by Lorinser to adjourn at 7:28 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 7th Day of November, 2017.

Respectively Submitted,

Sean M. Sullivan, Economic Development Director

L.3.

RESOLUTION 2017-

RESOLUTION APPROVING A CHECK BE WRITTEN TO NEW HOPE COMMUNITY CHURCH FOR VOLUNTEERING AT THE COMMUNITY MOVIE NIGHT

WHEREAS, free public movie nights at the Isanti Community Center were approved by City Council January 21, 2014 Resolution No. 2014-013; and,

WHEREAS, the City of Isanti receives requests from various non-profit youth organizations and groups from Isanti to volunteer at the ICC Movie Nights approved by City Council September 16, 2014 Resolution No. 2014-226; and,

WHEREAS, the volunteer group per the policy are to receive the profits from the concessions sold at the movie night; and,

WHEREAS, the City of Isanti received an application for New Hope Community Church – Hope Families to volunteer at the December 8, 2017 movie; and,

WHEREAS, the profit from the December 8, 2017 movie night was $67.94; and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota that a check will be written to New Hope Community Church in the amount of $67.94.

This Resolution is hereby approved by the Isanti City Council this 19th day of December, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

L.4.

RESOLUTION 2017 - XXX

A RESOLUTION ACCEPTING PROPOSAL FOR ISANTI INDOOR ARENA RADIANT HEATER REPAIR

WHEREAS, radiant heater units in the Isanti Indoor Arena are in need of repair; and,

WHEREAS, according to the Lease Agreement with Rum River BMX Association, mechanical issues with the facility are the responsibility of the City of Isanti; and,

WHEREAS, staff have contacted contractors for estimates, and because the contractors came out on separate occasions the units were functioning differently, affecting the diagnosis of the issue; and,

WHEREAS, at its December 7, 2017 meeting, the Finance Committee reviewed the proposals and recommended accepting the proposal from T M Johnson Bros, Inc. at $2,136.00; and,

WHEREAS, these repairs were not anticipated, and are therefore unbudgeted; and,

WHEREAS, Rum River BMX Association makes monthly lease payments for use of the Isanti Indoor Arena which have historically been applied to the General Fund Revenue account; and,

WHEREAS, the funding for these repairs will be Rum River BMX Association lease payment revenue;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to hereby accept the proposal from T M Johnson Bros., Inc for the necessary repairs to the radiant heater units at the Isanti Indoor Arena;

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota that the funding source for these repairs will be Rum River BMX Association lease payment revenue. The amount of these repairs, with contingency, is not to exceed $2349.60.

This Resolution is hereby approved by the Isanti City Council this 19th day of December 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

L.5.

RESOLUTION 2017 - XXX

A RESOLUTION APPROVING 2018 ASCAP MUSIC LICENSE

WHEREAS, the American Society of Composers, Authors, and Publishers (ASCAP) has determined that a license is required for the City of Isanti's use of music at its facilities; and,

WHEREAS, live music is performed at Street Dances and recorded music is played at Isanti Liquor; and,

WHEREAS, at its December 7, 2017 meeting, the Finance Committee discussed this license and recommends the fee be split evenly between the Parks, Recreation, and Culture Department and the Liquor Store; and,

WHEREAS, the 2018 annual fee is $348.00, and the funding will be $174.00 from 101-45300-499 (PRC-Street Dances) and $174.00 from 609-49750-340 (Liquor Store – Advertising); and,

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota to approve the expense of $348.00 for the ASCAP music license for 2018 to be split evenly between Parks, Recreation, and Culture and the Liquor Store;

BE IT FURTHER RESOLVED by the City Council of the City of Isanti, Minnesota to approve the License Agreement with ASCAP as attached in "Exhibit A."

This Resolution is hereby approved by the Isanti City Council this 19th day of December 2017.

Attest:

_____
Mayor George A. Wimmer

_____
Katie Brooks
Human Resources/City Clerk

(SEAL)

Exhibit A

LICENSE AGREEMENT - LOCAL GOVERNMENTAL ENTITIES

Agreement between American Society of Composers, Authors and Publishers ("SOCIETY"), located at

2 Music Square West, Nashville, TN 37203

and City of Isanti, MN

("LICENSEE"), located at

110 1st Avenue NW - P.O. Box 428 Isanti MN 55040

as follows:

1. Grant and Term of License

(a) ASCAP grants and LICENSEE accepts a license to perform publicly on the "Premises" and at "Events" and "Functions," and not elsewhere or otherwise, non-dramatic renditions of the separate musical compositions in the "ASCAP repertory." The performances licensed under this Agreement may be by means of "Live Entertainment" or "Mechanical Music". For purposes of this Agreement,

(i) "LICENSEE" shall include the named entity and any of its constituent bodies, departments, agencies or leagues.

(ii) "Mechanical Music" means music which is performed at the Premises by means other than by live musicians who are performing at the Premises, including, but not limited to (A) compact disc, audio record or audio tape players (but not including "jukeboxes"), (B) videotape, videodisc or DVD players; (C) the reception and communication at the premises of radio or television transmissions which originate outside the Premises; and which are not exempt under the Copyright Law; or (D) a music-on-hold telephone system operated by LICENSEE at the Premises.

(iii) "Live Entertainment " means music that is performed at the Premises by musicians, singers or other performers.

(iv) "Premises" means buildings, hospitals, airports, zoos, museums, athletic facilities, and recreational facilities, including, but not limited to, community centers, parks, swimming pools, and skating rinks owned or operated by LICENSEE and any site which has been engaged by LICENSEE for use by LICENSEE.

(v) "ASCAP repertory" means all copyrighted musical compositions written or published by ASCAP members or members of affiliated foreign performing rights societies, including compositions written or published during the term of this Agreement and of which ASCAP has the right to license non-dramatic public performances.

(vi) "Events" and "Functions" means any activity conducted, sponsored, or presented by or under the auspices of LICENSEE. Except as set forth in paragraph 2.(d) below, "Events" and "Functions" shall include, but are not limited to, aerobics and exercise classes, athletic events, dances and other social events, concerts, festivals, arts and crafts fairs, and parades held under the auspices of or sponsored or promoted by LICENSEE on the Premises.

(vii) "Special Events" means musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration presented by LICENSEE for which the "Gross Revenue" of such Special Event exceeds $25,000 (as defined in paragraph 4.(d) below).

(b) This Agreement shall be for an initial term of one year, commencing January 1, 2018, which shall be considered the effective date of this Agreement, and continuing thereafter for additional terms of one year each. Either party may give notice of termination to the other no later than thirty (30) days prior to the end of the initial or any renewal term. If such notice is given, the agreement shall terminate on the last day of the term in which notice is given.

2. Limitations On License

(a) This license is not assignable or transferable by operation of law or otherwise. This license does not authorize LICENSEE to grant to others any right to perform publicly in any manner any of the musical compositions licensed under this agreement, nor does it authorize any public performances at any of the Premises in any manner except as expressly herein provided.

(b) This license does not authorize (i) the broadcasting, telecasting or transmission or retransmission by wire, Internet, website or otherwise, of renditions of musical compositions in ASCAP's repertory to persons outside of the Premises, other than by means of a music-on-hold telephone system operated by LICENSEE at the Premises; and (ii) performances by means of background music (such as *Muzak*) or other services delivered to the Premises. Nothing in this paragraph shall be deemed to limit LICENSEE's right to transmit renditions of musical compositions in the ASCAP repertory to those who attend Events or Functions on the Premises by means of teleconferencing, videoconferencing or similar technology.

(c) This license is limited to non-dramatic performances, and does not authorize any dramatic performances. For purposes of this agreement, a dramatic performance shall include, but not be limited to, the following:

(i) performance of a "dramatico-musical work" (as hereinafter defined) in its entirety;

(ii) performance of one or more musical compositions from a "dramatico-musical work (as hereinafter defined) accompanied by dialogue, pantomime, dance, stage action, or visual representation of the work from which the music is taken;

(iii) performance of one or more musical compositions as part of a story or plot, whether accompanied or unaccompanied by dialogue, pantomime, dance, stage action, or visual representation;

(iv) performance of a concert version of a "dramatico-musical work" (as hereinafter defined).
The term "dramatico-musical work" as used in this Agreement, shall include, but not be limited to, a musical comedy, opera, play with music, revue, or ballet.

(d) This license does not authorize performances:

(i) at any convention, exposition, trade show, conference, congress, industrial show or similar activity presented by LICENSEE or on the Premises unless it is presented or sponsored solely by and under the auspices of LICENSEE, is presented entirely on LICENSEE'S Premises, and is not open to the general public;

(ii) by or at colleges and universities;

(iii) at any professional sports event or game played on the Premises;

(iv) at any permanently situated theme or amusement park owned or operated by LICENSEE;

(v) by any symphony or community orchestra;

(vi) by means of a coin operated phonorecord player (jukebox) for which a license is otherwise available from the Jukebox License Office.

3. License Fee

(a) In consideration of the license granted herein, LICENSEE agrees to pay ASCAP a license fee which includes the total of the "Base License Fee" and any applicable "Special Events License Fees", all of which shall be calculated in accordance with the Rate Schedule attached to and made part of this Agreement. For purposes of this Agreement,

(i) "Base License Fee" means the annual fee due in accordance with Schedule A of the Rate Schedule and based on LICENSEE's population as established in the most recent published U.S. Census data. It does not include any fees due for Special Events.

(ii) "Special Events License Fees" mean the amount due in accordance with Schedule B of the Rate Schedule when Special Events are presented by or on behalf of LICENSEE. It does not include any Base License Fees due.

(iii) LICENSEES who are legally organized as state municipal and/or county leagues or state associations of municipal and/or county attorneys shall be required to pay only the fee under Schedule C of the Rate Schedule. Such leagues or associations are not subject to Schedule A or Schedule B of the Rate Schedule. Fees paid by such leagues or associations do not cover performances of the municipality, county or other local government entity represented by the league or association. Schedule C fees are not applicable to municipal, county or other local government entities.

Unless otherwise limited by law, LICENSEE shall pay a finance charge of 1.5% per month from the due date, or the maximum amount permitted by law, whichever is less, on any required payment that it is not made within thirty days of its due date.

4. Reports and Payments

(a) Upon the execution of this Agreement, LICENSEE shall submit:

(i) a report stating LICENSEE's population based on the most recent published U.S. Census data. The population set forth in the report shall be used to calculate the Base License Fee under this Agreement; and (ii) a report containing the information set forth in paragraph 4.(d) below for all Special Events that were presented between the effective date of this Agreement and the execution of this Agreement.

(b) The Base License Fee for the first year of this Agreement and any license fees due for Special Events that were presented between the effective date of this Agreement and the execution of this Agreement shall be payable upon the execution of this Agreement.

(c) Base License Fees for subsequent years shall be due and payable within 30 days of the renewal date of this Agreement and shall be accompanied by a statement confirming whether any Special Events were presented during the previous calendar year.

(d) Ninety days after the conclusion of each Special Event, LICENSEE shall submit to ASCAP payment for such Special Event and a report in printed or computer readable form stating:

(i) the date presented;

(ii) the name of the attraction(s) appearing;

(iii) the "Gross Revenue" of the event. "Gross Revenue" means all monies received by LICENSEE or on LICENSEE'S behalf from the sale of tickets for each Special Event. If there are no monies from the sale of tickets, "Gross Revenue" shall mean contributions from sponsors or other payments received by LICENSEE for each Special Event;

(iv) the license fee due for each Special Event.

(e) If LICENSEE presents, sponsors or promotes a Special Event that is reportable under Rate Schedule B with another person or entity licensed under an ASCAP License Agreement, LICENSEE shall indicate the name, address, phone number and ASCAP account number of the other person(s) or entity(ies) and the party responsible for payment for such Special Event. If the other party is not licensed by ASCAP, LICENSEE shall pay the license fee due hereunder, notwithstanding any agreement to the contrary between LICENSEE and the other party.

(f) LICENSEE agrees to furnish to ASCAP, where available, copies of all programs of musical works performed, which are prepared for distribution to the audience or for the use or information of LICENSEE or any department thereof. The programs shall include all encores to the extent possible. LICENSEE shall be under no obligation to furnish programs when they have not been otherwise prepared.

(g) ASCAP shall have the right to examine LICENSEE'S books and records at LICENSEE's place of business during normal business hours to such extent as may be necessary to verify the reports required by paragraph 4.(d) above. ASCAP shall have the right to adjust LICENSEE's Base License Fee based upon the most recently available revised population figures and Population Estimates Program provided by the U.S. Census Department.

5. Breach or Default

Upon any breach or default by LICENSEE of any term or condition herein contained, ASCAP may terminate this license by giving LICENSEE thirty days notice to cure such breach or default, and in the event that such breach or default has not been cured within said thirty days, this license shall terminate on the expiration of such thirty-day period without further notice from ASCAP. In the event of such termination, ASCAP shall refund on a pro-rata basis to LICENSEE any unearned license fees paid in advance.

6. Interference in Operations

ASCAP shall have the right to terminate this license upon thirty days written notice if there is any major interference with, or substantial increase in the cost of, ASCAP's operations as the result of any law in the state, territory, dependency, possession or political subdivision in which LICENSEE is located which is applicable to the licensing of performing rights. In the event of such termination, ASCAP shall refund to LICENSEE on a pro-rata basis any unearned license fees paid in advance.

7. Non-Discrimination

LICENSEE recognizes that ASCAP must license all similarly situated users on a non-discriminatory basis. LICENSEE agrees that any modifications to this Agreement by ASCAP, which are required by local, state or federal law for other municipalities, counties and other governmental entities shall not constitute discrimination between similarly situated users. Examples of such modifications are statements of equal employment opportunity or nondiscrimination on the basis of race, creed, color, sex or national origin.

8. Notices

ASCAP or LICENSEE may give any notice required by this Agreement by sending it by certified United States Mail, by generally recognized same-day or overnight delivery service or by electronic transmission (i.e., Mailgram, facsimile or similar transmission) to the appropriate person/office as listed herein. Each party agrees to notify the other of any change in contact information, such as change of address, change of person/office responsible, etc. within 30 days of such change.

AMERICAN SOCIETY OF COMPOSERS,
AUTHORS AND PUBLISHERS

By _____

LICENSEE City of Isanti, MN

By _____

TITLE _____

(Fill in capacity in which signed: (a) If corporation, state corporate office held; (b) If partnership, write word "partner" under signature of signing partner; (c) If individual owner, write "individual owner" under signature.)

LOCAL GOVERNMENT ENTITIES

2018 Rate Schedule

SCHEDULE A: Base License Fee

Population Size			Base License Fee
1	to	50,000	$348.00
50,001	to	75,000	$694.00
75,001	to	100,000	$835.00
100,001	to	125,000	$1,113.00
125,001	to	150,000	$1,391.00
150,001	to	200,000	$1,808.00
200,001	to	250,000	$2,224.00
250,001	to	300,000	$2,643.00
300,001	to	350,000	$3,060.00
350,001	to	400,000	$3,478.00
400,001	to	450,000	$3,892.00
450,001	to	500,000	$4,312.00
500,001	and over		*** $5,284.00

*** $5,284.00 plus $500 for each 100,000 of population above 500,000 to a maximum fee of $69,531.00

SCHEDULE B: Special Events

The rate for Special Events shall be 1% of Gross Revenue.

"Special Events" means musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration presented by LICENSEE for which the "Gross Revenue" of such Special Event exceeds $25,000.

"Gross Revenue" means all monies received by LICENSEE or on LICENSEE'S behalf from the sale of tickets for each Special Event. If there are no monies from the sale of tickets, "Gross Revenue" shall mean contributions from sponsors or other payments received by LICENSEE for each Special Event.

SCHEDULE C: State Municipal and/or County Leagues or State Associations of Attorneys

The annual license fee for LICENSEES who are legally organized as state municipal and/or county leagues or state associations of municipal and/or county attorneys shall be $348.00.

License Fee for Year 2019 and Thereafter

For each calendar year commencing 2019, all dollar figures set forth in Schedules A, B and C above (except for $500 add-on for populations of 500,001 or more) shall be the license fee for the preceding calendar year, adjusted in accordance with the increase in the Consumer Price Index - All Urban Consumers (CPI-U) between the preceding October and the next preceding October. Any additional license fees due resulting from the CPI adjustment shall be payable upon billing by ASCAP.

ASCAP

Toll Free: 1-800-505-4052 Fax: 615-691-7795

Epayment Websites: http://www.ascap.com/mylicense or http://www.ascap.com

LOCAL GOVERNMENT ENTITIES

2018 Report Form

Account Number: Premise Name: City of Isanti, MN

SCHEDULE A: Base License Fee *(Due upon execution of Agreement and within 30 days of the Agreement's Renewal Date.)*

Population Size: ☐☐☐,☐☐☐,☐☐☐ *(Per current U.S. Census Data)*

Base License Fee: $☐☐☐☐☐☐☐.☐☐ *(Please refer to Rate Schedule)*

SCHEDULE B: Special Events* *(Report and Payment due 90 days after the conclusion of each Special Event)*

Event Date (mm/dd/yyyy) (If More than 1 Event Per Day, Please Report As Separate Entries)	Performer(s) Or Group(s) Appearing	Gross Revenue** Of Event (Must Exceed $25,000)	% Applies To Gross Revenue	Event Fee	Is A Program Of Musical Works Attached? (Yes/No)	If The Event Is Co-Sponsored (Please Identify The Co-sponsor's Name, Address, Phone Number and ASCAP Account Number)
			x .01	$	O Yes O No	Name: Address: Phone No.: Account Number:
			x .01	$	O Yes O No	Name: Address: Phone No.: Account Number:
			x .01	$	O Yes O No	Name: Addre ss: Phone No.: Account Number:

***"Special Events"** means musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration presented by LICENSEE for which the "Gross Revenue" of such Special Event exceeds $25,000.

****"Gross Revenue"** means all monies received by LICENSEE or on LICENSEE'S behalf from the sale of tickets for each Special Event. If there are no monies from the sale of tickets, "Gross Revenue" shall mean contributions from sponsors or other payments received by LICENSEE for each Special Event.

SCHEDULE C: State Municipal and/or County Leagues or State Associations of Attorneys

Report Year: ☐☐☐☐ Annual License Fee: $348.00 (Due within 30 days of Renewal Date.)

Total Fees Reported From Any or All of Schedules A, B or C: $☐☐☐☐☐☐☐☐☐☐.☐☐

Contact Person & Title ☐☐☐☐☐☐☐☐☐☐

ascap
WE CREATE MUSIC

INVOICE

City of Isanti, MN
110 1st Avenue NW - P.O. Box 428
Isanti, MN 55040

December 12, 2017

Re: City of Isanti, MN
110 1st Avenue NW - P.O. Box 428
Isanti, MN 55040

Billing Period: January 1, 2018 Thru December 31, 2018
Annual Rate: $348.00
Amount Due: $348.00

TO PAY VIA CREDIT CARD, DEBIT CARD, OR E CHECK, PLEASE CONTACT Michele McKinney at (888) 852-1432

PLEASE MAIL YOUR CHECK TO: ASCAP, PO Box 331608, Nashville, TN 37203-7515

Payment Amount: $_____

*Check No: _____

*Please note: "When you provide a check as payment, you authorize ASCAP to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. However the transaction will appear on your bank statement. If we cannot post the transaction electronically, we may present a copy of your check for payment."

ASCAP License fees are due and payable in advance. Retain bottom portion for your records.

City of Isanti, MN
110 1st Avenue NW - P.O. Box 428
Isanti, MN 55040

Billing Period: January 1, 2018 Thru December 31, 2018
Annual Rate: $348.00
Amount Due: $348.00

A Community For Generations.

Isanti

Request for City Council Action - MEMO

To: **Mayor Wimmer and Members of City Council**

From: Sean M. Sullivan, Economic Development Director

Date: December 19, 2017

Subject: Consider Resolution 2017-XXX Authorizing Reimbursement of RLF Payments to Enterprise Avenue Properties LP and to Execute Satisfaction of Mortgage

---

Background:

The City of Isanti entered into a loan agreement and mortgage on October 8, 2015 with Enterprise Avenue Properties LP as part of the purchase of the real estate located at 1 Enterprise Avenue NE and the relocation of SnoBear USA, Inc from Fargo, North Dakota to Isanti, Minnesota. The mortgage document was filed at the Isanti County Recorder on October 12, 2015 and is identified by document number A453505. Terms of the $27,000 mortgage call for 100% forgiveness of the loan if 25 full time jobs with an hourly wage of $12.75 or higher were created by SnoBear USA, Inc. on or before August 25, 2017. SnoBear USA, Inc. has met, and exceeded these job creation goals, provided documentation supporting this, and has requested reimbursement loan payments in the amount of $7,392.89 that have already been paid to the City of Isanti. In addition to the reimbursement of the loan payment, City Staff is asking the City Council to authorize City Officials to execute a Satisfaction of Mortgage document to be drafted and approved by City Attorney Joslin.

Request:

Consider adoption of Resolution 2017-XXX Authorizing Reimbursement of RLF Payments to Enterprise Avenue Properties LP and to Execute Satisfaction of Mortgage

Attachment:

- Resolution 2017-XXX - Authorizing Reimbursement of RLF Payments to Enterprise Avenue Properties LP and to Execute Satisfaction of Mortgage

RESOLUTION NO. 2017-XXX

AUTHORIZING REIMBURSEMENT OF RLF PAYMENTS TO ENTERPRISE AVENUE PROPERTIES LP AND TO EXECUTE SATISFACTION OF MORTGAGE

WHEREAS, the City of Isanti and Enterprise Avenue Properties LP entered into a $27,000 loan agreement from the City RLF Fund dated October 8, 2015 (the "Loan Agreement") with provisions that make the loan 100% forgivable if 25 full time jobs having a minimum wage of $12.75 are created onsite on or before August 25, 2017; and

WHEREAS, the City of Isanti and Enterprise Avenue Properties LP entered into a $27,000 Mortgage dated October 8, 2015 and filed at the Isanti County Recorder Office as Document Number A453505 on October 12, 2015(the "Mortgage"); and

WHEREAS, SnoBear USA, Inc. has provided documentation of the creation of at least 25 full time jobs on or before August 25, 2017 which meets the provisions of the Loan Agreement which make the $27,000 100% forgivable; and

WHEREAS, The City of Isanti has received $7,392.89 in RLF payments for this project and a request has been made to have these funds reimbursed to Enterprise Avenue Properties LP; and

WHEREAS, the creation of the aforementioned 25 jobs satisfies the requirements of the Loan Agreement and effectively satisfies obligations of the Mortgagor in the Mortgage.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota authorize:

1) Reimbursement of City RLF Loan payments in the amount of $7,392.89 to Enterprise Avenue Properties LP from the SnoBear City RLF Fund 219-10311
2) The Mayor and City Administrator to execute a Satisfaction of Mortgage for Document Number A453505 to be drafted and approved by City Attorney Joslin

This Resolution hereby approved by the Isanti City Council this 19th day of December 2017.

_____
Mayor George A. Wimmer

Attest:

_____
Katie Brooks
Human Resources / City Clerk

L.7.

RESOLUTION 2017-XXX

RESOLUTION ENDING PROBATIONARY PERIOD AND PROMOTION TO FULL TIME PERMANENT EMPLOYEE STATUS FOR FINANCE DIRECTOR MICHAEL BETKER

WHEREAS, the City offered employment to Mr. Michael Betker as the Finance Director for the City of Isanti with a start date of June 5th, 2017; and

WHEREAS, the City of Isanti's Personnel Policy requires a six-month probationary period for new employees of the City; and

WHEREAS, Mr. Michael Betker has successfully completed his probationary period and is recommended by his Supervisor, City Administrator Don Lorsung, to place him as a permanent full-time employee for the City of Isanti.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota as follows:

1. That Mr. Michael Betker, effective from December 12th, 2017 obtains permanent status as a full-time employee of the City of Isanti in the position of Finance Director with all responsibilities and benefits of that position.

2. That the City Administrator is directed to forward an executed copy of this resolution to the employee and place a copy in the respective personnel files for future reference.

This Resolution is hereby approved by the Isanti City Council this 19th day of December, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks

L.8.

RESOLUTION 2017-XXX

RESOLUTION OFFERING THE POSITION OF PART-TIME LIQUOR STORE CLERK II TO GREG FAUSKEE

WHEREAS, the City Council of the City of Isanti is required to approve all new employees; and

WHEREAS, the City Council approved to advertise and accept applications to fill a Liquor Store Part-Time Clerk position; and

WHEREAS, the Interviewing Panel selected Greg Fauskee as the most qualified candidate for the open Part-Time Clerk position. A successful background check has been completed on the candidate.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Isanti, Minnesota, as follows:

1. That Human Resources is hereby directed to offer the Part Time Liquor Store Clerk II position to Greg Fauskee for the City of Isanti and that he shall be eligible to start in that position on or after January 2, 2018.
2. That Greg Fauskee shall start at Step 1 of the Wage Scale at $14.66 per hour.
3. That Mr. Fauskee shall be on probationary status per the Personnel Policy in the position of the Part-Time Clerk II position effective January 2, 2018, or his start date, whichever is later.
4. That Human Resources is directed to complete all required documentation for the completion of the employment offer.
5. That Human Resources is directed to forward an executed copy of this resolution to the employee and place a copy in the employee's personnel file for future reference.

This Resolution is hereby approved by the Isanti City Council this 19th day of December, 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

A Community For Generations.

Isanti

Request for City Council Action- MEMO

To. **Mayor Wimmer and Members of City Council**

From: Josi Wood, Public Services Director/Asst. City Admin.

Date: December 19th, 2017

Subject: Resolution to Approve an Emergency Repair of a Watermain Break on Centennial Dr NW

Staff became aware of a watermain break on Centennial Dr NW, south of Oakwood St NW, Monday December 11th, 2017. The section of pipe broke into two pieces. Staff determined for the viability and integrity of the distribution system that the repair be made immediately. The contractor, Dirtworks, Inc., were onsite at approximately 10:30pm. The repair was inspected by Bolton and Menk and the system was recharged with water at 5:30 am December 12th.

The amount owed for the emergency repair is $5,775.50 and is attached for review. The funding source is identified as Water, Contracted Services, 601-49400-112

Request:
It is requested that City Council review and take action on this item.

Attachment:
- Resolution 2017-XXX – Resolution to Approve the Emergency Repair of a Watermain Break on Centennial Dr NW
- Dirtworks, Inc. Invoice

RESOLUTION NO. 2017-

A RESOLUTION APPROVING THE EMERGENCY REPAIR OF A WATERMAIN BREAK ON CENTENNIAL DR NW

WHEREAS, a watermain break was identified December 11, 2017 on Centennial Dr NW south of Oakwood St NW; and,

WHEREAS, it was determined that an emergency repair was necessary to maintain the integrity of the City's water supply; and,

WHEREAS, staff determined Dirtworks, Inc. was able to perform the emergency repair which they completed December 12, 2017; and,

WHEREAS, the final invoice for the watermain break repair was $5,775.50; and,

WHEREAS, the funding source is identified as Water, Contracted Services (expense code 112);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota hereby accepts the invoice from Dirtworks, Inc. for repair of the watermain break on Centennial Dr NW in the amount of $5,775.50.

This Resolution was duly adopted by the Isanti City Council the 19th day of December, 2017.

Attest: Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

Dirtworks, Inc.

PO Box 169
Cedar, MN 55011

Invoice

Date	Invoice #
12/13/2017	6174

Bill To

City of Isanti
PO Box 428
Isanti, MN 55040

Project

Description	Qty	Rate	Amount
Centennial Watermain Repair			
Excavator w/ Operator	6.5	175.00	1,137.50
Cat 259 w/ Operator	4	100.00	400.00
Laborer's	18	68.00	1,224.00
Tri Axle Truck	8	88.00	704.00
1 Load of Rock	1	400.00	400.00
Watermain Pipe and Fittings		650.00	650.00
7 Loads of Recycle Gravel	7	180.00	1,260.00

Total $5,775.50

www.dirtworksmn.com
Fax: 763-444-0174

A Community For Generations.
Isanti

City Council Memo

TO: Mayor Wimmer and City Council Members

FROM: Katie Brooks, Human Resources/ City Clerk

DATE: December 19, 2017

RE: Resolution 2017-XXX Amending Maintenance Technician I to Include Working Rotating On-Call in the Job Description

The November 22nd Personnel Committee met with Local 49 Union Representative Cory Bergerson. This meeting was to discuss a MOU (Memorandum of Understanding) approving the verbiage in the Maintenance Technician I job description to include being "on- call" rotation. The City Council meeting on December 5th carried a motion approving Resolution 2017-302 (MOU) to add to the job description "on-call rotation."

Please see attached job description for revision.

RESOLUTION NO. 2017-XXX

RESOLUTION APPROVING REVISED JOB DESCRIPTION OF MAINTENANCE TECHNICIAN I

WHEREAS, based on changes needed in Public Works staffing requirements, the job description for the Maintenance Technician I classification has been revised and updated; and,

WHEREAS, the City Council "On-Call" to be added to the job description in Resolution 2017-302,

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Isanti, Minnesota to approve the revisions outlined in 'Exhibit A' for the Maintenance Technician I position.

This resolution was duly adopted by the Isanti City Council this 19th day of December, 2017.

Attest:

Mayor George A. Wimmer

Katie Brooks
Human Resources/City Clerk

CITY OF ISANTI
JOB DESCRIPTION

JOB TITLE:	Maintenance Technician I
DEPARTMENT:	Public Works
SUPERVISION:	Public Services Director / Foreman
EFFECTIVE DATE:	March 21, 2017
FLSA STATUS:	Non-Exempt
HOURS WORKED:	Scheduled 40 hours/week plus rotating on-call

DEFINITION:
This is a non-supervisory position to perform manual and routine maintenance functions at and on city parks, streets, buildings, grounds, vehicles, equipment, and its operational components. Performs a wide variety of seasonal maintenance tasks such as mowing, weeding, landscaping, street patching, street painting, snowplowing and other duties as assigned.

SUPERVISION RECEIVED:
Works under the general supervision of the direct supervisor, the Public Services Director. Additionally, receives supervision and work direction from the Foreman.

SUPERVISORY FUNCTIONS:
None.

EQUIPMENT/JOB LOCATION:
Works out of the Public Works Facility. Equipment used includes, but is not limited to, light to heavy equipment including but not all inclusive; plow and dump trucks, street sweeper, front end loaders, skid-steer loader, rollers, motor graders, commercial mowers, weed whips, shovels, rakes, brooms, etc.

MAINTENANCE TECHNICIAN I - ESSENTIAL FUNCTIONS PERFORMED:
Essential duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related to, or a logical assignment to the position.

- Follows oral and written instructions such as work orders and equipment operation manuals.
- Plow, sand, salt, sweep, crack seal, and patch streets and sidewalks.
- General maintenance and cleaning of all city vehicles.
- May provide general plumbing and carpentry work as necessary.
- Assist Maintenance Tech II in routine preventive and corrective maintenance/repair on water and sewer lines, lift stations, storm sewers, manholes, gate valves, curb stops, water hydrants, and related equipment to prevent service interruptions.
- Perform routine preventative maintenance such as lubrication, cleaning, and replacement of expendable parts and materials in compliance with applicable standards.

- Uses proper techniques for locating, marking, painting, and maintaining water hydrants, curb stops, valve boxes, water and sewer lines, crosswalks, railroad crossings, and handicap parking areas.
- Performs building and grounds maintenance on all city properties including ditches, municipal buildings, i.e. city hall, police and fire department, liquor store, public works garage, parks, well houses, water tower, and other vacant city lots; and includes tree planting, tree trimming, landscaping, seeding, weeding, fertilizing, sodding, and watering.
- Uses proper techniques associated with water main flushing and sewer cleaning.
- Performs and understands basic operations of the emergency trailer mounted generator, stationary generator, and trailer mounted air compressor, and accessories.
- Performs cutting, trimming and pruning of trees and vegetation, removal of dead or diseased trees.
- Maintenance of ice rinks.
- Maintains sprinkling systems.
- Performs general spraying of noxious weeds as assigned
- Assists seasonal staff with general maintenance of city compost area
- Record all required records onto charts, graphs, and maps.
- Uses skid steer, and loaders to assist in snow removal.
- If proper licensure is held, may operate vehicles (requiring a valid class B Minnesota driver's license, including an airbrake endorsement) such as snowplows, dump trucks, street sweeper, etc.) to assist in snow removal.
- Attendance during regularly scheduled work hours and the ability to be on-call for weeknights, weekends, and holidays for emergencies and snow removal.
- Participates in required annual training.

OTHER DUTIES AND RESPONSIBILITIES:

Performs other related duties as assigned or apparent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Thorough practical knowledge of principals, practices, and methods including tools and equipment used in maintenance.
- Practical knowledge, capabilities, limitations of city equipment, repair techniques, preventative maintenance, and safe use of department equipment.
- Knowledge and ability to perform general street and park maintenance and repair.
- Ability to operate all equipment and tools of a public works department including plow and dump trucks, street sweeper, front end loaders, skid-steer loader, lawn mowers, weed whips, grinders, chain and other saws, ratchets, wrenches, drill, air tools, etc.
- Ability to respond quickly and decisively in emergency situations, during regular and after regular working hours.
- Ability to exert moderate to considerable physical effort to perform the position's essential duties.

- Ability to maintain records and files.
- Considerable ability to read and interpret technical manuals, read and follow instructions, maps, graphs, charts, and to have the ability to determine solutions to a variety of maintenance and repair problems.
- Ability to perform specialized tasks involving innovative and independent judgment.
- Ability to work cooperatively with all levels of city personnel and the public.
- Ability to establish and maintain effective working relationships with others.
- Ability to be detail oriented, follow through with tasks.
- Ability to work as a team.
- Ability to work rotating on-call work schedule assigned by the Public Services Director.
- Must comply with organizational department policies.
- Ability to perform essential functions during required hours of work.
- Ability to respond to work in the allotted time as established by policy.
- Ability to perform general mechanical duties.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Ability to push, pull, bend, stretch, kneel, squat, walk, and lift during the workday.
- Walking on all types of surfaces, sometimes over slippery and/or uneven and rough terrain.
- The employee is required to sit, talk, hear, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- Considerable ability to use large motor skills which include standing, walking, and climbing ladders and stairs during the workday.
- Ability to twist and turn getting in and out of vehicles throughout the day as required for the position.
- Considerable ability to use fine motor skills to manipulate objects requiring manual dexterity.
- The employee may frequently lift and/or move up to 75 pounds.
- Specific vision abilities required by this position include close vision, distance vision, color identification, peripheral vision, depth perception and ability to adjust focus as it relates to tasks required in the position.

ENVIRONMENTAL CONDITIONS:

Ability to work in all types of weather conditions, heat, cold, rain, snow, etc. The essential duties of this position are typically performed outside. May have contact with chemicals, i.e.: automotive products, fumes, and dust. The noise level in the work environment is usually moderate.

MINIMUM REQUIREMENTS:

- Must be 18 years of age or older
- High School degree or equivalent.
- Physical ability to lift and/or move 75 pounds
- Valid Minnesota Driver's License

- Possess valid pesticide applicator license or ability to obtain through Department of Agriculture after completion of one year of employment.
- Basic knowledge of maintenance methods and procedures on light and/or heavy duty equipment.
- Pass a pre-employment physical examination.
- Pass a pre-employment and/or random drug/alcohol testing.

PREFERRED REQUIREMENTS:

- Valid Minnesota B Driver's License, with air brake endorsement, or ability to obtain within one year of employment.
- Valid Pesticide Applicator License

NON-DISCRIMINATION STATEMENT

The City of Isanti will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation status with regard to public assistance, or any other legally protected class or status.

(The examples given above are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. This position description is subject to change as the needs of the employer and requirements of the position change. The City of Isanti reserves the right to change and/or eliminate any and all job duties if needed).

City of Isanti
Economic Development Authority
Regular Meeting Minutes of
December 5, 2017
Isanti City Hall

1. Call To Order

The meeting was called to order by President Wimmer at 7:48 p.m.

a. Pledge of Allegiance

b. Roll Call

Commissioners Present:	Dan Collison, Ross Lorinser, Paul Bergley, George Wimmer Tara Hallberg and Steve Lundeen
Commissioners Absent:	None
Staff Present:	Economic Development Director Sean Sullivan

c. Agenda Modifications

Motion by Lundeen, second by Collison approve the Agenda as presented. Motion passed unanimously.

2. Approve Minutes of November 7, 2017 Regular Economic Development Meeting

Motion by Lorinser second by Collison to approve the minutes as presented for November 7, 2017. Motion passed unanimously.

3. Isanti Hotel Update

Economic Development Director Sullivan outlined the remaining processes/steps involved in the 60 Unit Best Western Plus Hotel Project. He stated that the site plan had been approved at the December 5, 2017 City Council Meeting and that there were not any more city approvals needed. The Developer and Bank are finalizing financing and will move forward with execution of the development agreement and site transfer when financing is completed.

No action was taken on this item.

4. 2014-2017 Minnesota Manufacturing Week Summary Report

Economic Development Director Sullivan highlighted the summary results of the 2017 survey. He indicated that business was going well for area manufacturers and that this summary data was important feedback from businesses. The only business that did not participate was ProtoTech due

to scheduling conflicts. Sullivan passed out color copies for review. The need for a hotel and workforce housing were a theme that was communicated by businesses to the city.

President Wimmer added that businesses have communicated that there is a need for more workers in the fields of the trades. Cambridge Isanti High School used to excel in this area but these programs are not where they used to be. Commitment to these areas in schools would help solve this workforce issue. These are really good paying jobs that are in demand.

Economic Development Developer Sullivan touched briefly on current successful high school / business / community programs including Cardinal Manufacturing in Wisconsin, Tiger Path in Hutchinson and the Alexandria Area Schools and its integration with Alexandria Technical College.

President Wimmer indicated that the local transportation system could still be better even though they have added more busses.

County Commissioner Warring stated that there is no longer a Metro Transit pickup point at the East Bethel movie theater which makes it more difficult to connect into the system.

5. Other Business / Updates

Sullivan highlighted items on the staff memo.

89 single family building permits have been pulled as of December 5th, 2017. Two more are waiting to be picked up. This will have significant positive tax impacts when they are added to the taxable market value in the city.

6. Adjournment

Lundeen motioned, second by Lorinser to adjourn at 8:05 pm. Motion carried unanimously.

Dated at Isanti, Minnesota, this 5th Day of December, 2017.

Respectively Submitted,

_____

Sean M. Sullivan, Economic Development Director

CITY OF ISANTI MONTHLY REPORT

November 2017

Residential	Number of permits		Value of permits		Surcharge		Permit Fees		Sac/Wac Fees	
Category	Month	YTD	Month	YTD	Month	Quarter	Month	YTD	Month	YTD
Fence	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Roofing/Siding	5	85	$0.00	$0.00	$5.00	$11.00	$400.00	$6,882.50		
Decks	1	25	$4,200.00	$80,788.00	$2.10	$2.10	$202.95	$4,127.65		
Basement Finish	4	25	$37,664.00	$250,782.00	$19.83	$37.83	$1,310.10	$8,773.00		
Addtns. Remodel	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Garages	0	2	$0.00	$70,000.00	$0.00	$0.00	$0.00	$1,729.20		
Miscellaneous	16	149	$0.00	$20,000.00	$16.00	$32.00	$1,860.00	$18,669.50		
Single dwellings	5	87	$875,886.50	$14,688,437.50	$437.90	$1,125.75	$9,791.76	$199,873.88		
Multi dwellings	0	0	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		
Mechanical	8	108			$8.00	$17.00	$600.00	$8,229.00		
Plumbing	11	125			$11.00	$24.00	$860.00	$10,636.00		
									$41,110.00	
Resid. Totals	**50**	**607**	**$917,750.50**	**$15,110,007.50**	**$499.83**	**$1,249.68**	**$15,024.81**	**$259,000.73**	**$41,110.00**	**$665,982.00**
Commercial										
New Buildings	0	3	$0.00	$1,147,642.00	$0.00	$149.00	$0.00	$9,113.95		
Addtns./Remodel	0	4	$0.00	$60,000.00	$0.00	$0.00	$0.00	$1,713.50		
Plumbing	0	1	$0.00	$12,000.00	$0.00	$0.00	$0.00	$180.00		
Mechanical	0	2	$0.00	$36,000.00	$0.00	$18.00	$0.00	$966.00		
Roofing	0	1	$0.00	$0.00	$0.00	$0.00	$0.00	$80.00		
Tenant Change/Fill	2	38	$0.00	$0.00	$2.00	$7.00	$100.00	$4,151.50	**$0.00**	**$12,772.80**
Comm. Totals	**2**	**49**	**$0.00**	**$1,255,642.00**	**$2.00**	**$174.00**	**$100.00**	**$16,204.95**		
Resid. Plus Comm. Totals	**52**	**656**	**$917,750.50**	**$16,365,649.50**	**$501.83**	**$1,423.68**	**$15,124.81**	**$275,205.68**	**$41,110.00**	**$678,754.80**

M.2.

YEARLY BUILDING PERMIT COMPARISONS

YTD November 2017

Year	# permits	Single units	Multi units	Commercial	Permit Value	Total permit income	Wac & Sac Fees
2013	276	11	0	1	$2,961,079.36	$56,454.84	$96,922.00
2014	466	37	0	2	$15,118,126.35	$182,149.83	$303,301.17
2015	447	39	0	0	$8,376,137.06	$156,094.21	$295,371.00
2016	529	60	0	4	$20,282,850.84	$291,247.28	$681,428.88
2017	656	87	0	3	$16,365,649.50	$275,205.68	$678,754.80

Total permit fees do not include Sac / Wac or State Surcharge fees

COMPARISONS FOR THE YEAR

Month	# of permits	Permits total value	Total permit fee income: Does not include WAC, SAC, or State Surcharge
January	38	$716,154.00	$13,362.40
February	31	$1,014,368.00	$17,395.55
March	46	$1,098,291.50	$20,525.25
April	78	$2,738,163.00	$37,233.45
May	77	$1,016,972.00	$21,668.02
June	74	$1,567,000.50	$28,537.87
July	67	$2,012,736.50	$35,530.17
August	64	$1,905,976.00	$30,656.24
September	68	$1,632,484.00	$28,539.22
October	61	$1,745,753.50	$26,632.70
November	52	$917,750.50	$15,124.81
December	0	$0.00	$0.00
Totals	656	$16,365,649.50	$275,205.68

Isanti Police Department Monthly Report

November 2017

Reported Crime	Month to Date	Year to Date
Theft	19	130
Assault	4	36
Vandalism/Damage to Property	5	56
Narcotics	3	35
Burglary	1	11
Domestics	10	75
Crim Sex	1	7
Robbery	0	0
Loud Party/Disturbance	5	143
Medical	23	284
Permit to Purchase (Eff 3/1/2016)	6	83

Traffic Offenses	Month to Date	Year to Date
No Insurance	3	76
DUI	2	17
Accidents	9	75
Hit & Run	1	9
Warrant P/U	2	48
Speed	43	231
DAR/DAS	4	51
Administrative Citations (Including Speed)	34	149

Squad Mileage	Month End Mileage	Month Miles	YTD Miles
Ford Explorer 221	53,757	1,123	14,803
Dodge 222	127,560	1,372	16,341
Ford Explorer 224	31,105	1,383	14,049
Dodge 225 - Out of Service	157,293		409
Chevy Silverado 220	106,776	354	5,552
Chevy Impala 223	85,472	373	4,799
Ford F150 225	3,571	860	4,431

CEZT REPORT
November 2017

CEZT REPORT

CATEGORY	*CURRENT*	*LAST MO*	*2 MOS*	*3 MOS*	*4 MOS*	*5 MOS*	*6 MOS*
TOTAL CASES YTD	**735**	**679**	**646**	**561**	**474**	**373**	**256**
TOTAL OPEN CASES	**40**	**41**	**59**	**73**	**88**	**71**	**53**
VIOLATIONS CLOSED THIS PERIOD	**31**	**49**	**85**	**97**	**80**	**79**	**75**
NEW ISSUES THIS PERIOD	**56**	**33**	**85**	**87**	**101**	**117**	**94**
CAN-Proh Animals		1	1	1			
CCV-Comm Vehicle Storage							
CDO--Dogs							
CPA-Park & Store	9	16	15	14	9	22	9
CSN-Snow Removal							
CSP-Admin Permits/Solicitors/Peddlers	3			5			
CST--Fish Houses, PODS, Rolloffs							
GAR - Garage Sales				1			
H2O-Water restrictions					4		
NEX-Exterior Structure, Paint/Repair							1
NGA-Garbage Service & Storage							
NGR--Grass Length			56	50	81	74	62
NJU--Junk/Brush	6	7	5	7		2	11
NOX-Noxious Weeds						1	3
NUV-Unlicensed vehicle or missing plates	2	3	2	1		1	1
RNT-Unlicensed rental	28		1	1	2	10	3
SGN-Signs	6	6	2	5	5	6	4
ZAC-Accessory Building	1		1	2			
ZFE-Fence			2			1	
ZTD--Temporary Dwelling							
Compliance Letters Mailed this period	87	35	142	98			
Administrative Citations Issues/period	2	1	0	3	1		
Criminal Citations Issued/period							
Abated Properties/Period		2	10	17	1		
Admin Hearings Requested							
Admin Hearings Held w positive judgement							
Criminal trials w positive judgement							
AVERAGE TIME TO COMPLIANCE	**16**	**33**	**12**	**11**	**15**	**18**	**10**

M.4.

BOLTON & MENK

Real People. Real Solutions.

M.5.

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

Date: December 14, 2017

To: Don Lorsung, City Administrator

From: Bradley C. DeWolf, P.E.

Subject: Engineering Update for the Week of December 18, 2017
Isanti, MN
Project No.: R13.113062

The following is a list of anticipated engineering activities scheduled for the coming week:

1) 2017 Palomino Road Improvements

The site has been stabilized for the winter. Final sodding will take place in the spring prior to the final pavement installation.

2) Arts & Science Addition

The site has been stabilized for the winter. The final pavement lift will occur next spring.

3) MS4 Phase 2 & 3 Implementation

We will continue to assemble documents to assist the City in meeting the requirements of the MS4 permit for Phase 2 and Phase 3 of the implementation schedule.

4) Wastewater Treatment Improvements

Final punch list items will continue to be addressed this week.

5) Cajima Street/TH 65 Signal Study

We have completed the Intersection Control Evaluation (ICE) report and will make any City requested revisions.

6) General Engineering

General engineering activities are performed on an as-needed, as requested basis.

In addition to the current projects listed above we have completed and accepted 44 private developments and 48 city contracts since being selected as your City Engineer in 2008. Please contact Jason or I if you have any questions.

Bolton & Menk is an equal opportunity employer.